

CORRESPONDENCE COURSE GENERAL INSTRUCTIONS



EXTENDED STUDIES

READ the following instructions and information carefully before starting work!

STUDENTS RECEIVING FEDERAL OR PRIVATE FINANCIAL AID

COURSE ATTENDANCE AND TIME LIMITS

You must be enrolled in and attending courses by the Adams State University census date (the course add/drop deadline) of the semester. Financial aid eligibility is determined by your enrollment status and course attendance on that date. **All courses must be completed within the semester of enrollment to maintain financial aid eligibility.**

The minimum course completion times for open enrollment online and print-based correspondence courses are as follows:

Credit Hours	Minimum Course Attendance and Time Limit
1 hour course	2 weeks from date of enrollment
2 hour course	4 weeks from date of enrollment
3 hour course	6 weeks from date of enrollment
4 hour course	8 weeks from date of enrollment

The instructor may require a longer minimum course completion time. Please review the “Course Time Limits” section of the syllabus.

All open enrollment online and print-based correspondence courses have a maximum course completion deadline of one year from the date of registration.

Federal legislation requires Adams State University to verify that students who receive financial aid begin attending courses by census date of each semester. Please be aware that if you have financial aid for your courses with Adams State University, you **MUST** participate in an academically related activity in each course by census date of the semester of enrollment.

ACADEMICALLY RELATED ACTIVITIES DEFINITION

Academically related activities include, but are not limited to, physically attending a class where there is an opportunity for direct interaction between the instructor and students; initiating contact with a faculty member to ask a question about the academic subject studied in the course; participating in an online discussion about academic matters; submitting an academic assignment; taking an exam, an interactive tutorial or computer-assisted instruction; or attending a study group that is assigned by the school.

Academically related activities do **NOT** include activities where a student may be present, but not academically engaged, such as logging into an online class without active participation, participating in academic counseling or advisement, living in institutional housing, or participating in the school's meal plan.

In a distance education context, logging into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. You must participate in class or otherwise be engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a

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faculty member to ask a course-related question. Completion of an online syllabus quiz constitutes attendance.

If you do not begin attending academically related activities in each course by census, you WILL BE DROPPED from your course(s) and therefore, lose financial aid eligibility for the semester. Any financial aid funds disbursed to your student account or refunded to you must be returned to the U.S. Department of Education. Please be aware of Adams State's census (course add/drop) dates every semester by referring to the academic calendar at calendar.adams.edu.

DROPPING OR WITHDRAWING FROM A COURSE

You may add/drop or withdraw from a course within the term you registered, prior to the deadlines stated on the Adams State University academic calendar. In no instance will a drop or withdrawal request be honored once a final grade has been submitted by the course instructor.

For specific add/drop, withdrawal dates, withdrawal forms, and additional information, visit the ASU Records Office website at http://www.adams.edu/records/drop_withdrawal/drop_withdrawal.php.

You may contact your advisor at (800) 548-6679 or distanceadvisor@adams.edu, or the ASU One-Stop Student Services Center at (719) 587-7306 for additional information and dates. ASU degree seeking students withdrawing from all courses must submit a request for "Complete Withdrawal." To initiate a complete withdrawal, contact your advisor. To view the refund schedule for a complete withdrawal, see <http://www.adams.edu/administration/business/>

Financial aid awards for each semester are based on your final enrollment status (i.e., full time, three-quarter, or part-time), which is determined on the add/drop deadline (census date). Financial aid awards will be adjusted according to your census date enrollment. Students can request *withdrawals* for individual courses after census date, but tuition and fees will not be refunded. Students can register for Extended Studies courses after census date, but additional financial aid will not be awarded.

Additional information concerning financial aid can be found at <http://www.adams.edu/finaid/esfaq/esfaq.php>

Satisfactory Academic Progress

To encourage successful degree completion in a timely manner, academic progress for all students is reviewed at the end of every term. Students must meet three academic standards to maintain financial aid eligibility.

1. **Minimum GPA** 2.0 for undergraduate students, 3.0 for graduate
2. **Pace** Students must successfully complete at least 75% of their attempted credits
3. **Maximum Credit** Students must complete their degree within 150% of the required credits. For undergraduates, baccalaureate degrees must be completed within 180 credits. Graduate degree credit standards vary with each program.

