



CORRESPONDENCE COURSE GENERAL INSTRUCTIONS

READ the following instructions and information carefully before starting work!

CONTACTING INSTRUCTOR

Please refer to the contact information in the syllabus and contact your instructor with questions regarding your course.

COURSE TIME LIMITS

The maximum time allowed for completion of a course is one year from the date of registration. If you are receiving federal or private financial aid, requirements may differ. Please check the course syllabus for additional information regarding course time limits and the minimum amount of time required to complete the course. Minimum course completion times will vary for each course and no exceptions will be made.

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.

TEXTBOOKS

Textbooks can be purchased from the Adams State College (ASC) Bookstore. To order textbooks or obtain information about book titles you may go to www.exstudies.adams.edu and click on the “ASC Bookstore” icon. Select “DIST_LEARN” from the department menu. Select the appropriate course and section number located on the title page of this study guide and in the “Course Materials” section of the syllabus. This should provide the correct textbook information and ordering options. If you have questions you can contact the Bookstore at 719.587.7981, e-mail Loretta Martinez at lcmartin@adams.edu or send a mailed request to ASC Bookstore, 208 Edgemont Blvd., Alamosa, CO 81102.

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.

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 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.**

If you want materials returned, provide the instructor with a **stamped, self-addressed envelope**. You must pay the postage on all lessons and tests submitted for grading. Be sure to use the correct postage amount or the assignment will not be returned.

REFERENCES, RESOURCES, AND LIBRARY MATERIALS

Students in correspondence courses may borrow materials from Adams State College's Nielsen Library. Peruse the Nielsen Library Web site for help and information specific to distance learning. Library materials are loaned for three weeks and may be renewed if not needed by other students. A fine is charged for each overdue item, and credit for courses will be withheld until all books are returned and the overdue fines are paid. If books and materials are sent by mail, the borrower assumes postage costs each way by parcel post. Library loan requests should be sent to the address below or submit via Web site:
<http://www2.adams.edu/library>.

*Nielsen Library Inter-Library Loan Department Adams State College
208 Edgemont Blvd., Alamosa, CO 81102*

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. Please send your exam request form two to three weeks before you plan to take the exam to:

**Extended Studies
Adams State College
208 Edgemont Blvd.
Alamosa, CO 81102**

2. No more than one exam may be taken on the same day, therefore multiple exams will not be sent together.
3. Exams may not be sent to or taken at a residential address.
4. The main requirement of a proctor is the willingness to preserve the academic integrity of the examination. To avoid a conflict of interest, the student shall not propose his/her relative,

immediate work supervisor, co-worker, athletic administrator, athletic coach or assistant coach as a proctor. The following is a list of acceptable proctors:

- Elementary or secondary school superintendents, principals, teachers or guidance counselors
 - Professional employees of accredited post secondary colleges or universities, who do not teach, advise or coach the student.
 - Professionals working for the public or private libraries
 - Commissioned officers of the active duty military, National Guard or Reserve Components
 - Clergy
 - Military Education, College Continuing Education or Distance Learning Staff
 - Human Resource and Training Managers/Directors
5. Adams State College reserves the right to verify a proctor's identity, require additional proof of eligibility, or require the selection of a different proctor.

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 College 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.

OFFICIAL TRANSCRIPTS

Upon completion of this course, an official transcript will be mailed to you. Official transcripts are issued by the Registrar's Office and bear the College seal and Registrar's signature. Official Transcripts are not processed if the student has an outstanding obligation, financial or otherwise, due ASC. Transcripts are available five to seven business days after a final grade is received by Extended Studies.

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

For details, please refer to the ASC 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 College, Attention: Records, 208 Edgemont Blvd.
Alamosa, CO 81102

DROPPING OR WITHDRAWING FROM A COURSE

Students Receiving Federal or Private Financial Aid. You may add/drop or withdraw from a course within the term you registered, prior to the deadlines stated on the Adams State College academic calendar. For specific add/drop, withdrawal dates, withdrawal forms, and additional information, visit the ASC Records Office website at http://www.adams.edu/records/drop_withdrawal/drop_withdrawal.php.

