



**Professional Development for Religious and Independent School Teachers
Non-Matriculated Application Instructions
Spring 2021**

As an eligible non-public teacher, you can take select graduate-level online and blended courses for professional development. To do so, you must apply for nondegree status with the School for Graduate Studies. Please follow the steps below:

1. Complete an online application for non-degree status:

Non-degree application deadline for Spring 2021: December 31, 2020 (courses begin 1/19/21)

Complete the application at <https://www.esc.edu/degrees-programs/nondegree-study/graduate-nondegree-study/>. Under the Academic Plans section, answer **Yes** to **Title II Part A Partnership**.

Submit your official **undergraduate transcript** showing the conferral date of your bachelor's degree to:

SUNY Empire State College
Admissions Office
111 West Ave.
Saratoga Springs, NY 12866

- Visit www.esc.edu/TitleIIa to download and complete electronic forms (Employment Verification Form, Student Eligibility Agreement, Student Release Form)
- Email TitleIIa@esc.edu to submit your forms

- 2. Enroll:** Once your online application, official bachelor's degree transcripts, and three Title IIa electronic forms have been received, you will be assigned an advisor and receive information on the next steps for registration and orientation. Spring 2021 registration opens October 6 and closes January 14.
- 3. Tuition Funding:** After your registration is complete, Student Accounts will apply Title IIa funds to your account for qualifying coursework¹.

Questions?

*Contact the School for Graduate Studies at
518-587-2100, ext. 2429, or
TitleIIa@esc.edu*

¹ Up to 12 credits of coursework, total, are eligible for Title IIa funding. Courses must be successfully completed to with a grade of C or better. Required forms and documentation must be submitted for each term of enrollment.