Satisfactory Academic Progress Policy:
<http://www.adams.edu/sap>

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STUDENTS NOT RECEIVING FEDERAL OR PRIVATE FINANCIAL AID

COURSE ATTENDANCE AND TIME LIMITS

If you are not receiving federal or private financial aid for this course, the maximum time allowed for completion is one year from the date of registration.

The minimum course completion times for open enrollment online and print-based correspondence courses are as follows:

Credit Hours	Minimum Course Attendance and Time Limit
1 hour course	2 weeks from date of enrollment
2 hour course	4 weeks from date of enrollment
3 hour course	6 weeks from date of enrollment
4 hour course	8 weeks from date of enrollment

The instructor may require a longer minimum course completion time. Please review the “Course Time Limits” section of the syllabus.

All open enrollment online and print-based correspondence courses have a maximum course completion deadline of one year from the date of registration.

It is important to schedule your course study to fit into your academic plan. If you have important deadlines to meet such as graduation, be sure to complete and submit all of your assignments and take the final examination at least five weeks before the credit is needed. It is your responsibility to progress in your course to ensure you will meet your deadlines. Instructors are not expected to expedite grading of or processing any coursework or exams to meet unrealistic graduation, scholarship or admission deadlines. You are also responsible for ensuring the credits for this course will apply toward graduation, transfer or certification requirements.

DROPPING OR WITHDRAWING FROM A COURSE

If you are not receiving federal or private financial aid for this course, you may *drop* the course within the first 30 days after course registration. Refunds for dropped courses will be issued at 90% if requested in writing within the first 30 days after course registration for students not receiving federal or private financial aid. Requests for course drops and refunds must be made in writing to Extended Studies and must include the student’s signature. Telephone requests will not be honored. Refunds cannot be issued for requests submitted beyond 30 days after the registration date.

If you are not receiving federal or private financial aid for this course, you may *withdraw* from the course within the first six months after course registration. No refunds will be issued for course withdrawals. Students are responsible for initiating a formal, written withdrawal request, which must include the student’s signature. Submit written requests for drops or withdrawals to ASU Extended Studies via postal service mail or fax. In no instance will a drop or withdrawal request be honored once a final grade has been submitted by the course instructor.

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ALL STUDENTS

ACADEMIC INTEGRITY

In accordance with Academic Policy 100-03-01, Adams State University, to preserve academic integrity, does not tolerate academic dishonesty (misconduct). Every student is required to practice and adhere to the principle of ACADEMIC INTEGRITY while undertaking studies at Adams State University. Students and faculty at Adams State University value academic honesty as a virtue essential to the academic process. Cheating, plagiarism, unauthorized possession or disposition of academic materials, or the falsification or fabrication of one's academic work will not be tolerated.

Any offense may result in a zero for the exam, lesson, or exercise in question and may result in failure of the course. Please refer to the ASU Extended Studies Academic Integrity website for more information including the student handbook: [Academic Integrity at Adams State University](#).

All written work is subject to plagiarism detection software review.

STUDENT IDENTITY VERIFICATION

Adams State University utilizes a variety of methods to verify the identity of students enrolled in courses, including but not limited to: secure logins and pass codes, proctored exams, security questions, and other technologies and practices that are effective in verifying student identity. Some of these methods may incur an extra cost to students; associated costs will be outlined in the course syllabus, other University documents, and on the University website. Adams State University reserves the right to request additional government-issued documentation of identity from students for the purpose of ensuring that the person enrolled in the course is the person completing assignments, exams, and all other course requirements. Any student engaged in incidents of student identity fraud may face reprimand, disciplinary warning, a lowered or failing grade(s), and/or probation, or suspension from the course, academic program or University, or expulsion from the University.

TEXTBOOKS

Textbooks can be purchased from the Adams State University Bookstore. To order textbooks or obtain information about book titles, you may go to exstudies.adams.edu and click on the "Bookstore" link. Select "DISTLEARN" from the department menu. (<http://adams.edu/students/sub/bookstore/>)

Select the appropriate course and section number, located on the title page and in the "Course Materials" section of the course syllabus. This should provide the correct textbook information and ordering options.

If you have questions, you can contact the Bookstore at 719-587-7981, email at asubookstore@adams.edu or by mail to Adams State University Bookstore, 208 Edgemont Blvd., Suite 3140, Alamosa, CO 81101.

COURSE ASSIGNMENTS

Carefully read the introductory material in the syllabus for specific instructions on how to prepare your assignments. The course syllabus contains information explaining the required textbooks, resources and materials, and the assignments.

