



<p><u>ACADEMIC POLICY</u></p>  <p>ADAMS STATE COLLEGE</p>	<p>POLICY NUMBER: 100-05-06</p>	<p>PAGE NUMBER Page 1 of 2</p>
	<p>CHAPTER: Academic Affairs</p>	
	<p>SUBJECT: Catalog / Course Policies: Class Attendance & Tuition/Fee Payment</p>	
<p>RELATED POLICIES: Class Absences / Attendance</p> <p>OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs</p>	<p>EFFECTIVE DATE: TBD</p>	
	<p>SUPERSESSSION: TBD</p>	
	 <p>Dr. David Svaldi President</p>	

Class Attendance & Tuition/Fee Payment – Undergraduate Students

I. POLICY:

Students are expected to attend all class sessions. The college places the responsibility of attendance on the student. Tardiness and absences are dealt with by the instructor. Each student is expected to complete all course requirements regardless. No person shall attend Adams State College classes on a regular basis without being properly registered and without paying appropriate tuition and fees. Exceptions to this policy are made for senior citizens and current or retired Adams State College faculty who may attend classes with the permission of the instructor and the APAA. The policy does not apply to designated community activities such as the community orchestra, etc. Visitors may attend class on a one-time basis with permission. See the COF section for information regarding this tuition off-set program.

II. PURPOSE:

The purpose of this policy is to identify expectations for class attendance and to state who may attend classes without paying tuition and fees.

III. DEFINITIONS:

- A. Assistant/Associate Provost for Academic Affairs (APAA): The individual responsible determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.
- B. COF (College Opportunity Fund): The funding provided by the state on behalf of the student to assist them in paying for college. The amount of funding depends on the number of credit hours enrolled in.
- A. Tuition: The fees paid by a student to the college for courses enrolled in, based on the number of credit hours enrolled in.

IV. PROCEDURES:

- A. Students will register and pay tuition and fees for all classes attended.
- B. Students will attend class sessions and complete all course requirements.
- C. Senior citizens and current or retired ASC faculty will request permission from the instructor and the APAA if they wish to attend classes at no charge.
- D. Visitors will request permission prior to attending class and may attend as a visitor only once.

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- E. Community members of designated community activities such as the Community Chorus or Orchestra may attend these activities without paying tuition and fees.

V. RESPONSIBILITY:

- B. It is the student's responsibility to register and pay all tuition and fees for all classes. They are responsible for attending all class sessions and for completion of all course requirements.
- C. Instructors and the APAA are responsible for granting or denying permission to individuals requesting permission to attend classes without paying tuition, or to visitors wishing to attend a class.
- D. Individuals wishing to attend classes without paying fees and tuition must confirm that they are eligible and obtain permission from the APAA and the instructor of the class.

VI. AUTHORITY:

ASC General Catalog, 2006-2007

VII. HISTORY:

VIII. ATTACHMENTS: