



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER:	PAGE NUMBER Page 1 of 3
	CHAPTER:	Academic Policies
	SUBJECT:	Academic Advising & Required Approvals: Distance Ed Courses
RELATED POLICIES: Degree Requirements   OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	EFFECTIVE DATE:	TBD
	SUPERSESION:	TBD
	 Dr. David Svaldi President	

## Distance Education Courses

### I. POLICY:

Distance education courses are offered through the Extended Studies (ES) branch of Adams State College. According to Federal Student Aid (FSA) terminology, distance education consists of correspondence and telecommunication course modes (see definitions of each mode below).

Students enrolled in distance degree programs through ES should consult with their advisors prior to enrolling to ensure courses are appropriate for the degree sought. Non-degree seeking students may enroll in distance education courses according to ES policies. On-campus students seeking to enroll in distance education courses must seek the approval of their advisor, the department chair of the area in which the course resides, and the APAA prior to enrolling.

On-campus students may take off-campus courses if they have met the required pre-requisites even if the course is currently offered on campus. The approval form is used to ensure on-campus students meet the necessary prerequisites, to determine whether the student's academic history demonstrates a likelihood for success, and to track how many on-campus students are taking ES courses.

### II. PURPOSE:

The purpose of this policy is to define the procedures for enrolling in distance education courses, based on Federal Student Aid (FSA) definitions and to differentiate them from independent study courses.

### III. DEFINITIONS:

- A. Academic Advisor: A faculty or staff member who advises students regarding their academic program.
- B. Assistant/Associate Provost for Academic Affairs (APAA): The individual responsible for determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.
- C. Correspondence Course: A home-study course delivered by Adams State College Extended Studies in which Extended Studies provides instructional materials, including examinations on the materials, to students who are not physically attending classes on campus. When a student completes a portion of the instructional materials, the student takes the examinations that relate to that portion of the materials and returns the examinations to the school for grading (taken from 2006-2007 FSA Handbook at <http://www.ifap.ed.gov/sfahandbooks/attachments/0607FSAHBkVol2Ch8.pdf>).
  - If Adams State adds telecommunications technology, such as online instruction, to a correspondence course, the institution must ascertain the predominant method of instruction (correspondence or telecommunications).

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- If a course is part correspondence and part residential training, the course is considered to be a correspondence course.
  - A course that is delivered in whole or in part through the use of video cassettes or video discs is a correspondence course unless comparable instruction is delivered to students attending on-campus classes at Adams State during the same financial aid award year.
- D. Department Chair (DC): The ASC faculty member that acts as the administrative head of an academic program.
- E. Distance Degree Program: A degree program which can be completed entirely off campus through distance education courses or at an off-campus site.
- F. Distance Education: Any mode of instruction in which there is a separation, in time or place, between the instructor and student (taken from 2006-2007 FSA Handbook at <http://www.ifap.ed.gov/sfahandbooks/attachments/0607FSAHBkVol2Ch8.pdf>).
- G. Extended Studies: The branch of Adams State College that offers classes outside of the campus environment, whether through distance education courses, off-site classes or other off-campus delivery methods.
- H. Independent Study: On-campus courses in which the student completes study in a subject area not offered in a scheduled course that semester. The scope of study is to be determined by the instructor with the agreement of the student.
- I. Telecommunications Course: A course offered via the application of technology including television, audio, or computer transmission (such as open-broadcast, closed-circuit, cable, microwave, or satellite transmission) and courses offered over the Internet (taken from 2006-2007 FSA Handbook at <http://www.ifap.ed.gov/sfahandbooks/attachments/0607FSAHBkVol2Ch8.pdf>).

#### IV. PROCEDURES:

- A. An on-campus student will obtain an *Authorization of Distance Education Course Form* from their advisor, the Office of Extended Studies, the APAA Office, or the One Stop Student Services Center.
- B. The student will complete all required information on the form with the assistance of their advisor.
- C. If the advisor authorizes the distance education course, the student will take the form to the department chair of the area in which the course resides (e.g., chair of Chemistry, Computer Science & Mathematics for approval of a distance education math class).
- D. The department chair will assess whether the student has met all prerequisites and determine whether the student's academic history demonstrates a likelihood for success in such a class and approve or disapprove authorization.
- E. If approved by the department chair, the student will request final approval from the APAA.
- F. The form with all approvals will be submitted to Extended Studies for registration in the course.

#### V. RESPONSIBILITY:

- A. It is the student's responsibility to obtain the authorization form and ensuring that the *Authorization of Distance Education Course Form* is completed according to the procedures above.
- B. The advisor is responsible for assessing whether the student would benefit from enrolling in a distance education course and ensuring that the information on the form reflects the student's current academic standing.
- C. The department chair of the area in which the course resides is responsible for ensuring that the student has met the appropriate pre-requisites and is academically prepared to enroll in a distance education course.

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- D. The APAA is responsible for final approval of on-campus students taking distance education courses and for ensuring that the appropriate procedures have been followed.
- E. Extended Studies is responsible for enrolling the student in the course and ensuring that the course is delivered effectively.

VI. AUTHORITY:

VII. HISTORY:

May 16, 2006  
April 5, 2007

VIII. ATTACHMENTS:

Authorization for Distance Education Course Through Extended Studies Form