Prison College Program

prisoncollegeprogram.adams.edu
Q. Is Adams State University (ASU) accredited?

A. Yes, ASU is accredited by The Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools. This is the highest level of accreditation in the United States. ASU is a State of Colorado public non-profit institution. The main accrediting agencies for post-secondary education in the United States are: Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, and Western Association of Schools and Colleges. ASU is currently on probation with the HLC. While on probation, ASU maintains its accreditation.

Q. Will my credits transfer to another school?

A. Transferability of credit is based on the decision of the institution accepting the credits. With ASU’s level of accreditation, there is a high likelihood the receiving institution would accept your credits. Having noted this, it is highly recommended you seek pre-approval of your credits from the college or university to which you are planning to transfer the credits.

Q. How does the course completion process work?

A. 1. When you are ready to take a course, you will need to send in a course registration form (pg. 33) with payment. Once we process your registration, we send you a course study guide and syllabus. You will have one (1) year from your date of registration to complete the course. Textbooks are not included in the price and must be purchased separately.
   2. The course study guide and syllabus will let you know your assignments, course guidelines, required textbook(s), etc.
   3. From there, you will work on your course and course assignments independently. You will correspond directly with your professor with any course questions and course assignment submission(s) with the inclusion of a self-addressed stamped envelope (SASE) required for feedback.
   4. Most courses require you to take one or more exams. When you are ready to take an exam, you will send in an exam request form located in your study guide, filled out and signed by you and your proctor. Proctor guidelines will be included in your course study guide.
   5. Once you have completed and submitted all your required work, you will receive a final grade for the course.
   6. You will then receive a mailed complimentary official transcript with your final grade for your course when your final grade has been posted in our system.
   7. Any course(s) you complete will be applied to your degree plan if/when you are admitted as a degree seeking student.

Q. Do I need ACT or SAT scores to take courses at Adams State University?

A. We do not require your SAT/ACT scores if you (1) have already completed a minimum of 12 credit hours of transferrable credit and/or (2) are seeking admission to the Associate of Arts or Associate of Science degree programs. If you do not have a completed SAT/ACT, you may be required to complete our English and math placement exams before you take any math or English courses with us as a degree seeking student.

Q. Do you offer a payment plan?

A. No. Full payment is required at the time of course registration.

Q. Do I have to be admitted to ASU in order to take correspondence courses?

A. No. You may take courses for any reason, such as transfer to other schools, personal enrichment, or to improve your skills in a specific area. All you need to do is select the course you want to take, complete a course registration form (pg. 33), and provide payment in full for the specified tuition.

Q. Do I have to wait for a new semester or to be fully admitted at ASU in order to begin courses?

A. No. You can start courses whenever you wish. You will have one year to complete a course from the date of registration.

Q. Can I earn an ASU degree without coming to campus and without the use of a computer and internet?

A. Yes. Numerous degrees are available via print-based correspondence:

- Associate of Arts, Associate of Science, Associate of Science - Business emphasis;
- Bachelor of Arts - Business Administration;
- Bachelor of Science - Business Administration - emphasis areas: General Business, Legal Studies, Management, Small Business Management;
- Bachelor of Arts - Sociology - emphasis areas: Social Welfare
or Criminology;
Bachelor of Arts- English/Liberal Arts;
Bachelor of Arts- Interdisciplinary Studies.
ASU has a long history of offering print-based correspondence courses to incarcerated individuals throughout the United States. Therefore, we completely understand the restrictions and challenges you currently face.

Q. Do I have to pay for the whole program at one time?
A. No. Each course is paid for separately.

Q. Will I be able to contact my advisor if I have questions?
A. Yes. You will have a dedicated advisor and will be provided with your advisor's telephone number, mailing address, and e-mail address. Your advisor will answer any questions you may have.

Q. Because I have limited access to communication, can a family member or friend correspond with ASU for me?
A. Yes. You will be provided with a Third Party Release form which will allow you to designate to whom you authorize ASU to release your student educational information. Communication specific to completing course requirements and related to progress in a course must take place between the registered student and the instructor.

Q. What if a required course is not available through the mail?
A. Your advisor will work with you to find a suitable substitute print-based course if one of your required courses in your degree program is unavailable in a print-based format when you need to take it.

Q. How many courses can I take at one time?
A. You can take up to 20 credit hours per semester. Most students take between 3 and 15 hours per semester.

Q. Can I correspond with and get feedback from my professor?
A. Yes. All professors require a self-addressed stamped envelope for correspondence. Your course study guide and syllabus will provide information on how to correspond with your professor.

Q. What is the difference between the Application for Admission to Undergraduate Distance Degree Program and the Correspondence Registration form?
A. The Application for Admission to Undergraduate Distance Degree Program form (pg. 35) is only used when you want to become fully admitted into ASU as a degree seeking student. The Distance Learning Course Registration form (pg. 33) is used for course registration purposes only.

Q. What if I am moved or released from my correctional facility while I am enrolled in a course?
A. If you are moved while in our program, simply let us know (in writing) so we can send you a change of address form. You may continue in our program for as long as you wish, including upon your release. It is highly recommended that you notify your instructor of the move as soon as possible. In some cases, an extension can be requested from and approved by your instructor. Extensions are based on the decision of the instructor of the course.

Q. Will my diploma from ASU note that I am incarcerated?
A. No. You will receive the exact same diploma that is awarded to an on-campus student.

Q. Can I test out of a class?
A. It is ASU's policy to accept a maximum of 30 transfer credits from approved College Level Examination Program (CLEP) and DANTES Subject Standardized Test (DSST) with no more than 18 credits coming from the CLEP general examinations. However, your facility will need to (if it is not already) become a DANTES or CLEP testing facility. Please write us for a list of acceptable DANTES and CLEP exams.

Q. Can I get help after I graduate?
A. We will help you any way we can when you graduate. We have a Career Services Coordinator to help prepare students and alumni to successfully navigate the job search or graduate school application process.

Q. How long has Adams State been established?
A. Adams State University was founded in 1921 as a teacher's college, but now offers a variety of programs including master degrees in many fields, and a doctorate degree. Billy Adams, a Colorado legislator who would later become a 3-term governor of Colorado, worked for three decades before obtaining the authorization to found Adams State Normal School in 1921. His goal was to provide higher education opportunities for teachers from remote and rural areas of Colorado and see them work in those same areas such as the San Luis Valley.
Q. How long has ASU worked with incarcerated students?
A. We have worked with incarcerated students for over 20 years. Our dedicated Prison College Program Advisor coordinated/directed a face-to-face college program inside of Colorado prisons for over 12 years and has been working with incarcerated individuals for over 21 years.

Q. Do certain felony convictions bar me from taking courses through the Distance Degree Program?
A. No. Your conviction does not impact your educational offerings and status through the Distance Degree Program.

Q. How long do I have to complete a course?
A. You have one full calendar year to complete a course from the date of course registration.

Q. Why do I have to write a crime statement?
A. We are required by law to obtain this information only if you wish to become admitted as a degree seeking student to ASU. Your crime statement will not hurt or impact your academic offerings and academic career through the Prison College Program. We need a brief statement regarding your felony conviction. We do not need this information if you do not wish to be admitted as a degree seeking student.

Q. Can I earn an ASU degree without coming to campus and without the use of a computer and internet?
A. Yes. All our degrees and courses listed in this catalog do not require you to come to campus or use a computer or internet.

Q. What are the costs?
A. The current cost of a print-based course is $185 per credit hour (courses provided through the Center for Legal Studies have varying tuition rates), however prices are subject to change. A one-time matriculation fee of $100, which is assessed after you submit your first course registration, is waived. Tuition and any fees for the ASU Distance Learning courses are listed in the catalog and on the Extended Studies web site. Textbook costs are not included in the course tuition. Textbooks can be purchased from the ASU Bookstore or through any vendor of your choice. It is strongly advised you consult with your facility regarding book guidelines before you place your book order.

Q. Will I need a proctor?
A. The majority of our print-based courses require a proctor. Proctored exams must be taken at a correctional facility testing center that will be verified by ASU.

Q. Can I get feedback from my professor on assignments?
A. Yes, if you would like feedback on assignments, you will need to provide the instructor with a self-addressed, stamped envelope (SASE). Please make sure to use the correct postage amount or the assignment feedback will not be returned.

Q. Will I need to get approval from my facility to take courses with ASU?
A. Depending on your facility requirements and restrictions, you may need to seek approval from your facility administration before registering for any courses. This may further apply to seeking approval for any textbooks needed in your courses based on facility restrictions or requirements.

Q. How do correspondence courses appear on the ASU transcript?
A. Credit earned through correspondence is listed on your transcript exactly as an on-campus course would be listed.

Q. Do you use CorrLinks?
A. Yes. Prior to admission, all inquiries can be sent to extudies@adams.edu. After admission, send inquiries to distanceadvisor@adams.edu.

Q. Do you require an application fee to become a degree seeking student?
A. Yes. To become a degree seeking student, a $30 application fee is required for admission. Re-admit students will have this application fee waived.
Dear Student,

Welcome to ASU’s Prison College Program, a division of ASU Extended Studies. We are very excited to serve you and thank you for your interest in our programs. At ASU Extended Studies, we pride ourselves in reaching toward our vision, “Excellence in Education: everywhere, every way, one learner at a time,” by providing quality academic programs in a variety of formats to meet the diverse needs of our students. As a life-long learner, you will find our programs very suitable to your unique needs.

In February of 2016, Adams State University was placed on probation by the Higher Learning Commission of the North Central Association of Colleges and Schools. While on probationary status, Adams State will maintain its accreditation through the review process. We are committed to meet all of the criteria for accreditation and are working diligently to make improvements. We are not only accountable to our students, but also to all who trust in Adams State University. We are confident our institution will be removed from probationary status and our programs will maintain the highest standard you deserve.

ASU Extended Studies has a rich history of providing educational opportunities to the incarcerated. Our staff is accustomed to helping students and their families navigate through the admission and registration process. In addition, our advisors provide support to students from the time of admission all the way through graduation. Whether you wish to take a course or two or would like to complete an Associate, Bachelor, or Master degree, we can provide the support you and your family need to reach your educational goals.

We look forward to providing you with a high quality learning experience. We are confident you will find this catalog useful as you prepare yourself academically for the challenges and opportunities ahead. The entire Extended Studies department shares a strong desire to grow with you as you engage in life-long educational and career development.

Sincerely,

Walter Roybal
Associate VP of Extended Studies

Judy Phillips
Assistant VP of Extended Studies-Operations

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tel: 1-800-548-6679 • fax: 1-719-587-7974 • email: exstudies@adams.edu
prisoncollegeprogram.adams.edu
Prison College Program Catalog
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Undergraduate Correspondence Distance Degrees
The following degrees are available:

• Associate of Arts
• Associate of Science
• Associate of Science in Business
• Bachelor of Arts in English - Liberal Arts
• Bachelor of Arts in Interdisciplinary Studies
• Bachelor of Arts in Sociology
  Emphasis Areas: Social Welfare, Criminology
• Bachelor of Arts in Business Administration
  Emphasis Areas: General Business
• Bachelor of Science in Business Administration
  Emphasis Areas: General Business, Legal Studies, Management, Small Business Management

Minors Available
• Business Administration (Non-Business majors only)
• Creative Writing
• Sociology
• Women’s Studies

Correspondence Courses
Undergraduate courses are available in print-based correspondence format with no need for computer access.

Certificate Programs
• Paralegal
• Advanced Paralegal

Graduate Correspondence Distance Degree
• Master of Business Administration (MBA)
* more information available upon request

Mission Statement
Offering quality educational opportunities by providing accessible, innovative solutions.

Vision Statement
Excellence in education: everywhere, every way, one learner at a time.
Prison College Program
Undergraduate Degrees

Programs are based on availability and are subject to change

- Associate of Arts page 8
- Associate of Science page 8
- Associate of Science in Business page 8
- Bachelor of Arts in English-Liberal Arts page 8
- Bachelor of Arts in Interdisciplinary Studies page 9
- Bachelor of Arts in Sociology page 9
- Bachelor of Arts in Business Administration page 10
- Bachelor of Science in Business Administration page 10

Obtain your degree through distance education courses (correspondence) offered by ASU Extended Studies. Degree completion options can include:
- ASU distance education courses
- Credits from previous college courses
- Testing
- Previous military or civilian training
- Department of Corrections vocational training

ASU Distance Degree Requirements

All requirements for the distance degrees are the same as those listed in the Adams State University (ASU) catalog for the same degree on the campus. Distance Degree Program students are subject to all ASU policies, deadlines, and graduation requirements.

Students are required to meet ASU residency requirements of 15 semester credits or more for the associate degrees and 30 semester credits or more for the bachelor degrees. The requirement may be met by completing ASU courses at an off-campus site or by completing distance learning courses which are approved and listed in this catalog. Course credits and degrees earned through the ASU distance degree program are entered on the student record without distinction between on-campus and distance learning courses. ASU credits earned in distance learning courses are considered to be the same as those earned in on-campus courses for the purpose of meeting residency or other requirements in degree programs of the institution.

To earn a degree from ASU, the student must have an overall GPA of 2.0 or higher and also have a GPA of 2.0 or higher in all ASU general education courses.

All ASU courses in the degree cores and emphasis areas must be completed with a grade of C- or better.

All associate degrees require a minimum of 60 credit hours for graduation. All bachelor degree programs require a minimum of 120 credit hours including 42 credit hours of upper division (300-400) credit.

To apply to the Bachelor of Arts (BA), Bachelor of Science (BS), Associate of Arts (AA), or Associate of Science (AS) degree programs, students must complete and submit the ASU Application for Admission.