You may contact your advisor at (800) 548-6679 or ascadvisor@adams.edu, or the ASC One-Stop Student Services Center at (719) 587-7306 for additional information and dates. 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://www2.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>

Students Not Receiving Federal or Private Financial Aid. You may *drop* a course within the first 30 days after course registration. Refunds for dropped courses will be issued at 90% if requested 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 cannot be honored. Refunds cannot be issued for requests submitted beyond 30 days after the registration date.

You may *withdraw* from a 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 ASC Extended Studies via postal service mail or fax.

REPLACEMENT MATERIALS

Please contact ASC 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.

AFFIRMATIVE ACTION POLICY

Adams State College (the College) is committed to an affirmative action policy. The College subscribes to the policy that there is no place in an academic community for discrimination based on race, creed, sex, or ethnic background. The College will use its influence to discourage such discrimination, whether it is on the campus or in the community. A faculty member serves as affirmative action officer and is responsible for coordinating compliance efforts and investigating any complaints concerning discrimination. This responsibility includes institutional compliance with Title IX.

Disability Services

The Office of Equal Opportunity manages services for students with disabilities. If you have or suspect you have a disability impacting your academic performance, you will be required to present documentation of that disability to the Office of Equal Opportunity. To present that documentation for review and arrange for timely accommodations, students with disabilities should contact the Office of Equal Opportunity prior to starting a course. The Office of Equal Opportunity can be reached at 719-587-8226 or by mail at 208 Edgemont Blvd., SUB 329, Alamosa, CO 81102.

GENERAL CAMPUS POLICIES

Adams State College 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 College expects each individual within the academic community to refrain from behavior that would disrupt the College 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 College. The College 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 College 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 College 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 College 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).

STUDENT RIGHTS AND RESPONSIBILITIES

The College 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 College expects each individual within the academic community to refrain from behavior that would disrupt the College 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 College. 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 College. The President or designee may summarily suspend/expel any students in violation of these standards, pending a hearing of the case before the College 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 College's function as an educational institution. The College 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 College policies. Students violating rules of conduct, as set forth by the College, 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 College.
2. All students are expected to refrain from forgery, alteration, or use of any College 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 College facility. College facilities are interpreted to mean buildings, grounds, equipment, or materials.
4. All students are expected to comply with directions of College officials acting in performance of duties and to show identification upon request by a college 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 College 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 College.
8. All students are expected to refrain from physical abuse or intimidation of any person on College-owned or controlled property or at College-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 College property or the private property of any student, school official, employee, or invited guest when such property is located in College 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 College.

11. All students on College premises or in any building or College 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 College. 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 College 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 College premises or facilities, all students are expected to refrain from denying lawful freedom of movement, lawful use of College facilities, or the right of lawful entry or exit from the physical facilities of the College to any other student, school official, employee, or invited guest. All students on the College premises or in any building or College 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 College 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 College 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 College 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, Room 234; or on the ASC Web site: <http://www.adams.edu/pubs>

NOTIFICATION OF RIGHTS UNDER FERPA

ASC 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 College 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 College 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 College decides not to amend the record as requested by the student, the College 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 College 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 College 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 College 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

Adams State College considers the following to be directory information:

- Name
- Enrollment status (full-time, half-time, etc.)
- E-mail 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.)
 - 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://www2.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 a.m. to 5:00 p.m. (MST), Monday – Friday. (Summer hours: 7:30 a.m. to 4:30 p.m. MST)

Adams State College Extended Studies
208 Edgemont Boulevard
Alamosa, CO 81102
Phone: 719.587.7671
Toll-free: 1.800.548.6679
Fax: 719.587.7974
E-mail: ascextend@adams.edu
<http://exstudies.adams.edu>