Unless otherwise stated in the course syllabus, you are urged to wait until the first submitted assignment has been evaluated and returned before sending your second assignment. This will enable you and the instructor to communicate and establish a closer rapport. This will also allow you to have a clear idea of what to expect in the course and how to complete and submit the rest of your

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assignments. Keep in mind the instructor will be happy to answer any questions you may have that are pertinent to the coursework.

ASSIGNMENT SUBMISSION

Mail or email all assignments to your instructor. A postal address is included in the syllabus; an email address is also included if the instructor offers this option for submitting course assignments. If you use postal mail, include your name, address, course name and number, and assignment number in the upper-right corner of the first sheet. Be sure to include your name on each sheet submitted. You must pay the postage on all lessons and tests submitted for grading.

If you want materials returned, provide the instructor with a stamped, self-addressed envelope. Be sure to use the correct postage amount or the assignment will not be returned.

LIBRARY RESOURCES

Students who are enrolled in online or on-campus classes and have received ASU network login information have access to the majority of the ASU Nielsen Library's licensed databases. Students are welcome to explore the library resources on our website: www.adams.edu or <http://libguides.adams.edu/>

Students who are enrolled exclusively in print-based correspondence courses have access to library resources, but should first seek assistance from their prison library before sending requests to Adams State. If the prison library cannot fulfill a request, students may contact the Distance Education Librarian at ASU Nielsen Library in writing, by calling [719-587-7173](tel:719-587-7173), or by email at liboffcampus@adams.edu. In your request, include your full name, ASU Student I.D. number (900 number), and the course(s) for which you require assistance. Requests must also include a topic, thesis statement if applicable, and several key terms that describe your research. Requests may take between two and ten weeks to process depending on the time of year and the number of other research requests pending.

To contact the ASU Nielsen Library in writing:

Distance Education & Extended Studies Library Services
Adams State University - Nielsen Library
208 Edgemont Blvd. Ste. 4010
Alamosa, CO 81101

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COURSE EXAMINATIONS

Correspondence courses may include proctored examinations, written assignments, a research paper, or project. Exams must be ordered using the examination request form(s) provided in the study guide. The following guidelines must be followed for all proctored exams:

1. Proctored exams must be taken at a verified testing center.
 - College or university testing center
 - Correctional facility testing center
 - Military education testing center
2. No more than one exam per course may be taken on the same day, therefore multiple exams for the same course will not be sent together.
3. Adams State University can provide a list of testing centers that have elected to proctor ASU distance learning exams and have been verified by ASU.
4. ASU does not provide information about scheduling, proctoring fees, or other policies of verified testing centers.
5. The student must provide the testing center with a blank envelope (minimum size of 5x7) and postage to return the exam to the instructor.
6. Please send your exam request form two to three weeks before you plan to take the exam to:

Extended Studies
Adams State University
208 Edgemont Blvd., Suite 3000
Alamosa, CO 81101
Fax: 719.587.7974
Email: exstudies@adams.edu

COURSE EVALUATION

Upon conclusion of the course, please complete the evaluation form at the back of the study guide based on your ratings and expectations of this course and its method of delivery. **Course evaluations are not given to the instructor until after the final grade has been recorded.** Please mail the evaluation in the business reply envelope attached to the study guide.

COURSE GRADING SCALE

The grading system for correspondence courses is consistent with the Adams State University academic policies. A, B, C, D, P, and S are passing grades; F and U are failing grades. No D grade may apply to a major or minor field. Because this course can be completed beyond one semester (students have up to one year), an incomplete grade will be issued at the end of the term of enrollment. However, your student record will then be updated when the course is completed and the instructor assigns a grade. Adams State College policy requires an F grade be issued if the course is not completed at the end of one year.

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OFFICIAL TRANSCRIPTS

Upon completion of this course, a complimentary official transcript will be mailed to you. Official transcripts are issued by the Registrar's Office and bear the University seal and Registrar's signature. Official Transcripts are not processed if the student has an outstanding obligation, financial or otherwise, due ASU.

Adams State University has authorized the National Student Clearinghouse to provide transcript ordering via the Web. To order an official transcript, login to the National Student Clearinghouse here: www.getmytranscript.com and select Adams State University.

For details, please refer to the ASU Records office web site: www.adams.edu/records. Students who do not have Internet access may contact the Records Office toll-free at 1.800.824.6494 or by mail at Adams State University, Attention: Records, 208 Edgemont Blvd. Suite 2110, Alamosa, CO 81101.