General Education Requirements
(37 credits)

Area I — Communications (6 credits)
The ability to take these courses may be dependent on English placement results.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>Communication Arts I (GT-CO1)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>Communication Arts II (GT-CO2)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite: ENG 101)</td>
<td></td>
</tr>
</tbody>
</table>

Area II — Arts and Humanities (9 credits)
The ability to take these courses may be dependent on math placement results.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR 103</td>
<td>Art Appreciation (GT-AH1)</td>
<td>3</td>
</tr>
<tr>
<td>*MUS 100</td>
<td>Introduction to Music Literature (GT-AH1)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 203</td>
<td>Major Themes in Literature (GT-AH2)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite: ENG 101)</td>
<td></td>
</tr>
<tr>
<td>*THTR 180</td>
<td>Introduction to Theatre (GT-AHs)</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 201</td>
<td>Introduction to Philosophy (GT-AH3)</td>
<td>3</td>
</tr>
</tbody>
</table>

Area III — Mathematics (5 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 104</td>
<td>Finite Math (GT-MA1)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 106</td>
<td>College Algebra (GT-MA1)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 107</td>
<td>Trig &amp; Analytical Geometry (GT-MA2)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite: MATH 106)</td>
<td></td>
</tr>
<tr>
<td>*MATH 150</td>
<td>Liberal Arts Mathematics (GT-MA1)</td>
<td>3</td>
</tr>
</tbody>
</table>

Area IV — Social & Behavioral Sciences/History (12 credits)
(At least one course but no more than two must be HGP or HIST)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HGP 110</td>
<td>Development of Civilization (GT-HI1)</td>
<td>3</td>
</tr>
<tr>
<td>HGP 111</td>
<td>Development of Civilization (GT-HI1)</td>
<td>3</td>
</tr>
<tr>
<td>HIST 202</td>
<td>American History to 1865 (GT-HI1)</td>
<td>3</td>
</tr>
<tr>
<td>HIST 203</td>
<td>American History 1865 to Present (GT-HI1)</td>
<td>3</td>
</tr>
<tr>
<td>*ECON 201</td>
<td>Economics &amp; Today’s Society (GT-SS3)</td>
<td>3</td>
</tr>
<tr>
<td>POLS 291</td>
<td>American Government (GT-SS1)</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology (GT-SS3)</td>
<td>3</td>
</tr>
<tr>
<td>SOC 201</td>
<td>The Sociological Imagination (GT-SS3)</td>
<td>3</td>
</tr>
</tbody>
</table>

Area V — Physical and Natural Sciences (7 credits)
The ability to take these courses is dependent on your facility due to lab requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BIOL 101</td>
<td>Introductory Biology (GT-SC1)</td>
<td>4</td>
</tr>
<tr>
<td>*ENV 101</td>
<td>Introduction to Environmental Science w/lab (GT-SC1)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite: MATH 099+)</td>
<td></td>
</tr>
<tr>
<td>GEOL 111</td>
<td>Physical Geology w/lab (GT-SC1)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite: Students must enroll in developmental math (MATH 099+))</td>
<td></td>
</tr>
<tr>
<td>PHYS 201</td>
<td>Introduction to Astronomy (GT-SC1)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite: MATH 099+)</td>
<td></td>
</tr>
</tbody>
</table>

* General education courses currently not available as a print-based correspondence course
**Associate of Arts**

**Associate of Science**

The curriculum of the associate degrees provides an unyielding foundation in the academic areas of oral and written communication, human behavior, history and culture, arts and literature, quantitative thinking, and science foundations and issues. Education from Adams State fosters the skills of communication and critical thinking. A minimum of 15 credits must be obtained through Adams State University for the AA or AS degree. For the AS degree, elective hours must be math, science, and/or business courses.

**Program Requirements**

(60 credits)

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>37</td>
</tr>
<tr>
<td>Electives</td>
<td>23</td>
</tr>
<tr>
<td>Total semester-hour credits required for graduation</td>
<td>60</td>
</tr>
</tbody>
</table>

**Electives**

(23 credits)

Electives may be approved transfer credits or courses taken from ASU. Electives are credits that are required, but not used elsewhere in the degree program. AS degree electives need to be in the math, science, and/or business subject areas. Total Electives Required 23 credits

**Associate of Science- Business Emphasis**

**Program Requirements**

(60 credits)

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>37</td>
</tr>
<tr>
<td>Business Emphasis (see below)</td>
<td>15</td>
</tr>
<tr>
<td>Electives</td>
<td>8</td>
</tr>
<tr>
<td>Total semester-hour credits required for graduation</td>
<td>60</td>
</tr>
</tbody>
</table>

**Business Emphasis (15 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 103</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 207</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 361</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ECON 255</td>
<td>Macroeconomic Principles</td>
<td>3</td>
</tr>
<tr>
<td>Plus one additional BUS or ECON course, 200 level or higher</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Bachelor of Arts in English-Liberal Arts**

The liberal arts emphasis provides a rich and broad study in literature, criticism, and effective writing. This knowledge prepares students for graduate studies or careers in business, government, and more specialized fields such as public relations and advertising.

**Program Requirements**

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>37</td>
</tr>
<tr>
<td>Major - English/Liberal Arts</td>
<td>39</td>
</tr>
<tr>
<td>Electives</td>
<td>44</td>
</tr>
</tbody>
</table>

**Required Core Courses**

(21 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 203</td>
<td>Major Themes in Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 226</td>
<td>Basic English Grammar</td>
<td>3</td>
</tr>
<tr>
<td>ENG 363</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 403</td>
<td>Shakespeare</td>
<td>3</td>
</tr>
<tr>
<td>ENG 394</td>
<td>American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 480</td>
<td>Contemporary Literary Theory</td>
<td>3</td>
</tr>
<tr>
<td>ENG 490</td>
<td>Major Authors</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose one of the following (3 hours):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 309</td>
<td>English Literature I: Beowolf-Trans Write</td>
<td>3</td>
</tr>
<tr>
<td>ENG 407</td>
<td>Chaucer</td>
<td>3</td>
</tr>
<tr>
<td>ENG 409</td>
<td>Renaissance Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives**

(44 credits)

Electives may be approved transfer credits or courses taken from Adams State. Electives are credits that are required, but not used elsewhere in the degree program.
Bachelor of Arts in Interdisciplinary Studies

The BA in Interdisciplinary Studies is designed to allow students whose academic interests do not fit an existing major to devise, in consultation with an advisor and the Associate Vice President for Extended Studies, a major that encompasses two or more disciplines. The student must demonstrate that the proposed program has sufficient internal coherence to warrant the term “major.” Upon successful completion of the degree program, students will have a well-built foundation not only in general education, but also in two areas of concentrated study.

Program Requirements
- General Education 37 credits
- Interdisciplinary Studies Major 40 credits
  Interdisciplinary Studies majors must complete 20 semester credits from two academic disciplines.
- Electives 43 credits

Bachelor of Arts in Sociology

The BA in Sociology is a blend of academic and practical understanding. You will be instructed on the major sociological theories underlying social life and society and will have the opportunity to apply this knowledge hands-on in the community through an internship. The Adams State University Sociology Department is committed to preparing students for careers in human services as well as for admission to graduate programs in Sociology and Social Work. Graduates of the Sociology degree are employed in a variety of work settings.

Program Requirements
- General Education 37 credits
- Major — Sociology 32 credits
- Emphasis Areas (one required):
  - Criminology or Social Welfare 12 credits
  - General Electives 33 credits

Required Core Courses (32 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LS 225</td>
<td>Research Skills for the Behavioral Sciences*</td>
<td>1</td>
</tr>
<tr>
<td>SOC 201</td>
<td>The Sociological Imagination</td>
<td>3</td>
</tr>
<tr>
<td>SOC 245</td>
<td>Criminology*</td>
<td>3</td>
</tr>
<tr>
<td>SOC 251</td>
<td>Social Problems*</td>
<td>3</td>
</tr>
<tr>
<td>SOC 311</td>
<td>Social Statistics***</td>
<td>4</td>
</tr>
<tr>
<td>SOC 318</td>
<td>Race, Class and Gender</td>
<td>3</td>
</tr>
<tr>
<td>SOC 365</td>
<td>Race, Culture, and Ethnicity</td>
<td>3</td>
</tr>
<tr>
<td>SOC 395</td>
<td>Pre-Professional Seminar</td>
<td>2</td>
</tr>
<tr>
<td>SOC 401</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 445</td>
<td>Sociological Theory</td>
<td>3</td>
</tr>
<tr>
<td>SOC 455</td>
<td>Sociological Research Methods*</td>
<td>4</td>
</tr>
</tbody>
</table>

* LS 225 Research Skills for the Behavioral Sciences is a prerequisite/co-requisite for SOC 245, SOC 251, and SOC 455.

Sociology Electives

(6 credits required from the following list)
- For students choosing the Criminology emphasis: SOC 352, SOC 370, and SOC 470 are available as Sociology electives
- For students choosing the Social Welfare emphasis: SOC 346, SOC 347, and SOC 447 are available as Sociology electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 305</td>
<td>Rural Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 315</td>
<td>Sociology of Education</td>
<td>3</td>
</tr>
<tr>
<td>SOC 320</td>
<td>Marriages and Families</td>
<td>3</td>
</tr>
<tr>
<td>SOC 379</td>
<td>Special Topics in Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 419</td>
<td>Gender and Society</td>
<td>3</td>
</tr>
<tr>
<td>SOC 425</td>
<td>Environment and Society</td>
<td>3</td>
</tr>
<tr>
<td>SOC 444</td>
<td>Deviance and Control</td>
<td>3</td>
</tr>
<tr>
<td>SOC 479</td>
<td>Special Topics in Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Criminology Emphasis

(12 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 346</td>
<td>Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>SOC 347</td>
<td>Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>SOC 447</td>
<td>Correctional Systems</td>
<td>3</td>
</tr>
<tr>
<td>SOC 494</td>
<td>Internship in Criminology</td>
<td>3</td>
</tr>
</tbody>
</table>

Social Welfare Emphasis

(12 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 352</td>
<td>Human Behavior &amp; the Social Environment</td>
<td>3</td>
</tr>
<tr>
<td>SOC 370</td>
<td>Poverty and Social Inequality</td>
<td>3</td>
</tr>
<tr>
<td>SOC 470</td>
<td>Social Welfare Policy</td>
<td>3</td>
</tr>
<tr>
<td>SOC 493</td>
<td>Internship in Social Welfare</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives

(33 credits)

Electives may be approved transfer credits or courses taken from Adams State. Electives are credits that are required, but not used elsewhere in the degree program.
Bachelor of Arts
Business Administration
The Bachelor of Arts in Business Administration is designed to
provide a solid foundation of general business knowledge. The
degree has a strong business core and allows for numerous
"elective" courses which can be chosen to fit your learning
needs.

Program Requirements
(120 credits)
- General Education 37 credits
- Major — Business Administration 39 credits
- Electives 44 credits

Required Core Courses
(42 credits)
- BUS 103 Introduction to Business 3
- BUS 120 Business Computer Applications I 3
- BUS 207 Principles of Accounting I 3
- BUS 208 Principles of Accounting II 3
- BUS 211 Business Law 3
- BUS 265 Business Communications 3
- BUS 304 Principles of Marketing 3
- BUS 318 Business Statistics 3
- BUS 361 Principles of Management 3
- BUS 363 Managerial Finance 3
- BUS 430 Production & Operations Mgmt 3
- BUS 480 Global Business Strategies 3
- ECON 255 Macroeconomic Principles 3
- ECON 256 Microeconomic Principles 3

Electives
(44 credits)
Electives may be approved transfer credits or courses taken from
Adams State. Electives are credits that are required, but not used
elsewhere in the degree program.

Bachelor of Science
Business Administration
The Bachelor of Science in Business Administration is designed
to provide an extensive foundation of business knowledge. The
curriculum has a strong business core with a focused emphasis
area in general business, legal studies, management, or small
business management.

Program Requirements
General Education 37 credits
Major — Business Administration 42 credits
Emphasis Areas:
* General Business 30 credits
* Legal Studies 30 credits
* Management 27 credits
* Small Business Management 24 credits
Electives 11–17 credits

Required Core Courses
(42 credits)
- BUS 103 Introduction to Business 3
- BUS 120 Business Computer Applications I 3
- BUS 207 Principles of Accounting I 3
- BUS 208 Principles of Accounting II 3
- BUS 211 Business Law 3
- BUS 265 Business Communications 3
- BUS 304 Principles of Marketing 3
- BUS 361 Principles of Management 3
- BUS 363 Managerial Finance 3
- BUS 430 Production & Operations Mgmt 3
- BUS 480 Global Business Strategies 3
- ECON 255 Macroeconomic Principles 3
- ECON 256 Microeconomic Principles 3

Emphasis Areas —
General Business, Legal Studies, Management, or Small
Business Management emphasis required.

General Business Emphasis
(30 credits)
Thirty semester hours from 300-400 level Business, Economics,
or Health Care Administration courses.

Legal Studies Emphasis
(30 credits)
- BUS 359 Paralegal I 3
- BUS 359 Paralegal II 3
- BUS 466 Business Ethics 3
- POLS 430 Constitutional Law: Civil Liberties 3
- SOC 379 Criminal Law 3
- (Prerequisites: BUS 359 Paralegal I, BUS 359 Paralegal II)
Plus three of the following classes (9 credits):
- BUS 355 Individual Income Taxation 4
  (Prerequisite: BUS 208)
- BUS 362 Human Resource Management 3
  (Prerequisite: BUS 361)
- BUS 479 Fraud Examination 3
- BUS 379 Estate Planning 3
- BUS 479 Alternative Dispute Resolution 3
- BUS 379 Water Law 3

Plus not more than two of the following classes (6 credits):
- POLS 379 Family Law 3
  (Prerequisites: BUS 359 Paralegal I, BUS 359 Paralegal II)
- POLS 429 Constitutional Law: Criminal Justice 3
- POLS 479 Advanced Legal Research 3
  (Prerequisites: BUS 359 Paralegal I, BUS 359 Paralegal II)
- SOC 346 Criminal Justice 3
  (Prerequisites: SOC 201, SOC 245)
- SOC 379 Victim Advocacy 3

**Management Emphasis**
(27 credits)
- BUS 362 Human Resource Management 3
  (Prerequisite: BUS 361)
- BUS 365 Small Business Management 3
  (Prerequisites: BUS 207, BUS 208, BUS 304, BUS 361)
- BUS 401 Organizational Behavior 3
  (Prerequisite: BUS 361)
- BUS 418 Leadership Strategies 3
- BUS 419 Organizational Change/Development 3
  (Prerequisite: BUS 361)
- BUS 466 Business Ethics & Decision Making 3
  (Prerequisite: BUS 361)
- ECON 425 Economic Policy 3
  or
- ECON 433 Managerial Economics 3
  (Prerequisites: ECON 255, ECON 256, MATH 104 or higher college-level math)

Plus two courses (6 credits) of 300-400 level business or economics courses approved by the student’s advisor.

**Small Business Management Emphasis**
(24 credits)
- BUS 315 Sales and Sales Management 3
  (Prerequisite: BUS 304)
- BUS 345 Advertising 3
  (Prerequisite: BUS 304)
- BUS 362 Human Resource Management 3
  (Prerequisite: BUS 361)
- BUS 365 Small Business Management and Entrepreneurship 3
  (Prerequisites: BUS 207, BUS 208, BUS 304, BUS 361)
- BUS 466 Business Ethics and Decision Making 3
  (Prerequisite: BUS 361)

Plus nine credit hours of 300-400 level business or economics courses approved by the student’s advisor.
A minor is an optional, supplemental addition to a declared bachelor major for degree seeking students. A minor is a structured plan of study requiring a minimum of 18 semester hours.

**Business Administration Minor**  
* (18 semester hours) Non-Business Majors only

A minor in Business Administration requires 18 hours in Business (BUS) and/or Economics (ECON).

Required courses (12 semester hours):
- BUS 103 Introduction to Business 3
- BUS 207 Principles of Accounting I 3
- BUS 361 Principles of Management 3
- ECON 255 Macroeconomic Principles 3

Plus 6 semester hours from the following (may, but need not, come from the same subgroup):
- BUS 208 Principles of Accounting II 3  
  (Prerequisite: BUS 207)
- BUS 307 Managerial Cost Accounting I 3  
  (Prerequisite: BUS 208)
- BUS 355 Fundamentals of Income Taxation 3  
  (Prerequisite: BUS 208)
- BUS 312 Web Design I (Prerequisite: BUS 120) 3
- BUS 320 Business Computer Applications II 3  
  (Prerequisite: BUS 120)
- BUS 363 Managerial Finance 3  
  (Prerequisites: BUS 208, ECON 255, 256)
- BUS 373 Investment Analysis 3  
  (Prerequisites: BUS 208, 363, ECON 255)
- BUS 362 Human Resource Management 3  
  (Prerequisite: BUS 361)
- BUS 365 Small Business Management 3  
  (Prerequisites: BUS 207, 208, 304, 361)
- BUS 304 Principles of Marketing 3  
  (Prerequisite: BUS 103)
- BUS 450 Service Marketing 3  
  (Prerequisite: BUS 304)
- BUS 318 Business Statistics 3  
  (Prerequisite: MATH 104+)
- BUS 430 Production/Operations Management 3  
  (Prerequisites: MATH 104+, BUS 318)
- BUS 211 Business Law 3
- BUS 265 Business Communications 3  
  (Prerequisites: BUS 120, ENG 101)
- BUS 386 Principles of Real Estate 3  
  (Prerequisite: BUS 211)
- ECON 256 Microeconomic Principles 3  
  (Prerequisite: MATH 104+)

**Creative Writing Minor**  
* (18 semester hours)

Required courses:
- ENG 203 Major Themes in Literature 3  
  (Prerequisite: ENG 101)
- ENG 227 Introduction to Creative Writing 3  
  (Prerequisite: ENG 101)

Plus 9 semester hours from the following:
- ENG 326 Poetry Workshop I 3  
  (Prerequisites: ENG 210 or 203, ENG 227)
- ENG 327 Fiction Workshop I 3  
  (Prerequisite: ENG 227)
- ENG 328 Nonfiction Workshop I * 3  
  (Prerequisites: ENG 102, ENG 227)
- ENG 426 Poetry Workshop II 3  
  (Prerequisite: ENG 326)
- ENG 427 Fiction Workshop II 3  
  (Prerequisites: ENG 227, ENG 327)
- ENG 428 Nonfiction Workshop II * 3  
  (Prerequisites: ENG 227, ENG 328)
- ENG 497 Capstone Writing Project 3  
  (Prerequisites: ENG 210 or 203, ENG 214 or  
  THTR 213, ENG 227, ENG 326,  
  ENG 327, ENG 329)

Plus 3 semester hours from the following:
- ENG 458 Reading Poetry 3  
  (Prerequisite: ENG 210 or 203)
- ENG 460 Reading Short Prose 3  
  (Prerequisite: ENG 210 or 203)

*ENG 328 and ENG 428 may be substituted with ENG 279 Women and Memoir (Recommended Prerequisite: ENG 102) or  
ENG 279 Prison in Memoir (Recommended Prerequisite: ENG 102) for distance learning students.

**Sociology Minor**  
* (21 semester hours)

Required courses:
- SOC 201 Sociological Imagination 3  
Plus 18 semester hours of Sociology courses approved  
by your advisor.

**Women’s Studies Minor**  
* (18 semester hours)

Required courses:
- WS 294 Women and the American Experience 3

Possible elective courses:
- AR 367 Women in Art History 3  
  (Prerequisite: AR 105)
- CRJ 309 Women, Crime and Law 3  
  (Prerequisite: SOC 201)
- ENG 385 Women and Literature 3  
  (Prerequisite: ENG 210 or 203)
- POLS 379 Family Law 3  
  (Prerequisites: BUS 359-Paralegal I,  
  BUS 359-Paralegal II)
- POLS 393 Women, Politics and Culture 3
- HIST 320 History of American Women 3
- PSYC 360 Psychology of Gender 3  
  (Prerequisites: PSYC 101, PSYC 204  
  PSYC 205, PSYC 211)
- SOC 318 Race, Class and Gender 3  
  (Prerequisite: SOC 201)
- SOC 320 Marriage and Families 3  
  (Prerequisite: SOC 201)
- SOC 380 Family Violence 3
- SOC 419 Gender in Society 3  
  (Prerequisite: SOC 201)
- THTR 255 Women and Drama 3

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[Adams State University Extended Studies](#) [Prison College Program](#) [prisoncollegeprogram.adams.edu](#)
Admission Information

Free Unofficial Evaluation
Prior to your admission into a degree program, you may request a free “unofficial” evaluation of your previous college work. To request an unofficial evaluation, provide your name, address, and submit copies of your transcripts for review to:

ASU Extended Studies
ATTN: PCP Advisor
208 Edgemont Blvd Suite 3000
Alamosa CO 81101
Fax: 719-587-7974

For purposes of this review, the transcripts may be unofficial but must be legible. The “unofficial” evaluation attempts to show where your previous college credits fit into the ASU degree requirements. The unofficial evaluation does not guarantee credits will transfer.

The “unofficial” evaluation is subject to change based on the formal official evaluation and acceptance of previous college transfer course work. Unofficial evaluations cannot be made over the telephone.

Applying to the ASU Prison College Program
After you decide to become an ASU degree seeking student, you can formally apply to the ASU Prison College Program. Application procedures are listed below. Application documents should be sent to:

ASU Extended Studies
208 Edgemont Blvd Suite 3000
Alamosa CO 81101

Admissions Requirements & Application Procedures

College Transfer Admissions Requirements
Transfer students who have at least 12 transferable credit hours from an accredited college or university and have earned a 2.3 cumulative GPA or higher may be unconditionally admitted to Adams State University. Students who have earned a transferable Colorado AA, AS, AAS, or AGS degree may be unconditionally admitted to Adams State University. AA, AS, AAS, or AGS degrees from other states will be evaluated individually.

College Transfer Application Procedures
ASU Extended Studies must receive the following from transfer students applying to the Distance Degree Program:
1. A completed admission application (pg. 35).
3. All official transcript(s) from former college(s) need to be mailed directly from institution to ASU. Official electronic transcripts can be emailed to distancedegreees@adams.edu.
4. Students transferring less than 12 college credits must also submit an official high school transcript or official GED score report.
5. Official American College Test (ACT) or Scholastic Aptitude Test (SAT) scores if applicable (not required).

First-Time High School Graduate Admissions Requirements
For admission, applicants must have an Index Score of 80 or higher, based on the Colorado Commission on Higher Education Admission Index. The Index combines your high school grade point average with your ACT or SAT scores. An 80 Index Score, for example, is equivalent to a 2.4 high school GPA combined with a 19 ACT or 900 composite SAT score. Lower ACT/SAT scores can be combined with higher GPAs in order to reach an 80 Index Score, and vice versa. Some students who do not meet the above requirements may be considered on an individual basis for conditional admission to the BS, BA, AA, or AS degree programs.

Strong candidates for admission into the baccalaureate program must have a minimum 80 index, according to the Colorado Commission of Higher Education Admissions Eligibility Index. Applicants graduating from high school in 2010 or later, must also have completed the Colorado Higher Education Admissions Requirements (HEAR) during high school to be considered for a baccalaureate program:
1. Four units of English.
2. Four units of mathematics (Algebra I and higher).
3. Three units of natural/physical science (including two units lab-based science).
4. Three units of social science (including one unit of U.S. or world history).
5. One year of foreign language.
6. Two units of academic electives.

First-Time General Education Development (GED) Admissions Requirements
Applicants who took the GED
1. Prior to 2001 and have a GED score of 45 or higher
2. Between 2001 and 2013 and have a GED score of 450 or higher
3. Since January 2014 and have a score of 150 or higher

Strong candidates for admission into the baccalaureate program must have a minimum 80 index, according to the Colorado Commission of Higher Education Admissions Eligibility Index. Applicants graduating from high school in 2010 or later, must also have completed the Colorado Higher Education Admissions Requirements (HEAR) during high school to be considered for a baccalaureate program:
1. Four units of English.
2. Four units of mathematics (Algebra I and higher).
3. Three units of natural/physical science (including two units lab-based science).
4. Three units of social science (including one unit of U.S. or world history).
5. One year of foreign language.
6. Two units of academic electives.

First-Time General Education Development (GED) Application Procedures
Non-high school graduates may be admitted to the Distance Degree Program by successfully completing the high school-level GED test. Persons seeking admission under the GED program must submit:
1. A completed admission application (pg. 35).
3. An official transcript of high school records.
4. Official American College Test (ACT) or Scholastic Aptitude Test (SAT) scores if applicable (not required).

First-Time General Education Development (GED) Application Procedures
Non-high school graduates may be admitted to the Distance Degree Program by successfully completing the high school-level GED test. Persons seeking admission under the GED program must submit:
1. A completed admission application (pg. 35).
3. An official copy of the GED score report showing a score of 45 or higher for exams taken before 2001. For exams taken between 2001 and 2013, the GED score report needs to show a score of 450 or higher. All exams taken since January 2014 need to have a score of 150 or higher.
4. Official American College Test (ACT) or Scholastic Aptitude Test (SAT) scores if applicable (not required).
5. An official transcript of any high school level work attempted.
International Admissions Requirements

First-Time International Students

First-time international students who have no previous work at the postsecondary level must have at least a 2.5 grade point average (on a 4.0 scale) from a secondary school and submit official ACT, SAT, TOEFL or IELTS test results to demonstrate English language proficiency.

In addition, the student must demonstrate with a course-by-course evaluation from an independent credential evaluation service provider the equivalent completion of secondary school (high school) in the United States.

Transfer International Students

Undergraduate applicants who have attended a postsecondary-level institution and have completed at least twelve (12) transferable semester credits at an accredited or non-accredited institution must present a minimum grade point average of 2.3 for all postsecondary work and submit official ACT, SAT, TOEFL or IELTS test results to demonstrate English language proficiency.

Students who have completed fewer than 12 transferable semester credits (postsecondary) must also meet the secondary school GPA requirements and submit official ACT, SAT, TOEFL or IELTS test results to demonstrate English language proficiency.

These requirements will be determined based on the results of a course-by-course evaluation from an independent credential evaluation service provider.

International Applicant Procedures

A. Prospective students who are not U.S. citizens or were educated outside the United States must submit the following documents to be admitted to the Adams State University Distance Degree program:

1. A completed international undergraduate distance degree student's application for admission.
2. A non-refundable check, money order, or credit card application fee made payable to Adams State University in the amount of $50.
3. Proof of immigration or visa status. Use either a photocopy (front and back) of permanent residency card; OR a photocopy of prospective student's visa and I-94 departure record; OR other proof of the prospective student's current visa or immigration status. (This is not needed if the student plans to stay in his/her home country and take independent study courses.)

B. Prospective students who are F-1 visa holders, and who do not plan on transferring to Adams State University must submit the following documents to be granted non-degree seeking admission to Adams State University for the term of registration:

1. Photocopy of prospective student’s current I-20; AND
2. Photocopy of prospective student’s I-94 departure record; AND
3. Letter of permission from prospective student’s sponsoring institution to register temporarily at Adams State University.

Adams State University Extended Studies does not issue I-20’s for any undergraduate student holding or seeking an F-1 visa.

C. Proof of English language proficiency is required, in one of the following ways:

1. A minimum score of 213 on the computer-based test, 550 on the paper-based version, or 79 on the Internet-based test of English as a Foreign Language (TOEFL) exam.
2. An ACT English sub-score of 21 or better with an ACT Composite score of 21 or better.
3. An SAT Verbal score of 440 or higher with an SAT composite score of 900 or better.
4. IELTS (International English Language Testing System) with a minimum score of 5.5.

D. Submission of English Language proficiency scores:

1. Test scores must be sent directly from the testing agent to Adams State University (photocopies will not be accepted).
2. Scores older than two (2) years old will not be accepted.
3. When requesting scores or when registering for the exam, Adams State University’s institution code must be indicated:
   - TOEFL — 4001
   - ACT — 0496
   - SAT — 4001

4. The TOEFL, ACT or SAT scores are not required for the purpose of English language proficiency for applicants who:
   a. Hold an Associate of Arts or Associate of Science from a U.S. community college; OR
   b. Have graduated from a U.S. high school that the applicant attended for at least two (2) years
   c. Have passed a U.S. General Education Development (GED) exam; OR
   d. Are lifetime residents of Australia, Canada, Ireland, New Zealand or the United Kingdom.

E. Official or certified true copies of official secondary and/or post-secondary credentials mailed directly from the school or Ministry of Education directly to the Office of Extended Studies.

F. Official results of course-by-course evaluation of secondary and/or post-secondary credentials completed by an independent credentials evaluation service provider translated to English. Documents must be mailed directly from the evaluation agency. Adams State University accepts evaluated credentials from the following agencies only:

- AACRAO International Education Services
  - http://ies.aacrao.org/
  - Telephone: 1-202-296-3359
  - Facsimile: 1-202-822-3940
  - E-Mail: ies@aacrao.org

- World Education Services, Inc.
  - www.wes.org
  - Toll-Free: 1-800-837-3995
  - Telephone: 1-212-966-6311
  - Facsimile: 1-212-739-6100
  - E-Mail: info@wes.org

- Foundation for International Services
  - www.fis-web.com
  - Telephone: 1-425-248-2255
  - Facsimile: 1-425-248-2262
  - E-Mail: info@fis-web.com

Official Evaluation of Credit and Admission to ASU

Soon after the admission application and required official documents are received at ASU and your admission file is complete, a letter will be sent to you indicating your admittance status. You will be provided with a copy of your official degree plan which will list the requirements satisfied by any transfer work and will show which areas need to be completed.

Transfer Credit

Credit is accepted by ASU from accredited institutions recommended by the American Association of Collegiate Registrars and Admissions Officers. A maximum of 90 transferred credits can be applied toward a BA/BS degree at ASU. The remaining 30 credits must be earned through ASU. A maximum of 45 transferred credits can be applied to an AA/AS degree. The remaining 15 credits must be earned with ASU.

ASU will award transfer credit for courses in which grades of A, B, C, P (pass), CR (Credit), and S were earned. Courses graded...
with a “D” or “F” are not accepted for transfer. Developmental education courses are not accepted for transfer.