ADA STATEMENT

Adams State University complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Adams State University is committed to achieving equal educational opportunities, providing students with documented disabilities access to university programs. In order for a course to be equally accessible to all students, different accommodations or adjustments may need to be implemented. The Office of Disability Services (ODS) is located in Richardson Hall, Suite 3-100, by mail at 208 Edgemont Blvd., Suite 3-100, Alamosa, CO 81101, by email at odsd@adams.edu, or by calling 719-587-7746. They are your primary resource on campus to discuss the qualifying disability, help you develop an accessibility plan, and achieve success in your courses. Please communicate with them as early as possible; this can be in person, via email, or by phone. The Disability Services Coordinator shall either provide you letters to give to your professors for accommodations or email these letters out to you and your professors.

REPLACEMENT MATERIALS

Please contact ASU Extended Studies to order a replacement study guide. There will be a \$10 charge for each study guide; workbooks and textbooks will be replaced at their original cost.

GENERAL CAMPUS POLICIES

Adams State University expects all students, as well as faculty and staff, to observe national, state, and local laws and to respect the rights and privileges of other individuals. The University expects each individual within the academic community to refrain from behavior that would disrupt the University function of education; cause injury to persons; cause damage or loss of property on the campus; or interfere with the freedom of movement of students, school officials, employees, or guests at facilities of the University. The University will not tolerate interference in any manner with the public or private rights of other individuals or conduct that threatens or endangers the health and safety of any person. The President or Vice President or designee, may summarily suspend any student in violation of these standards, pending a hearing of the case before the University Magistrate, when it appears that reasonable cause exists to believe the continued presence of the accused student on campus poses a threat to the safety of the student, other persons, or property, or a threat to disrupt University functions or activities. Students should be aware that such misconduct may also subject them to any penalties that may be prescribed by municipal, state, or federal laws. The imposition of such additional penalties does not constitute double jeopardy, inasmuch as University punishment is not criminal in nature. The Colorado General Assembly has passed a trespass and interference law with the education act. Violation is a Class 3 misdemeanor (Colorado Revised Statutes, 1973, 18-9-109).

CORRESPONDENCE COURSE GENERAL INSTRUCTIONS

STUDENT RIGHTS AND RESPONSIBILITIES

The University expects all students, as well as faculty and staff, to observe national, state, and local laws and to respect the rights and privileges of other individuals. The University expects each individual within the academic community to refrain from behavior that would disrupt the University function of education, cause injury to persons; cause damage or loss of property on the campus; or interfere with the freedom of movement of students, school officials, employees, or guests at facilities of the University. Interference in any manner with the public or private rights of other individuals or conduct that threatens or endangers the health and safety of any person will be not tolerated by the University. The President or designee may summarily suspend/expel any students in violation of these standards, pending a hearing of the case before the University Magistrate. Students should also be aware that such misconduct may subject them to any penalties which may be prescribed by municipal, state, or federal laws.

CODE OF CONDUCT

All students share a common and heavy responsibility to maintain a climate suitable to a community of scholars. They have equivalent responsibility with the faculty for study and learning and for conducting themselves with academic integrity in a manner compatible with the University's function as an educational institution. The University has a duty and the corollary disciplinary powers to protect its educational purposes through the regulations of the use of facilities and through the establishment of standards of scholarship and conduct for the students who attend the institution. Disciplinary proceedings should play a role substantially secondary to example, counseling, guidance, and admonition. When the preferred means fail to resolve problems regarding student conduct, proper procedural safeguards should be observed to protect the student from the unfair imposition of serious penalties for violation of University policies. Students violating rules of conduct, as set forth by the University, will be subject to disciplinary action. Expectations of behavior for all students are as follows:

1. All students are expected to practice academic honesty. They should refrain from any form of cheating, plagiarism, or knowingly furnishing false information to the University.
2. All students are expected to refrain from forgery, alteration, or use of any University documents, records, or instruments of identification with intent to defraud or deceive.
3. All students are expected to make only authorized entry to or use of any University facility. University facilities are interpreted to mean buildings, grounds, equipment, or materials.
4. All students are expected to comply with directions of University officials acting in performance of duties and to show identification upon request by a university official.
5. All students are expected to observe federal and state laws relative to narcotic drugs, beer, and liquor.
6. All students are expected to observe rules and regulations as set forth in specific University facilities.
7. All students are expected to refrain from impeding freedom of movement of students, school officials, employees, or invited guests to all facilities of the University.
8. All students are expected to refrain from physical abuse or intimidation of any person on University-owned or controlled property or at University-sponsored or supervised functions and to refrain from conduct that threatens or endangers the health or safety of any person.
9. All students are expected to refrain from theft of or damage to University property or the private property of any student, school official, employee, or invited guest when such property is located in University buildings or facilities.
10. All students are expected to refrain from unauthorized possession of firearms, explosives, or other dangerous weapons upon the grounds, or in buildings, or other facilities of the University.