Credits from Non-Accredited Institutions
Credits from a non-accredited institution will not be accepted for transfer until the student has completed at least 24 semester hours at ASU with a 2.0 GPA average or better. Credits may then be presented to the department chair of the appropriate department for approval. The transfer of the credit is not guaranteed.

Time Limitation on Credit
Any college credit earned more than 10 years before the date of admission or re-admission is not applicable toward the degree major, minor, or emphasis desired unless it is approved by the department chair of the school where your declared major is located.

Credit for Military Experience
Courses found in the American Council on Education (ACE) Guide or on transcripts (CCAF and JST) can be evaluated. Locally conducted (base- or post-level) courses are generally not acceptable due to their unstructured and changing content. Course work accepted from the Community College of the Air Force (CCAF) is considered college transfer credit and not military credit for transfer purposes.

To speed up the formal evaluation process, we recommend you request a transcript of your military training from the Air Force, Army, Navy, or Marine Corps. For more detailed information or assistance with this, please contact ASU Extended Studies.

Continuous Enrollment
You will be required to register for at least one course in the semester you were officially admitted. Not registering for a course in the term admitted will result in your admission being withdrawn. You will then be required to reapply to our degree program.

After you are accepted to ASU, you must enroll in at least one ASU course each year (fall/spring or spring/fall) to maintain your current status. Students who interrupt their studies for more than one regular semester must satisfy the degree requirements in effect during the semester in which they re-enroll. Failure to enroll in at least one new ASU course each year will result in the following:

- You will be required to re-apply for admission with ASU.
- You will be subject to changes in the curriculum which could lead to the requirement for completing additional courses, while some of the courses originally accepted may no longer count toward degree completion.
- Your petitioned work will have to be re-petitioned and courses may not be accepted the second time, due to curriculum changes and/or faculty changes.

Semester time frames:
- Fall = July to December
- Spring = December to May
- Summer = April to August

Courses Not Offered Through ASU
To meet program requirements for courses not offered by ASU, students are advised to submit course descriptions from other college institutions for review by the program advisor prior to enrolling in a non-ASU course.

For future reference and to speed up the process, you may request that a number of courses be considered for approval at one time. After completing a course (or courses) at another school, you are advised to send in an official transcripts of completed work at the end of every semester to have your records updated. Regular correspondence with your advisor is required.

Tuition, Fees, and Textbooks
Tuition and fees are listed in the Undergraduate Print-Based Course Descriptions section of this catalog.

Textbooks are not included in the cost of the course, and can be purchased from the Adams State University Bookstore:

First, find the listing of required and recommended textbooks along with your course section number in your course syllabus under the “Course Materials” section. To order those course materials, go to: http://www.bkstr.com/adamstatetextbook/home and click “Start Here.” Then choose “DISTLEARN” from the “Select Your Department” drop down menu. Select your course, then select your section. Click “Submit” to order course materials.

You can contact the ASU Bookstore at: 719-587-7981, email at asubookstore@adams.edu, or send a mailed request to:

Adams State University Bookstore
208 Edgemont Blvd Suite 3140
Alamosa CO 81101

Contact information for ordering textbooks from The Center For Legal Studies:
303-273-9777 or 1-800-522-7737 or send a mailed request to:

The Center for Legal Studies
523 Park Point Drive Suite 320
Golden CO 80401

College-Level Examination Program (CLEP)
Students who have performed satisfactorily in college-level courses before college entrance and have demonstrated a requisite achievement (minimum scores of 50th percentile) on tests of the College Board-College Level Examination Program may submit the official results to ASU for consideration of college credit. The Records Office will record the college credit based on determinations made by the appropriate department chair. The maximum credit on the General Exams is 18 semester hours (in the areas of Humanities, Natural Science and Social Science). The semester hours of credit for each Subject Exam as based on determinations made by the appropriate department chair.

To obtain more information about ordering official copies of your CLEP test scores, contact:

CLEP
P.O. Box 6600
Princeton NJ 08541-6600
Phone: 1-800-257-9558
Fax: 1-609-771-7088
http://clep.collegeboard.org
DANTES Subject Standardized Test (DSST)

A form of prior learning assessment, DSSTs offer students a cost effective, time saving way to use their knowledge acquired outside of the classroom (perhaps from reading, on-the-job training, or independent study) to accomplish their educational goals. It is the policy of ASU to accept a maximum of 30 transfer credits from DANTES Subject Standardized Test (DSST). These credits may be applied to General Education requirements, major or minor credits, or elective credits, as deemed equivalent by the appropriate reviewer. The Records Office will record the college credit based on determinations made by the appropriate department chair.

To obtain more information about ordering official copies of your DSST scores, contact:

DSST Program
7941 Corporate Drive
Nottingham MD 21236
Phone: 1-877-471-9860
Fax: 1-651-603-3008
http://getcollegecredit.com/

Awarding of Degrees

Degrees are conferred at the end of the semester in which final courses are completed. A minimum cumulative scholastic average of 2.0 must be earned. This includes a minimum cumulative scholastic average of 2.0 earned in ASU completed general education courses. All necessary paperwork must be on file in the Records Office before you will be approved for graduation. Your advisor will provide you with the necessary graduation paperwork to complete and return. Please note that your degree or diploma will not indicate that you are incarcerated. You will receive the exact same diploma that is awarded to an on-campus student.

Graduation ceremonies are held on the ASU campus at the end of fall and spring semesters. Students who complete degree requirements may participate in commencement.

In determining the ASU cumulative grade-point average, credits accepted in transfer will not be included. Only credits earned from ASU will be included in the cumulative GPA at ASU. The GPA earned at previous institutions is determined by ASU and noted on the ASU transcript. If a course is repeated, the last grade earned is used in the GPA computation.

Financial Aid Information

Congress removed federal financial educational aid for incarcerated individuals when the Violent Crime Control and Law Enforcement Act passed in 1994. Therefore, no federal aid in the form of Pell Grants or guaranteed loans is available to students in state or federal correctional facilities. Most incarcerated students utilize private sources of funding to pay for their education. This can include funding from savings, Veteran’s Educational benefits, family members, supporters, Tribes, church groups, non-profit organizations, etc.

Upon release from federal or state prison, you may be eligible for federal aid. You must first complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. In addition, you must be admitted to a degree seeking program. Again, remember that you cannot use or access any Pell Grant or federal student loan funds while you are incarcerated in state or federal correctional facilities.

Veteran’s Educational Benefits

If you are a veteran or a child of a veteran, you may be eligible for Veterans Educational Benefits. VA benefits will not cover third party courses offered by The Center for Legal Studies.

To request a VA information packet, please request in writing to:

ASU Extended Studies
208 Edgemont Blvd Suite 3000
Alamosa CO 81101

For questions about the Veteran’s Educational Benefits please contact our VA Clerk at:

Adams State University
ATTN: VA Clerk
208 Edgemont Blvd Suite 2080
Alamosa CO 81101
719-587-8452

Course Definitions and Prerequisites

Upper Division (UD)= Courses that are numbered in the 300-499 range. These courses are associated with a Junior/Senior education level.

Lower Division (LD)= Courses that are numbered in the 100-299 range. These courses are associated with a Freshman/Sophomore education level.

Developmental Education Courses= Courses that are numbered in the 000-099 range are not considered college-level and do not count toward graduation requirements.

Course prerequisites are required for all ASU degree seeking programs and need to be completed with a final grade posted before enrolling in courses noted with prerequisite requirements. Student Advisors cannot override prerequisites.
Course Information and ASU Policies

Academic Integrity & Dishonesty

To preserve academic integrity, Adams State University 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 is not tolerated.

In the event an instructor discovers that a student has intentionally violated the academic integrity provision of the ASU General Catalog and ASU Student Handbook, the instructor may assign a failing grade for the assignment or course. If a failing grade is assigned on an assignment or for the course, the instructor will provide supporting documentation to the Vice President for Academic Affairs. The VPAA will create a confidential file concerning the matter. In the unfortunate event that a student has violated the academic integrity policy on more than one occasion, the file will reflect all additional episodes. The VPAA will forward the case to the VPSA for action according to the procedures outlined below:

A. Academic dishonesty is regarded as an offense, which is disciplinary in nature although its control is essential to the academic enterprise. The list that follows includes examples, although not all-inclusive, of academic dishonesty:

- Copying from another student’s exam
- Purchase of term papers turned in as one’s own
- “Padding” items on a bibliography
- Feigned illness to avoid an exam
- Submission of same term paper to another class without permission
- Study of a copy of an exam prior to taking a make-up exam
- Providing another student answers during an exam
- Use of notes or book during the exam when prohibited
- Turning in a “dry lab” without doing the experiment
- Sabotage of someone else’s work (on disk, in lab, etc.)
- Collaboration on homework or take-home exams when instruction called for independent work
- Providing test questions to student(s) in another section of the class
- Sharing of answers during an exam by using a system of signals
- Plagiarism: appropriating or passing off as one’s own work the writings, ideas, etc. of another, i.e., copying without giving credit due, forgery, literary theft, or expropriation of some other’s work
- Writing a term paper(s) for another student
- Alteration or forging of official university document
- Submission of tutor or other resource work assignments as one’s own
- Violation of copyright(s)
- Cheating on exams, papers, assignments, etc.
- Purchasing or requesting the service of completing course requirements from a third party source
- Utilization of unapproved electronic devices during testing (i.e. cell phones, tablets, media players, etc.)
- Attempting to coerce or conspire with a proctor to disregard test proctoring procedures
- Coercing a third party to complete an exam on one’s own or another’s behalf
- Providing false information on registration, exam request forms, and to online proctoring services in an attempt to bypass test administration policies and procedures

B. Cases of academic dishonesty will be handled by the instructor based on the academic dishonesty policy described above. The instructor may, at his or her discretion, assign a grade of F for the course, test, paper, or other assignment involved for the course. Grades assigned by an instructor are academic, not disciplinary, in nature.

C. A student wishing to appeal a grade assignment should follow the grade appeals procedure as outlined in academic policy 100-11-04.

D. All cases of academic dishonesty are to be reported to the VPAA, who will keep a confidential file concerning the case. In instances where a student has violated academic integrity on more than one occasion the file will reflect all additional instances.

E. Upon notification of academic dishonesty the VPAA will forward the case to the VPSA, who will write a letter to the student specifying the action that will be taken. The following guidelines will be used:

1. reported instance of academic dishonesty will result in a warning letter
2. reported instances of academic dishonesty will result in probation
3. reported instances of academic dishonesty will result in a misconduct hearing for suspension or expulsion. The misconduct hearing will follow all procedures specified in the ASU Student Handbook.

For more information, reference ASU Academic Policy #100-03-01.

Course Attendance & Time Limits

The maximum time allowed for completion of a print-based correspondence course is one year from the date of registration. The minimum course completion time for print-based correspondence courses is different for each course. Please review the “Course Time Limits” section of the course syllabus prior to registering for a course. The minimum completion time established by the instructor is not a guarantee that the course can be completed and a grade submitted within the minimum completion time, but rather serves as a guideline.

It is important to schedule your course of 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 or processing of any coursework or exams to meet unrealistic graduation, scholarship or admission deadlines. You are responsible for ensuring that the credit for a course will apply toward graduation, transfer or certification requirements at your home institution.

Dropping or Withdrawing from a Course

You may drop or switch a course within the first 30 days after your official registration date. Refunds for dropped courses will be issued at 90% if requested in writing within the first 30 days after course registration. 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...
You may withdraw from a correspondence course within the first six months after your official registration date. 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. Telephone requests will not be honored. The course will still appear on transcript as a “W” but will not affect GPA.

References, Resources, and Library Materials
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, 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:
Adams State University
ATTN: Nielsen Library Distance Education Librarian
208 Edgemont Blvd Suite 4010
Alamosa CO 81101

Course Examinations
Correspondence courses may include proctored examinations. Exams must be ordered using the examination request form(s) provided in the study guide. It is the responsibility of the student to find an approved proctor prior to registering. 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:
   ASU Extended Studies
   208 Edgemont Blvd Suite 3000
   Alamosa CO 81101

Official Transcripts
Upon completion of each course, a complimentary official transcript will be mailed to the student’s mailing address on file as a final grade notification. 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 to ASU. To order an official transcript, login to the National Student Clearinghouse at: www.getmytranscript.com and select Adams State University. For more details, please refer to the ASU Records office web site: 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
ATTN: Records Office
208 Edgemont Blvd Suite 2110
Alamosa CO 81101

Affirmative Action Policy
Adams State University (the University) is committed to an affirmative action policy. The University subscribes to the policy that there is no place in an academic community for discrimination based on race, creed, sex, or ethnic background. The University will use its influence to discourage such discrimination, whether it is on the campus or in the community. A staff 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.

Accessibility Services
The Adams State University Counseling Center 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 ASU Counseling Center. To present that documentation for review and arrange for timely accommodations, students with disabilities should contact the ASU Counseling Center prior to starting a course. The ASU Counseling Center can be reached at 719-587-7746 or by mail at:
Adams State University
ATTN: Counseling Services
208 Edgemont Blvd Suite 2100
Alamosa CO 81101

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. 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: adams.edu/pubs

Notification of Rights Under FERPA
ASU FERPA Web site: 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

Adams State University 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: adams.edu/records/forms.php
Complete the form, sign, and have it notarized before submitting it to the Extended Studies office for processing.
Undergraduate Print-Based Course Descriptions

Please note that course offerings and requirements are subject to change.

Anthropology

ANTH 201 Introduction to Anthropology
3 credit hours
$555.00
The course will examine the field of anthropology. The concept of culture will be introduced as an over-arching approach to understanding human behavior. Introductory discussions of physical anthropology, archaeology, and anthropological linguistics will precede a more in depth examination of cultural anthropology.

Art

AR 103 Art Appreciation
3 credit hours
$555.00
Art Appreciation satisfies part of the humanities requirement. It is an introduction to art appreciation that provides a foundation in the basic concepts, materials and processes of the visual arts as well as a brief history of art.

Business

BUS 103 Introduction to Business
3 credit hours
$555.00
This course is an overview course in business and economics for the non-major and a first step for all business majors. The course both defines and applies the fundamental principles of economics, management, marketing, management information systems (MIS), accounting and finance, including personal finance.

BUS 105 Introduction to Agribusiness
3 credit hours
$555.00
An introductory course designed to provide students with a basic background in agribusiness issues and practices to give them the foundation to be successful in upper level agribusiness courses and meet expectations for basic knowledge in agribusiness relationships. This course will introduce students to potential careers within the fields of agriculture and agricultural businesses.

BUS 207 Principles of Accounting I
3 credit hours
$555.00
This is the first of two Principles of Accounting courses. This course is an introductory course in Accounting and will cover an overview of basic accounting, accounting transactions, preparing financial statements, completing the accounting cycle, inventories, cash and internal controls, accounts receivable, plant assets, current liabilities and payroll accounting.

BUS 208 Principles of Accounting II
3 credit hours
$555.00
This is the second of two Principles of Accounting courses covering financial accounting and is a continuation of BUS 207 Principles of Accounting I. Emphasis is placed on partnerships, corporations, long term liabilities, investments, cash flow statements, and analysis of financial statements. Managerial accounting, cost allocation, cost-volume-profit analysis, and budgets are also covered in this course. This is a hands-on course that requires preparation of entries and financial statements. Submission of homework is required.

BUS 211 Business Law
3 credit hours
$555.00
This basic business law course presents those areas most crucial to the legal environment of business. It covers topics encountered in everyday businesses such as law concerning contracts, property, product liability, sales and commercial paper (Uniform Commercial Code), legal concerns for employers and principal-agents, as well as new issues involving the Internet and e-commerce. This course is the study of legal principles pertaining to contracts, agency, negotiable instruments, corporations, partnerships, and government regulations. Research of actual cases is required. This course is the foundation course for all business students. It provides a legal framework for all business actions and thus relates to all business emphases.

BUS 265 Business Communication
3 credit hours
$555.00
Business Communication focuses on advanced writing, expression and communication in a professional business atmosphere. Topics covered include team communication, ethical communication, multicultural communication, crisis communication and strategic communication, as well as business networking and etiquette. Course deliverables focus on creating a working resume, cover letter and oral presentation as well as in-depth interview preparation work.

BUS 304 Principles of Marketing
3 credit hours
$555.00
Description and analysis of marketing processes, methods, and institutions involved in the distribution process with an evaluation of marketing institutions and middlemen according to functions they perform.

BUS 318 Business Statistics
3 credit hours
$555.00
This course provides a basic understanding of the fundamental principles with emphasis on the application of statistical techniques to the analysis and solution of real business problems.

BUS 335 Consumer Behavior
3 credit hours
$555.00
No proctored exams required
Consumer behavior as it relates to the marketing functions. Emphasis is on models of consumer behavior and their applications to practical marketing problems.

BUS 345 Advertising
3 credit hours
$555.00
No proctored exams required
Advertising discusses the history, purposes and regulations of the advertising industry. Topics covered include creative principles, industry regulation and structure, advertising planning and promotions, media planning and the importance of integrated brand promotion.
BUS 356 Retailing
3 credit hours
$555.00
No proctored exams required
Study of marketing and management problems faced in the operation of retail business. Emphasis is given to techniques for solving problems in location, management, and merchandising, especially with the integration of Internet retailing (E-Tailing) as both a competitor and an extension of the storefront business.

BUS 359 Retail Management
3 credit hours
$555.00
No proctored exams required
Retail Management takes an in-depth look at marketing and management issues involved in retail business. Beginning with an emphasis on relationship building and consumer behavior, this course focuses on the specific elements of retailing strategy: planning the store location; managing a retail business; planning, handling, and pricing merchandise; communicating with the customer; and integrating and analyzing a retailing strategy.

BUS 359 Paralegal I
3 credit hours
$645.00
No proctored exams required
(through The Center for Legal Studies)
This course provides the foundation for the study of paralegalism. You will gain a detailed understanding of the American legal system, legal terminology, and ethics. You will learn how to prepare pleadings, discovery, motions, and briefs and will review the rules of evidence and civil procedure.

BUS 359 Paralegal II: Advanced Paralegal Concepts
3 credit hours
$645.00
No proctored exams required
(through The Center for Legal Studies)
This course continues the legal education developed in Paralegal I. You will learn advanced skills including legal research, writing, and proper citation format. You will also be taught how to prepare important legal documents relating to real property, corporations, partnerships, wills, trusts, bankruptcy, and domestic relations, and you will study formal and informal advocacy techniques and principles of appellate procedure.

BUS 359 Personal Injury for Paralegals
3 credit hours
$729.00
No proctored exams required
(through The Center for Legal Studies)
With this exciting, fast-paced class you will learn many of the legal terms, causes of action, and remedies available to victims of personal injury accidents. We will review the negligence theory of torts upon which many personal injury claims are based. Students will discuss interviewing, investigating and other case building techniques vital to a personal injury paralegal’s success in the law office. Class discussions and lesson material will include the different kinds of personal injury claims including (but not limited to): car accidents, slip and falls, medical negligence/malpractice, manufacturer product defects, and class-action lawsuits. Discover the basic categories of damages recovery, statutes of limitations, and schemes for liability. Upon successful completion of this course, the student will receive a Certificate of Completion.

BUS 360 Governmental and Institutional Accounting
3 credit hours
$555.00
This course is intended to be the student’s first exposure to governmental and not-for-profit accounting. Some of the topics covered include: financial analysis and planning, accounting for general capital assets and capital projects, and long term financing. By the end of this course, you should develop a feel for the basic concepts of governmental accounting and financial reporting, and be able to perform routine governmental bookkeeping.

BUS 361 Principles of Management
3 credit hours
$555.00
This Principles of Management course presents those areas most crucial to understanding the management theories and applications necessary for success in the business world. It covers the management functions with focus on Planning, Controlling, Staffing, Leading, and Organizing. Exploring the theory and practice of managing an organization and its personnel to meet the needs of modern public and private organizations, includes emerging trends and international issues. The course is a foundation course for all business students. It provides a basis for understanding the management role in all business operations and thus relates to all business emphasis; as well it is required for the sports and exercise management emphasis.

BUS 362 Human Resource Management
3 credit hours
$555.00
Analysis of techniques used to organize, motivate, and manage personnel in public or private organizations. Includes case studies and examines current literature and the current legal environment.

BUS 363 Managerial Finance
3 credit hours
$555.00
A comprehensive study of the field of finance, covering institutions, financial markets, investments, and financial theory and techniques relating to financial decisions in business. Topics include risk and rates of return, time value of money, stocks and bonds characteristics and valuation, cost of capital, capital budgeting techniques, dividend policy, analysis of financial statements, and working capital policy.

BUS 364 Agribusiness Management
3 credit hours
$555.00
Management issues of agricultural businesses such as the forms of ownership, financial statements, analysis, and planning, investment analysis, strategic marketing, management of organizations, and human resources management.

BUS 365 Small Business Management
3 credit hours
$555.00
The practical analysis of problems faced by a small business with emphasis on techniques of starting, financing, and managing a successful operation.

BUS 379 Bankruptcy Law
3 credit hours
$525.00
No proctored exams required
(through The Center for Legal Studies)
Bankruptcy is an area of law that has provided significant employment for paralegals. This course examines the debtor-creditor relationship and the difference between voluntary and involuntary bankruptcy, both under Chapter 7 (liquidation) and 11 (reorganization). You will study the Bankruptcy Code in depth and learn how to prepare the most important bankruptcy forms.
BUS 379 Estate Planning
3 credit hours
$555.00
No proctored exams required
(through The Center for Legal Studies)
This course explores the paralegal's role in estate planning. Topics covered include: legal requirements, and collective bargaining and management/labor relations outside the legal requirements.

BUS 379 Labor Relations Management
3 credit hours
$555.00
The practical application of federal and state legislation and executive orders governing the employer-employee relationship, legal rights of organizations, and collective bargaining and management/labor relations outside the legal requirements.

BUS 379 Public Relations
3 credit hours
$555.00
Public Relations explores the basic concepts and strategies of today's public relations practices. Topics covered include public relations roles, processes, strategies, tactics, and applications with a particular focus on new and emerging social media and internet practices, preparing materials for mass media, reaching diverse and multicultural audiences, and dealing with public relations crises.

BUS 385 Sports Marketing
3 credit hours
$555.00
No proctored exams required
Sports Marketing illustrates the dynamic, progressive and influential nature of sports marketing. This course explores the sport marketing concept as a consumer-driven, integrated, goal oriented philosophy for a team, event, organization or athlete. Topics covered include: athletic endorsements, team sports, event sponsorships and alternative sports.

BUS 401 Organizational Behavior
3 credit hours
$555.00
In the workplace today, a good understanding of the theories of human relations in organizations is essential. Participants in the course will explore these theories. The emphasis will be on the application of behavioral science knowledge to contemporary organizational issues, which may include individual and group dynamics, motivation, leadership, organizational structure, morale, power, labor-management behavior, organizational change, and development.

BUS 407 Auditing I
3 credit hours
$555.00
No proctored exams required
This course is intended to be the student's first exposure to auditing. Some of the topics covered include: Introduction to financial statement auditing, basic auditing concepts, planning an audit, auditing internal controls, sampling tools for audits, reporting and professional responsibilities. By the end of this course, you should develop a feel for the basic concepts of auditing.

BUS 418 Leadership Strategies
3 credit hours
$555.00
No proctored exams required
This course presents contemporary theories and approaches to leadership practices in modern organizations. Students learn how effective leadership can assist in the creation of a strong organizational culture and the implications external forces have on individual leadership development and continued growth.

BUS 430 Productions/Operations Management
3 credit hours
$555.00
Application of managerial decision making techniques. Covers forecasting, inventory models, linear programming, facility layout and the Transportation Model, process selection and capacity planning, design of work systems, location planning, quality control, scheduling, and project management. Available computer package utilized to solve related problems.

BUS 441 International Marketing
3 credit hours
$555.00
No proctored exams required
An advanced course in marketing covering the adaptations needed when marketing outside national boundaries. The course includes discussions of cultures, product and marketing modifications necessary in a variety of situations, and the study of various world regions and their consumption, terrain, demographics, and geographics as they influence marketing practices.

BUS 454 Marketing Research and Information
3 credit hours
$555.00
Marketing research is the study of theory and methods used in marketing research to address marketing problems. Students will be prepared to complete research projects from problem formulation to writing a marketing research report and evaluate research performed by others.

BUS 459 Employment Law
3 credit hours
$729.00
No proctored exams required
(through The Center for Legal Studies)
Employment law is a branch of contract law that deals with relationships between employers and employees. This course will cover statutes such as the National Labor Relations Act, the Railway Labor Act, and other various statutes dealing with public employees. Topics to be included are master and servant, wages and hours, antidiscrimination in employment and minimum wages and maximum hours, as well as regulation of working conditions. Upon successful completion of this course, the student will receive a Certificate of Completion.

BUS 460 Marketing Management
3 credit hours
$555.00
Marketing Management is the capstone course in marketing and is focused on the problems faced by marketing managers as they make decisions and develop policies.

BUS 466 Business Ethics
3 credit hours
$555.00
This course explores various ethical issues facing business leaders in modern society. Students will utilize current issues to analyze ethical dilemmas and decision-making processes common to modern organizations. Emphasizes critical
thinking, critical reading, and the importance of professional ethics. Examination of issues addressing ethical, legal, social and environmental responsibilities of business towards government, customers, employees, and the general public. People who understand the complex interplay of economic, political, and social forces are better able to comprehend the impact of globalization of markets, advances in science, and the changing relationships between humans and nature.

More people, in more ways, feel the impact of business decisions than in any earlier time. Business leaders are required to think more carefully than ever about the effects of their actions on their company’s employees, customers, suppliers, and inventors. This course is about how we, the stakeholders, try to understand, influence, and shape business behavior and social change.

**BUS 478 Agricultural Marketing**  
*3 credit hours  
$555.00*  
An overview of current marketing methods used for agricultural products and services, adding value to products, and selling that value to consumers.

**BUS 479 Alternative Dispute Resolution**  
*3 credit hours  
$525.00*  
No proctored exams required  
(through The Center for Legal Studies)  
This intensive course is designed to train and qualify students to develop or participate in conflict mediation processes. Participants will review the growth and application of settlement options in the United States. The course focuses on both traditional and non-traditional dispute resolution options. Alternative Dispute Resolution (Mediation) is geared for all professionals who are focused on “interest-based bargaining.” This course takes the mystery out of settlement processes and focuses on reaching reasonable solutions. Students successfully completing this course will be awarded a Certificate of Completion.

**BUS 479 Real Property Law**  
*3 credit hours  
$525.00*  
No proctored exams required  
(through The Center for Legal Studies)  
The law of real property is one of the basic law school courses, and is a must for paralegals in a business law firm. Here we examine the system of common law property, the recording acts, conveyancing, mortgaging, landlord-tenant, and financing. We cover the subjects every paralegal should know about land transactions and the documents which record the purchase, sale, and leasing of real estate. Besides buyer-seller issues, the student should be able to deal with title insurance companies, recorders of deeds, and to recognize land finance subjects. Finally, we deal with foreclosure of mortgages and the possibility of redeeming a mortgage that has gone into default.

**BUS 480 Global Business Strategies**  
*3 credit hours  
$555.00*  
This course is designed to help you understand planning activities, determination of alternatives, policy formulation, execution of plans, and development of company strategy as currently used by business enterprises. It involves extensive case study to provide a practical, real world learning capability.

**BUS 488 Ag. Policy and Farm Bill**  
*3 credit hours  
$555.00*  
The objective of this course is to provide the student with knowledge and comprehension of public policy in agriculture. Students will consider issues in public policy, how those issues relate to agricultural production and management, and related concerns of existing as an industry in a global marketplace.

**BUS 498 World Food Distribution and Ag. Economics**  
*3 credit hours  
$555.00*  
This course considers both micro- and macro-economic issues as they are applied to food producing systems, markets, and trade around the world.

The goal of this course in this capstone course for the ASU Agribusiness degree is to focus on the global nature of the agricultural industry. This course encompasses a variety of topics and issues related to agriculture, agribusinesses, government policy, and international trade agreements.

The agriculture industry represents the largest segment of career options available today. As well, currently a shortage exists for post-secondary trained agricultural workers. This course is designed to provide students with specific information in World Food Distribution & Agricultural Economics and agribusiness practices. Career information in the agriculture and agribusiness industries is explored. This course is intended to help prepare students for upper level agribusiness curriculum and career consideration.

**Counseling**

**COUN 279 Introduction to the Counseling Profession**  
*3 credit hours  
$555.00*  
No proctored exams required  
This course introduces and provides a comprehensive overview to the counseling profession and the basic skills utilized to be an effective professional counselor. The course will provide an overview of the processes of the counseling relationship, approaches and theories used, potential clients, history and future of the field, environments of the counseling profession, and understanding yourself and your impact in the counseling relationship. Through self-reflection assignments, case studies, and readings, students will discover the counseling profession and themselves in relation to a potential future career in counseling.