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11. All students on University premises or in any building or University facility are expected to refrain from engaging in disorderly, harassing, or indecent conduct that results in a disruption, impairment, or interference of the educational mission, process, procedures, or functions of the University. Such proscribed conduct includes, but is not limited to, the following: coarse or offensive utterances, gestures, or displays; abuse or threats to any other person; unreasonable noise on University premises or in any building or other facility; fighting with another person; discharging or displaying a firearm on campus; striking, shoving, or kicking a person; directing obscene language or gestures to another person; or performing in a public place or in public view any of the following: (a) an act of sexual intercourse or (b) an act of deviate sexual intercourse or (c) a lewd exposure of the body.
12. While on or near University premises or facilities, all students are expected to refrain from denying lawful freedom of movement, lawful use of University facilities, or the right of lawful entry or exit from the physical facilities of the University to any other student, school official, employee, or invited guest. All students on the University premises or in any building or University facility shall not impede through the use of threat, restraint, abduction, coercion, intimidation, force, or violation any staff or faculty in the lawful performance of official duties, nor any student in the lawful pursuit of educational activities. No student shall willfully refuse or fail to leave the property of or any building or other facility used by the University upon being requested to do so by the President or his designee if such student is committing, threatens to commit, or incites others to commit any act that would disrupt, impair, interfere with, or obstruct the lawful missions, processes, procedures, or functions of the institution.
13. All students are expected to observe University regulations regarding artists, lecturers, films, videotapes, and entertainment media.
14. All students are expected to refrain from any violation of federal, state, and municipal laws and from any other conduct not included above that adversely affects the function of the University and the pursuit of its educational purposes and objectives.
15. All students are expected to refrain from theft, alteration, destruction, illegal utilization, unauthorized entry into, plagiarism, and otherwise misuse of computer software or hardware.

All students are responsible for adhering to the expectations, policies, and procedures outlined in the Student Handbook as authorized by the Trustees of the Consortium of State Colleges in Colorado. This handbook is available in the Office of Student Affairs, Richardson Hall Suite 2080; or on the ASU Web site: <http://www.adams.edu/sa>

CORRESPONDENCE COURSE GENERAL INSTRUCTIONS

NOTIFICATION OF RIGHTS UNDER FERPA

ASU FERPA Web site: <http://www.adams.edu/records>

The Family Educational Rights and Privacy Act of 1974 (FERPA) or Buckley Amendment as it is often called, affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, written requests that identify the record(s) they wish to inspect. The Registrar will arrange for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the University to amend a record that they believe is inaccurate. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Adams State University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

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Adams State University considers the following to be directory information:

- Name
- Enrollment status (full-time, half-time, etc.)
- Email address
- Phone number(s)
- Address
- Major field of study
- Honors and awards received
- Degrees received
- Degrees pursued
- Weight and height of members of *athletic team members*.
- Past and present participation in officially recognized sports activities
- Date of birth
- Date of attendance
- Last school attended
- Classification (i.e., freshman, junior, etc.)
 - o Note: the actual number of credit hours is not directory information

Directory Information can NEVER include:

- Social security number
- Ethnicity
- Student ID number
- Nationality
- Race
- Gender

A student may request non-release of directory information. You may find a downloadable version of our Restriction of Release of Information form here: <http://www.adams.edu/records/forms/forms.php>. Complete the form, sign, and have it notarized before submitting it to the Office of Records for processing.

EXTENDED STUDIES

Please notify Extended Studies of any name, address, or telephone changes!

Office hours are 8:00 am to 5:00 pm (MST), Monday – Friday. (Summer hours: 7:30 am to 4:30 pm MST)

Adams State University Extended Studies
208 Edgemont Blvd. Suite 3000
Alamosa, CO 81101
Phone: 719.587.7671
Toll-free: 1.800.548.6679
Fax: 719.587.7974
Email: exstudies@adams.edu
Website: http://www.adams.edu/extended_studies/