**Criminal Justice**

**CRJ 205 Ethics in Criminal Justice**  
*3 credit hours  
$555.00*  
This course focuses on the context of ethics in the criminal justice system. Students will explore how ethics play an important role not only in criminal justice but in every facet of society. Ethics and morality are fluid and highly dependent upon the perspective of the individual.

**CRJ 301 Correctional Institution Organization and Management**  
*3 credit hours  
$555.00*  
This course is a comprehensive analysis of criminal justice organizational behavior, management, administrative alternatives; and the role of the manager as an agent of change will be examined. Also, theoretical and practical aspects of criminal management, including the process of decision-making and human relations, will be explored.

**CRJ 307 Police, Society and Community Relations**  
*3 credit hours  
$555.00*  
This course examines the current issues and themes relating to the role of the police in the general community and the greater society. It provides an in-depth study of the philosophies, programs, problems, and definitions that have recently been linked in the literature to the concept of community policing. Also covered are related topics including the organizational structure of police
departments, problems in policing, new theories of the effects of policing on crime, the effectiveness of community policing, and recent major changes in U.S. policing.

**CRJ 309 Women, Crime and the Law**
3 credit hours  $555.00
A sociological examination of women who commit crime, who are victims of crime, and who work in the criminal justice system.

**CRJ 401 Contemporary Issues in Police Organization and Administration**
3 credit hours  $555.00
This course is a study of contemporary police management practices that includes an organizational approach to community policing as well as an in-depth study of departmental philosophy, personnel policies, organizational structure, and other practices. Principles of organization and management in terms of line, staff, and auxiliary functions will be covered as well as the organization of police services, administrative services, operational services, and auxiliary services.

**CRJ 407 Forensic Evidence**
3 credit hours  $555.00
This course focuses on the context of forensic evidence techniques and how they relate to the law. Modern techniques as well as techniques that have been used in the past will be examined. The crime scene will be looked at, the steps involved in recreating the crime scene, and collecting and testing evidence will be explored. We will also analyze the most recent court decisions that examine the use of forensic science during the investigation and at the trial of criminal cases. Each of the topics will have cases which have set precedence for future court cases.

**CRJ 409 Current Issues in Criminal Justice Administration**
3 credit hours  $555.00
This course analyzes the criminal justice process and its effects on practitioners, clients, and the public. It examines resources, organizational status, and leadership in regards to law enforcement agencies, courts and correctional settings, with particular emphasis on how leadership influences the effectiveness of the organization. The construct of bureaucracy and the major philosophical foundations of leadership are also examined.

**CRJ 411 Ethics in the Criminal Justice System**
3 credit hours  $555.00
This course focuses on the context of ethics in the criminal justice system. Topics that will be examined include ethical considerations and how these considerations apply to society, the relationship that ethics has with regard to the law, a survey of the law and how these laws have an impact on society, the evolution of ethics, recent court decisions that examine the efficacy of modern law, and the concept of social responsibility. Each of the topics will have cases that have set precedence for future court cases.

**CRJ 415 Theories of Criminal Behavior**
3 credit hours  $555.00
An advanced, in-depth analysis of the major theories of crime and delinquency. Examines theories in historical context, with emphasis on biological, psychological, sociological, and political frameworks.

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**Economics**

**ECON 255 Macroeconomics Principles**
3 credit hours  $555.00
Detailed macro/micro approach to the workings of the market system with actual applications to problems of energy, unemployment, inflation, pollution, poverty, health, discrimination, and other important issues.

**ECON 256 Microeconomics Principles**
3 credit hours  $555.00
Detailed macro/micro approach to the workings of the market system with actual applications to problems of energy, unemployment, inflation, pollution, poverty, health, discrimination, and other important issues.

**ECON 425 Economic Policy**
3 credit hours  $555.00
This course in economic policy is the study of the structure and function of the U.S. economic system and the use of monetary, fiscal, and other policies to stabilize the economy. Emphasis is placed on studying macroeconomic issues from a political economy perspective, i.e., how policies are derived from the complex interplay of political, social, and economic forces.

**ECON 433 Managerial Economics**
3 credit hours  $555.00
Application and integration of both microeconomic and macroeconomic theory as well as tools of decision science to managerial decision-making. Particular emphasis is placed on estimating demand and cost functions as well as the effects of time and uncertainty.

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**Education**

**ED 379 Education Law**
3 credit hours  $525.00
No proctored exams required (through The Center for Legal Studies)
This course focuses on the laws that govern America’s public school system and home schooling, including student rights regarding discipline, suspension, personal grooming, testing and grading, and drug testing. Topics such as segregation, integration, dress codes and drug testing are essential not only for paralegals seeking full or part-time law office employment, but also for teachers, school counselors, and administrators working in the American education system.

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**English**

**ENG 096 College Preparatory Reading and Writing**
3 credit hours  $555.00
This course emphasizes critical thinking as students explore reading and writing for different academic disciplines. The course is designed to enable students who do not place into ENG 101 to build skills required for college-level reading and writing while developing writing skills which include sentence, paragraph, and essay structures. Students also focus on writing as a process of invention, exploration, organization, and development of ideas.
ENG 101 Communication Arts I
3 credit hours
$555.00
A course designed to provide students with the reading, writing and critical thinking skills necessary to produce effective college-level expository writing.

ENG 102 Communication Arts II
3 credit hours
$555.00
Emphasis is on source-based writing designed to develop critical reading, thinking, and writing. A series of written assignments, including a fully documented paper are required.

ENG 203 Major Themes in Literature
3 credit hours
$555.00
This course is designed to expose students to a variety of literatures and to develop critical and effective thinking, reading, and writing skills. In this course, students will read literature from three major genres: poetry, short stories, and drama. The students will learn basic literary terms and different approaches to literature. Students will come to understand that major human concerns are depicted by literature across time and cultures. There will be units on the following themes: family, men and women, fear and loss, freedom and responsibility, and quest.

ENG 226 Basic English Grammar
3 credit hours
$555.00
A study of the concepts and terminology of the grammar of Standard Written English including an analysis of the parts of speech and their functions in sentences.

ENG 227 Introduction to Creative Writing
3 credit hours
$555.00
Students write and read poetry, fiction, creative nonfiction, and drama, develop aesthetic standards, and evaluate their writing and that of their classmates. Course emphasizes the writing process, including strategies for invention and revision, and as an option for potential teachers, integrates ideas for teaching creative writing.

ENG 259 Development of Vocabulary
3 credit hours
$555.00
This course is designed to increase the student’s vocabulary through a systematic word-building approach. The emphasis is on learning word families through the study of bases, prefixes, and suffixes derived from the Greek and Latin languages. During this course, the students will study bases, prefixes, and suffixes derived from the Latin and Greek languages. A thorough grasp of the units from which complex words are formed is crucial if we want to be able to understand and use sophisticated discourse. This course is especially valuable for students who plan to take graduate school entrance exams.

ENG 279 The Prison Memoir
3 credit hours
$555.00
The Prison Memoir is designed to help students explore and understand how well-crafted memoirs written about prisons and the incarcerated life are a significant contribution to literature and the story of humanity. In addition to reading prison memoirs and excerpts written by men and women from diverse cultures, situations, and perspectives, students will study the craft of memoir as a creative writing genre with its own challenges and problems, and will also begin the process of writing their own memoir. Although this course will have special appeal to prisoners, it is open to any student who wishes to understand the incarcerated life as told by those who have lived it, or are still living it.

ENG 279 Women and Memoir
3 credit hours
$555.00
Women and Memoir is designed to help students explore and understand the recent explosion of women’s memoir as a significant contribution not only to literature but also to the story of humanity and its treasure house of collective wisdom. Memoir is significantly different than autobiography; rather than focusing on an entire life, memoir focuses on a certain slice of the author’s life that significantly shaped her as a person. In addition to reading diverse woman-authored memoirs and excerpts, students will study the craft of memoir as a creative writing genre with its own challenges and problems, and will begin the process of writing their own memoir in order to tell their own unique and diverse stories. Although this course will have special appeal for women, it is open to any student.

ENG 309 English Literature I
3 credit hours
$555.00
This course is designed to give students an overview of English Literature from Beowulf to the transition writers.

ENG 310 English Literature II, Romantics to Modern Period
3 credit hours
$555.00
In this survey of British literature, we’ll cover roughly the years 1790-1940, a rich and varied century-and-a-half of British literature and history. You’ll become acquainted with (1) the major literary themes and the trends in the dominant genres of the periods we examine, and (2) the most widely studied authors.

ENG 311 World Literature I
3 credit hours
$555.00
This course will focus on selected works of Literature from the ancient authors to 1700.

ENG 326 Poetry Workshop I
3 credit hours
$555.00
This course will teach students to develop their craft and creativity in the genre of poetry. Students submit original poems weekly, read selected works of contemporary, published poetry, read and respond to professor critiques of their poetry submissions. Students submit revised work in a final portfolio of at least 15 pages and a 4 page analysis and reflection on their revision strategies specific to the portfolio.

ENG 327 Introduction to Creative Writing
3 credit hours
$555.00
Students write and read poetry, fiction, creative nonfiction, and drama, develop aesthetic standards, and evaluate their writing and that of their classmates. Course emphasizes the writing process, including strategies for invention and revision, and as an option for potential teachers, integrates ideas for teaching creative writing.

ENG 328 Nonfiction Workshop I
3 credit hours
$555.00
This course covers techniques in nonfiction writing encompassing a variety of styles, forms, and topics, encouraging exploration of the genre’s innumerable possibilities while developing the student’s personal and critical theories of writing.

ENG 350 20th & 21st Century British and Anglophone Literature
3 credit hours
$555.00
In this survey of British and Anglophone literature, we’ll cover roughly the years 1940 to today, a rich and varied period of British and Commonwealth literature and history. You’ll become acquainted with (1) the major literary themes and the trends in the dominant genres of the periods we examine, and (2) some of the most widely regarded authors.
ENG 355 The Novel  
3 credit hours  
$555.00  
This course will focus on a great many works from the  
eighteenth century to the present, and is intended to  
familiarize the student with the various authors who represent  
(in part) the canon of the novel.

ENG 358 The Bible as Literature  
3 credit hours  
$555.00  
No proctored exams required  
This course analyzes the Bible as literature, examines the use  
of biblical motifs, imagery, and themes in post-biblical texts,  
and explores the First Amendment challenges confronting  
those who plan to teach Bible-as-literature courses in the  
public schools.

ENG 359 Mythology  
3 credit hours  
$555.00  
An in-depth study of classical mythology to familiarize students  
with the principal classical allusions encountered in Western  
imaginative literature.

ENG 363 Advanced Composition  
3 credit hours  
$555.00  
Advanced Composition emphasizes techniques of effective  
writing for a variety of purposes. Includes a unit on writing for  
the World Wide Web.

ENG 365 Ethnic and Minority Literature  
3 credit hours  
$555.00  
No proctored exams required  
This course is centered on specific literary works (poetry &  
fiction) by writers from the following Ethnic and Minority  
backgrounds: Chicano, African-American, Native American and  
Asian American. The literature is focused on the influences,  
culture(s), history and heritage that is common to all minority  
authors. In addition, the works are also selected for their ability  
to invoke critical thought and discussion.

ENG 379 Topics in Science Fiction  
3 credit hours  
$555.00  
No proctored exams required  
Offered periodically to meet student special interests in the  
field.

ENG 379 Topics in Utopia and Dystopia  
3 credit hours  
$555.00  
No proctored exams required  
Offered periodically to meet student special interests in the  
field.

ENG 394 American Literature I  
3 credit hours  
$555.00  
Pre-Columbian to 1865 survey of American literature from  
its native and colonial beginnings through the mid-  
nineteenth century.

ENG 395 American Literature II  
3 credit hours  
$555.00  
Survey of American literature from 1865 to the present.  
Thematic emphases include the development of African  
American, Native American, and feminist literary traditions;  
industrialization, urbanization, and the closing of the frontier;  
realism, naturalism, and modernism; the Lost Generation; and  
the 60s and postmodernism.

ENG 403 Shakespeare  
3 credit hours  
$555.00  
An advanced study of selected plays of William Shakespeare.  
The course will include an offering of the comedies, tragedies,  
and one history. Additionally, the course will focus on  
Shakespeare’s progression as a playwright, regarding the  
development of language, structure, and themes. Emphasis  
will be placed on analysis, literary interpretation, Elizabethan/  
Jacobean world-view, and close reading. We will study the  
following plays: A Midsummer Night’s Dream, Much Ado About  
Nothing, Henry V, Hamlet, King Lear, Macbeth, The Winter’s  
Tale, and The Tempest.

ENG 443 20th Century American Novel  
3 credit hours  
$555.00  
Selected American novelists from 1900 to the end of the  
20th century.

ENG 458 Reading Poetry  
3 credit hours  
$555.00  
A study of poetry from ancient to contemporary with an  
emphasis on form and technique.

ENG 480 Contemporary Literary Theory  
3 credit hours  
$555.00  
Study of the developments of literary-critical theory and  
practice from the beginning of the 20th century to the present.  
Some emphasis on important earlier theories as they relate to  
contemporary developments.

ENG 490 Studies in Major Authors  
3 credit hours  
$555.00  
Study of major authors in fiction, dramatic literature, and  
poetry. Author(s) will be selected by instructor. This section of  
the course focuses on Herman Melville.

Geology

GEOL 111 Physical Geology  
4 credit hours  
$750.00  
*The ability to take this course is dependent on your facility due  
to lab requirements.  
An introduction to the materials of the earth and the internal  
and surficial processes that have acted upon the earth through  
time. Course includes three hours of lecture and two hours  
laboratory per week. Laboratory work includes identification  
and classification of minerals and rocks and exercises involving  
topographic and geological maps.

History, Government and  
Philosophy

HGP 110 Development of Civilization to 1500  
3 credit hours  
$555.00  
As outlined in Section IV of the General Education Curriculum,  
this course consists of the first part of a two semester course in  
global civilization. These two courses attempt to “promote an  
understanding of the political and social systems developed by  
diverse cultures throughout history.” In the process, it seeks to  
foster in students “a capacity to develop and maintain a global  
perspective (cultural, historical, and societal) from which a  
strong set of ethical and moral values can evolve.” It seeks to  
promote “an ability to initiate inquiry, question conventional  
wisdom, and analyze problems.”
HIST 202 American History to 1865  
3 credit hours  
$555.00  
A survey of United States history from pre-Colombian times to the end of the Civil War.

HIST 203 American History 1865 to Present  
3 credit hours  
$555.00  
A survey of United States history the end of the Civil War to the Present.

HIST 301 Colorado History  
3 credit hours  
$555.00  
This is a survey of the events, people, and trends that have shaped Colorado. We will survey the economic, political, social and environmental history of the state, compare the state’s history with national trends, and identify the unique features of the state’s history.

HIST 305 The American West  
3 credit hours  
$555.00  
This is a survey of the history of the American West, which in this case covers the land from the Great Plains to the Pacific Ocean. It examines the interplay of various peoples, such as Native Americans and European-Americans, and the physical environment of the generally arid, mountainous region. The course will examine the Native American background, the colonizing of the Southwest by the Spanish, then the movement of settlers from the United States over the West. Of particular concern will be the economic and social development of the region.

HIST 316 American Revolution & Federalist Era  
3 credit hours  
$555.00  
An upper division survey of the period from 1763 to 1801, with particular attention to the American Revolution, the Confederation, the Constitutional Convention, and the administrations of President’s Washington and Adams.

HIST 318 Foundations of American Diplomacy  
3 credit hours  
$555.00  
An examination of the cultural, institutional and ideological drivers of the American foreign policy experience and how these drivers affect future American foreign policy.

HIST 320 History of American Women  
3 credit hours  
$555.00  
This course is designed to examine the role of women in American History with special emphasis on how the story of women is told by historians over time. It examines not only the lives of many famous white women, but also the experience of women from various ethnicities and economic backgrounds. In addressing how Americans construct their understanding of women’s lives in the U.S., the course will also reassess how focusing on women’s lives might alter one’s understanding of the broader patterns and interpretations of American History.

HIST 330 The Middle Ages  
3 credit hours  
$555.00  
This is a survey of European history from the fall of Rome to the Renaissance. We will examine the key social trends and trace the development of such crucial institutions as the Medieval Church, feudalism, and nascent national monarchies. There will be an emphasis on primary sources.

HIST 342 England  
3 credit hours  
$555.00  
A study of the social, economic, political, and constitutional development of the English state, with emphasis on the evolution of the Empire and contemporary Great Britain.

HIST 350 History of Sports in America  
3 credit hours  
$555.00  
This course covers the development of sports and their significance in American life from colonial times to the present. It is designed both to supplement student’s understanding of American History and to examine the role that sports has played in shaping contemporary society. Close attention will be paid to the context of sports development, especially the economic and social environment. Topics will include a study of the role of industrial society in fostering sports, and the changing gender structure of sports.
Applications are studied from the areas of business, behavioral linear programming, probability, and descriptive statistics. Topics covered include functions and their graphs, matrices, logarithms. Course is graded on a pass/fail basis and does not provide credit towards Bachelor's or Associate's degrees.

**MATH 104 Finite Mathematics**

3 credit hours  
$555.00

The main objective of the course is to understand the dynamics of local culture and political change in Southeast Asia since the 18th century. The course seeks in particular to examine how politics is shaped by the cultural realities in, and impinging on, the region. The scope of the course covers the transition from the pre-modern world to modernity and our postmodern beyond.

**MATH 106 College Algebra**

3 credit hours  
$555.00

An introduction to the basic techniques of algebra. Topics include functions (linear, quadratic, polynomial, root, rational, exponential, and logarithmic), systems of equations, matrix algebra, inequalities, and complex numbers. Optional topics include partial fractions, synthetic division, mathematical induction, sequences and series, and counting principles.

**MATH 107 Trigonometry and Analytic Geometry**

3 credit hours  
$555.00

An introduction to the tools and techniques of trigonometry. Topics include angles and their measure, the six trigonometric functions and their properties, inverse trigonometric functions, graphs, identities including the Law of Sines and the Law of Cosines, trigonometric equations, and solving triangles. Optional topics include complex numbers, De Moivre’s Theorem, polar coordinates, and analytic geometry.

**Philosophy**

**PHIL 201 Introduction to Philosophy**

3 credit hours  
$555.00

Philosophy concerns itself with fundamental questions about ourselves and our world, such as: What is the meaning of life? Is there a God? What is the nature of reality? Is knowledge possible? This course provides an introduction to Western philosophy from ancient to modern times through examinations of some of the major works that have provided influential and provocative answers to these questions.

**PHIL 202 Ethics**

3 credit hours  
$555.00

This course will explore some of the moral and social issues that are the cause of much controversy in the contemporary world. We begin with core concepts that have emerged from over two thousand years of theorizing about morality: rights, duty, character, natural law, and so forth. From these foundations contemporary moral issues are explored.

**PHIL 205 Logic**

3 credit hours  
$555.00

An introduction to the essential principles of logical thinking, with particular attention to the fundamentals of inductive and deductive reasoning.

**PHIL 324 Existentialism**

3 credit hours  
$555.00

Existentialism concerns itself with the problems of the individual coming to terms with their own existence. The course will concern itself with the structure/nature of subjectivity, relationship between the individual and others, freedom, authenticity, death, despair, and the meaning of life. A special emphasis will be given to religious existentialism: the relationship between the individual and the divine.
**Physics**

**PHYS 201 Introduction to Astronomy**
3 credit hours  
$740.00

*The ability to take this course is dependent on your facility due to lab requirements.
An introductory course in astronomy including historical astronomy, solar system astronomy, the life cycle of stars, the structure of the galaxy, telescope usage, identification of constellations and the apparent motion of celestial objects as seen from Earth. Lab activities are an essential component of the course.

**Political Science**

**POLS 379 Constitutional Law**
3 credit hours  
$525.00

No proctored exams required  
(through The Center for Legal Studies)
Advanced and specialized approaches to utilize the legal resources available in a law library, and elsewhere, will be examined. The conceptual differences between computer-assisted legal research and hard copy research will be taught. You will also learn how to formulate WESTLAW search queries and effectively and efficiently use WESTLAW and other online legal research methods as timesaving devices in legal research and legal writing.

**POLS 379 Family Law**
3 credit hours  
$525.00

No proctored exams required  
(through The Center for Legal Studies)
Family law pertains to the formation and dissolution of domestic relations, including the law of marriage, annulment, separation and dissolution, maintenance, and custody and support of children. This course will study the differences between community and separate property, the classification of property, and the impact of such classification. The role of the paralegal in family law practice and the importance of mediation of domestic issues will also be discussed.

**POLS 379 Immigration Law**
3 credit hours  
$525.00

No proctored exams required  
(through The Center for Legal Studies)
This course explores all significant aspects of the immigration and naturalization process in the United States, including the Homeland Security Act of 2002 and the illegal Immigration Reform and Immigrant Responsibility Act of 1996. Topics include worker and student visas, as well as Family Residence requirements, and the removal process. Finally, the course covers citizenship and the requirements for an immigrant to become a citizen. Paralegals who plan to work in this challenging and demanding area will find the information gained in this course especially helpful in a rapidly growing specialty in the law.

**Psychology**

**PSYC 101 Introduction to Psychology**
3 credit hours  
$555.00

This course provides students with a survey of research and theory in the science of psychology. An important goal of the course is to broaden the student’s understanding of self and others. Course topics include critical thinking skills, research methods, neuroscience, sensation and perception, life-span development, learning, memory, personality, psychological disorders, and social psychology.

**Sociology**

**SOC 201 The Sociological Imagination**
3 credit hours  
$555.00

The social world is often taken for granted or reduced to explanations that stem from conventional wisdom and personal experience. This course is designed to encourage students to develop social scientific frameworks for analyzing the social world in a context that transcends conventional wisdom and personal experience. The major question is “What are the social forces operating in society and often beyond the control of individuals that shape individual behaviors and societal changes?” Topics include culture, socialization, social and economic inequalities, social structure, organizational behavior, social groups, deviance, and social institutions (e.g., family, religion, education, and political economy).

**SOC 245 Criminology**
3 credit hours  
$555.00

This class is an introduction to the field of criminology with special emphasis on theories of crime, kinds of criminals, and victimology. Special topics examined include gangs, white collar crimes, property crimes, victimless crimes, and organized crime.

**SOC 251 Social Problems and Social Welfare Strategies**
3 credit hours  
$555.00

The course is designed to provide the student with a survey of selected contemporary social problems. Social problems addressed in the class may include poverty, addiction and substance abuse, mental health, violence with a focus on family violence, crime, teen sexuality and pregnancy, and health care issues. The causes, severity, and consequences of the selected social problems are explored. In addition, strategies for alleviating social problems are presented. This course covers sixteen social problems of our society today. It provides a comprehensive study of these problems by viewing them from three sociological perspectives; the structural functional analysis, the symbolic-interaction analysis, and the social conflict analysis for looking at social problems. The problems of social inequity, the problems of deviance, conformity and well-being, problems of social institutions and global social problems are discussed in the text. It also includes political attitudes and values of the left, the right and the radical left when discussing sixteen social problems. This will provide the student with a thorough and fair varied look at current social issues in these contemporary times and with a focus on global issues.

**SOC 311 Social Statistics**
4 credit hours  
$750.00

This course presents a general overview of the statistical methods most commonly used in sociology and the social sciences. The skills learned in this course will enable the student to: read popular applications of statistics in the media...
with a critical eye; assess the use of statistics in professional sociological literature; and use statistical tools to answer sociological questions of interest.

**SOC 315 Sociology of Education**  
3 credit hours  
$555.00  
This course explores the relationship between education and society, with special emphasis on the effects of this relationship on the lives of students in the American education system.

**SOC 318 Race, Class, and Gender**  
3 credit hours  
$555.00  
The focus of this course is on the interrelated, ascribed statuses of race, social class, gender, and sexual orientation in American society, how they are perceived and reinforced, the social tensions that result, and the dynamics of change.

**SOC 320 Marriages and Families**  
3 credit hours  
$555.00  
This course will provide an overview of the family from a sociological perspective. The family is considered to be one of the most private and pervasive institutions in society. All of us have had contact with at least one family, and many of us will be involved in several different families during our lifetime. Our experiences point to the numerous transformations in family life. To obtain a better understanding of these changes, recent sociological research and data on the family will be utilized in this course. In addition to examining the history of the family, the course will study the contemporary family and its diversity. The course will examine traditional marriage/family arrangements and alternative processes of mate selection and family formation. Finally, the course will examine parenting, the relationship between work and family, divorce and reconstituted families.

**SOC 347 Juvenile Delinquency**  
3 credit hours  
$555.00  
This course considers the nature of delinquency, including an analysis of treatment methods and the juvenile justice system. It provides an analytical study of the statistics, trends, characteristics, and causes of juvenile delinquency. The theories of delinquency, social influences on delinquency, the history of the juvenile justice system, the juvenile justice process, and prevention models currently used in the United States will be examined. It is important to remember that in this course you will be using the sociological perspective to analyze and synthesize the concepts, theory, research, and issues that constitute the field of juvenile justice. It is central to your sociological understanding of the subject that you recognize that juvenile delinquency and juvenile justice do not exist in a vacuum, rather they form a major industry, organization, and institution in U.S. society. They affect and are affected by the same workings of society, problems, and issues as other major social institutions.

**SOC 352 Human Behavior and the Social Environment**  
3 credit hours  
$555.00  
This course is an introduction to the nuts-and-bolts of social work practice. The course is designed with several general objectives in mind: (1) to familiarize the student with specific techniques of social work such as the person-in-environment approach and case management, (2) to provide a fundamental understanding of roles of community and family in social work practice, (3) to explore the needs of selected special populations in the community, (4) to identify the biological, psychological, and social influences on development and behavior across the life cycle, and (5) to introduce the student to fundamental social work practice skills. The course is designed to provide the student with material that will help with the understanding of the underlying reasons why people act as they do. Further, it will help the student to evaluate the strengths and deficits in people’s biological, psychological and social development. In order to do this the text presents a variety of theories and research about human growth and development. It uses a life-span approach that shows the student a description of human growth and development from conception through late adulthood.

**SOC 370 Poverty and Social Inequality**  
3 credit hours  
$555.00  
This course examines the historical and socio-cultural factors which influence the creation and maintenance of poverty and social inequality. Emphasis will be on structural influences on, and theoretical explanations of, poverty and social inequality. This course will also focus on the implications for policy and social programs aimed at poverty and other social class issues. In addition, there will be exploration of systems of power, privilege, and domination that are central to the American social structure. Finally, the issues of empowerment, resistance, and solutions to poverty and social inequality will be assessed.

**SOC 379 Criminal Law**  
3 credit hours  
$525.00  
No proctored exams required  
(through The Center for Legal Studies)  
The course beings with an overview of the concept of punishment and goes on to study the burden of proof and criminal defenses; it also provides a critical look at the most common crimes. Students will learn common terminology in criminal law and how to consider a crime thoroughly in terms of its elements.

**SOC 379 Criminal Procedure**  
3 credit hours  
$525.00  
No proctored exams required  
(through The Center for Legal Studies)  
This intensive course deals with the constitutional dimensions of criminal law and procedure. Students will leave the course with an appreciation of how the U.S. Constitution focuses on the rights of the accused and the impact upon our law enforcement system.

**SOC 379 Victim Advocacy**  
3 credit hours  
$525.00  
No proctored exams required  
(through The Center for Legal Studies)  
This intensive print based program is designed to train and qualify students to provide assistance to crime victims. The course provides an overview of criminal procedure and discusses the devastating effects crime can have on its victims.

**SOC 380 Family Violence**  
3 credit hours  
$555.00  
This course examines violence in the family from sociological and criminological perspectives. It includes the types and causes of violence in families and domestic units, especially those directed against women and children (woman battering, courtship and dating conflict, and child abuse). Throughout the various types of family violence, intervention and prevention measures are examined as well as the social and legal implications of these measures.
The effects of "race," class, and gender will be considered. Analyzed and compared (e.g., punishment vs. rehabilitation, historical underpinnings of punishment and corrections will be within a democratic form of government. The philosophical and of the American criminal justice system and its operation this course will focus on corrections as one of the components

SOC 470 Social Welfare Policy
3 credit hours
$555.00
This course provides information about and analysis of Social Welfare policy in the United States from the pluralist perspective. It is an upper division course and goes beyond introductory type of analysis of Welfare eligibility, financing and administration. It provides the student with information about the basic framework for Social Welfare policy analysis, an overview of discrimination that is based on racism, sexism, alternative sexual lifestyles, ageism, and people with disabilities. The course also provides a review of some theoretical formulations about poverty and strategies to combat poverty. The text covers the basic concepts, policies, and programs that have typified the U.S. welfare state. In addition it details information about our voluntary non-profit welfare sector and the corporate for-profit sector. It further delves into discussing the social policy strategy of tax expenditures. Beyond that it directs attention to the often neglected role of religion and social welfare policy. The text does a comprehensive job of covering the influence of global capitalism and international social policy.

SOC 480 Terrorism
3 credit hours
$555.00
This course seeks to understand the origin of terrorism. This course has been designed to analyze the ever changing society with the influence of terrorism. A survey of different terrorist attacks will be examined. This course will also offer a multicultural perspective as different groups of people are studied and the threat of terrorism is applied. This course will also offer practical approaches to dealing with the threat of terrorism.

Women’s Studies

WS 294 Women and the American Experience
3 credit hours
$555.00
An interdisciplinary analysis of women’s position in society as presented through the disciplines of history, sociology, anthropology, theology, psychology, literature, and the fine arts. The course will examine theoretical approaches to the differential access to power between men and women and the existence of patriarchy in Western culture while specifically examining these issues relating to women in American society.
Distance Learning Course Registration Form - Adams State University
Please complete and mail, fax or email to: ASU Extended Studies, 208 Edgemont Blvd Suite 3000 Alamosa CO 81101
Fax: 719-587-7974   Email: exstudies@adams.edu

ALL INFORMATION IS REQUIRED - INCOMPLETE FORMS WILL NOT BE PROCESSED

_________________________   ____________________________   ____________________________
ASU Student ID (900#) or Social Security Number   Birthdate (use numbers only mm/dd/yyyy)

Full Legal Name ___________________________ 
Last   First           Middle  Suffix (example Jr., Sr., III)

Prisoner ID Number__________________________________    Male ☐ Female ☐

Mailing Address ____________________________________________________________________________
Street    City   State       Zip                       Country

Permanent Address ___________________________________________________________________________
Street    City   State       Zip                       Country

Phone ______-_________________________ E-mail Address_______________________________________

Currently, are you admitted to Adams State University? ______No   ______ Yes
If YES, are you a(n): 1. ASU On-Campus Student    ☐Yes**    ☐No    2. Distance Degree student? ☐Yes ☐No
The following Selective Service question must be answered to comply with Colorado State law. If you are a male born after December 31, 1957, are you registered with the Selective Service?  ☐Yes ☐No

Ethnic Origin – Please circle one (optional)
1 = Non-Resident, Alien  3 = American Indian or Alaskan Native  5 = Hispanic   7 = Other
2 = Black, not of Hispanic Origin  4 = Asian or Pacific Islander  6 = White, not of Hispanic Origin  8 = Native Hawaiian

List courses and term for which you are registering: Term: ☐Spring ☐Summer ☐Fall  Year: ______

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>print-based</th>
<th>web-based</th>
<th># of credits</th>
<th>Course Tuition and Fees</th>
<th>CRN# (ASU use)</th>
<th>ID# (ASU use)</th>
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_____Residing outside the U.S. (include US $40 postage charge).

Payment method: ☐Financial Aid** ☐VA Benefits ☐Check (enclosed) ☐Money Order (enclosed) ☐Visa ☐MC ☐Discover

_________________________________________________ ____________ $_________________________
Credit Card Account Number      Expiration Date  Total Charge Authorized
Name on Credit Card:______________________________________________ Daytime Phone______________________________________
Billing Address _______________________________________________________________________________________

**By registering for a course through Extended Studies and signing this form, I acknowledge that my financial aid package may be adjusted. Please consult with the Financial Aid office for additional information.

I understand that I am responsible for all tuition/fee charges incurred as a result of this registration. I certify that the information provided herein is correct. If found to be otherwise, I understand this registration is subject to rejection.

___________________________________________________________ __________________________
Student’s Signature (required)          Date
Rev. 01_15 tmm
Application for Admission
Undergraduate Distance Degree
Prison College Program

Application Fee $30

Questions? Email: distanceadvisor@adams.edu
Call: 1.800.548.6679 or 719.587.7671
Fax: 719.587.7974

• Type or print in ink.
• Do not use nicknames.
• Answer questions completely on both sides.
• Attach application fee (check or money order). Application fee is waived for Re-admit students.

Semester and Year of Expected Enrollment: ☐ Fall ☐ Spring ☐ Summer of the year __________
Classification: ☐ New Freshman ☐ Transfer Student ☐ Re-admit Student (Re-admit only: Student ID# 900-___________)

Full Legal Name: __________________________________________ __________________________________________
(Last) (First) (Middle)
Social Security #:____________________________________ Date of Birth: _____/_____/_____ Age:_____ ☐ Male ☐ Female
(disclosure of SS # is optional)
Prisoner ID #:____________________________________
Mailing Address: __________________________________________ __________________________________________
(Number/Street) __________________________________________
(City) (County) (State) (Zip Code)

Permanent Address: __________________________________________ __________________________________________
(Number/Street) __________________________________________
(City) (County) (State) (Zip Code)
Nation of Citizenship:____________________If not U.S., temporary visa number:__________________ Expiration:_________
If applicant is under 23, visa information for parent and student is required.
If a permanent resident of the U.S., Alien Registration Number:____________________________ Date of Issuance:_________
(Attach copy of visa or permanent registration card)
Ethnicity (Disclosure is voluntary): ☐ Hispanic or Latino ☐ Not Hispanic or Latino
Race (Select one or more. Disclosure is voluntary):
☐ American Indian or Alaskan Native ☐ Black or African American ☐ White
☐ Tribal Affiliation, ☐ Native Hawaiian/Pacific Islander ☐ Other
☐ Census Number___________________ ☐ Asian
☐ Other Census Number___________________

You must answer the following question. If you answer “YES” you must complete and attach the Statement of Explanation form.
Have you ever been convicted of a crime? (misdemeanor traffic violations are exempt) ☐ Yes ☐ No

To comply with Colorado law, all males between the ages of 17 years, 9 months and 26 years must answer the following question:
Are you registered with the Selective Service? ☐ Yes ☐ No
Military Service: ☐ Yes ☐ No Active Duty Dates: (mo/yr) _____/_____ to _____/_____ Are you eligible for veterans’ benefits? ☐ Yes ☐ No
Additional Information: Complete the following information for your (check one): ☐ Parent ☐ Legal Guardian ☐ Spouse
Name _____________________________ Occupation_________________________Employer____________________________
Home Address: __________________________________________ __________________________________________
(Number/Street) __________________________________________
(City) (County) (State) (Zip Code)
Indicate when you took (or plan to take) the college entrance exam(s): ACT (mo/yr) _____/_____ SAT (mo/yr) _____/_____ 

A list of available degree programs can be found on Page 6.
Please indicate the degree program in which you intend to enroll:_____________________________________________________
(degree programs are subject to change)

Rev. 04_16
List highest grade completed (1 to 12): __________________ Type of school: □ Public □ Parochial □ Private □ Foreign

Last high school attended: ____________________________

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<th>(Name)</th>
<th>(City)</th>
<th>(State)</th>
<th>(Zip Code)</th>
</tr>
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</table>

Dates of attendance: (mo/yr) _____/____ to _____/____ Date of high school graduation: (mo/yr) _____/____

If you are applying as a freshman, send official high school transcripts. If not a high school graduate, did you earn a GED Certificate? □ Yes □ No  

You must submit a copy of your high school equivalency certificate and GED test scores.  

If you are applying as a freshman, send official high school transcripts. When courses in progress are completed, send final transcript. Have you applied to or previously attended Adams State University? □ Yes □ No  

You must submit a copy of your high school equivalency certificate and GED test scores.  

If you are applying as a freshman, send official high school transcripts. When courses in progress are completed, send final transcript. Have you applied to or previously attended Adams State University? □ Yes □ No  

You must submit a copy of your high school equivalency certificate and GED test scores.  

Are you eligible to return to all collegiate institutions previously attended? □ Yes □ No □ Not applicable  

If you are not eligible to return, please attach a statement of explanation.  

Are you claiming tuition classification as a Colorado resident? □ Yes □ No  

If yes, completion of all questions in this section is required. Failure to do so may result in your classification as a non-resident. Students who claim a change in tuition classification must contact the Office of Admissions and Records for further information. Dependents of non-resident active duty military personnel stationed in Colorado may request a tuition adjustment to in-state rates. For information, contact your Military Base Education Office.  

(if you will be under 23 by initial enrollment date, you must answer “Your Parent” sections below)

Your Parent and You

<table>
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<tr>
<th>Dates of continuous physical presence in Colorado (mo/yr)</th>
<th>from _<strong><strong>/</strong></strong> to _<strong><strong>/</strong></strong></th>
<th>from _<strong><strong>/</strong></strong> to _<strong><strong>/</strong></strong></th>
</tr>
</thead>
</table>

Dates of extended absences (more than 1 month) from Colorado from _____/____ to _____/____

Reason for absence _______________________________________________________________________________________________

List last 3 years Colorado income taxes have been filed _____________________, ______________________, _____________________

Dates of employment in Colorado (mo/yr) from _____/____ to _____/____ from _____/____ to _____/____

Date Colorado Driver’s License was first issued (mo/yr) _____/____ (mo/yr) _____/____

List last 3 years of Colorado Motor Vehicle registration ______________________ ______________________

Date of Colorado Voter Registration (mo/yr) _____/____ (mo/yr) _____/____

Date of purchase or lease of any Colorado residential property (mo/yr) _____/____ (mo/yr) _____/____

Dates of military service, if applicable (mo/yr) ) from _____/____ to _____/____ from _____/____ to _____/____

If your parents are separated or divorced, which one lives in Colorado?______________________________________________________________________________________________

Your Parent and You

<table>
<thead>
<tr>
<th>Dates of continuous physical presence in Colorado (mo/yr)</th>
<th>from _<strong><strong>/</strong></strong> to _<strong><strong>/</strong></strong></th>
<th>from _<strong><strong>/</strong></strong> to _<strong><strong>/</strong></strong></th>
</tr>
</thead>
</table>

Dates of extended absences (more than 1 month) from Colorado from _____/____ to _____/____

Reason for absence _______________________________________________________________________________________________

List last 3 years Colorado income taxes have been filed _____________________, ______________________, _____________________

Dates of employment in Colorado (mo/yr) from _____/____ to _____/____ from _____/____ to _____/____

Date Colorado Driver’s License was first issued (mo/yr) _____/____ (mo/yr) _____/____

List last 3 years of Colorado Motor Vehicle registration ______________________ ______________________

Date of Colorado Voter Registration (mo/yr) _____/____ (mo/yr) _____/____

Date of purchase or lease of any Colorado residential property (mo/yr) _____/____ (mo/yr) _____/____

Dates of military service, if applicable (mo/yr) ) from _____/____ to _____/____ from _____/____ to _____/____

If your parents are separated or divorced, which one lives in Colorado?______________________________________________________________________________________________

*Date of marriage (mo/yr). Answer this question if you will be under 23 by initial enrollment date: __________/___________

*Response to this question is voluntary, will not affect the admission process, and is used only to determine residency status.

I hereby certify to the best of my knowledge that the information furnished on this application is true and complete. I understand that if found to be otherwise, it is sufficient cause for delay of admission, loss of credit, rejection, or dismissal. I hereby consent to the release of my transcript(s) to Adams State University.

Applicant’s signature ____________________________ Date ____________________________

If applicant is under 18 years of age, a parent or guardian’s signature is also required.

Parent/Guardian signature ____________________________ Date ____________________________

Adams State University does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission, access to, or treatment of employment in its education programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to the affirmative action officer of Adams State University.
Statement of Explanation

Please send this form **ONLY** if you are applying as a degree seeking student **WITH** your completed application.

If you have ever been convicted of a crime (Misdemeanor Traffic Violations are exempt) please fill out the information below. Your crime(s) does not affect acceptance or denial of admissions into Adams State University’s Extended Studies Program. Not providing this list will delay your admissions into Adams State University’s Extended Studies Program. Adams State University’s institutional policies require us to obtain this information.

**RETURN FORM TO:**
Adams State University
Office of Extended Studies
208 Edgemont Blvd. Suite 3000
Alamosa CO 81101

Name: ___________________________________________ DOB: __/__/_____

Last First Middle Initial

Prisoner ID Number (If applicable): ________________________

Facility Mailing Address (If applicable):

_____________________________________________________

_____________________________________________________

_____________________________________________________

CITY: ___________________________ STATE: ______ ZIP: ____________

Please state any crime(s) you have been convicted of:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

_____________________________________________________/__/_____

Student Signature Date
Notes
Student Testimonials

“While other correspondence programs have shut their doors in favor of online offerings, ASU has done something remarkable: expanded print-based course and degree offerings. ASU has done so because they see a need and aim to fulfill it.”

Christopher Z.

“ASU has been a real blessing! They have walked with me every step of the way. I started the summer of 2014, and have not looked back. They have accepted credit from military, CLEP, Community College of the Air Force, and even LSU. I’m currently using my Post 9/11 GI Bill, and look forward to my degree one day.”

James B.

“As a federal prisoner, I thought taking college courses would be difficult and full of complications. But taking college courses from ASU has been a very smooth experience. Now, after a few years of working at my own pace, I almost have my degree!”

Joseph W.

“At the age of 31 I started an 8 year prison sentence and had nothing to show for my life. However, Adams State University turned prison into a place of learning and gave me the opportunity to actualize my true potential. As a result, my life has been transformed! Earning my Bachelor Degree in Business from Adams State not only allowed me to redeem myself, it has also given me the tools I need for a successful future.”

Bijan S.

“The idea of taking college through the mail had always seemed to me like a cheap or substandard route to follow. Like it didn’t really count. I thought it couldn’t possibly be as fulfilling as attending an actual campus and being face-to-face with a college professor... My first course with Adams State University dramatically changed my opinion of paper-based correspondence. It was no cake-walk... I had to learn to critically analyze facts, sources, and events. I even had to learn to critically analyze opinions of those facts, sources, and events! I had to question many ideas and perspectives that had shaped my worldview prior to me coming to prison. I had to learn how to conduct research; to formulate a persuasive argument; to document and cite all my sources; to anticipate contradictory arguments against my findings; to properly format full-length research papers. But most importantly, I had to learn how to think like a college student: like a scholar. An education is not just about absorbing knowledge. It’s about learning how to critically analyze that knowledge once you’ve absorbed it; to separate the fact from fiction; to uncover bias; to distinguish between probable and improbable; and even to question one’s own interpretation of that knowledge... The experienced professors and staff at ASU make the process of learning these skills bearable even for first-time college students. They know and understand the limitations that come from being in prison. In fact, their program is specifically designed around these limitations. This cannot be said about the vast majority of paper-based college courses. Believe me, I have taken paper-based correspondence courses from several different universities and after much careful consideration and analysis, I have found the following statement to be true: Dollar for dollar, there is no school that gives incarcerated students a better college experience or a better education than Adams State University. I am immensely proud to be a graduate and would (and often do) recommend an ASU education to anyone looking to actually learn and grow as an individual.”

Ethan F.
Adams State University
Extended Studies
Prison College Program

Excellence in education: everywhere, every way, one learner at a time.

ASU Extended Studies
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Alamosa CO 81101
800-548-6679 • 719-587-7671
exstudies@adams.edu
prisoncollegeprogram.adams.edu