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INTRODUCTION

Thank you for your interest in developing and teaching a course through independent study. A growing number of persons in Colorado, as well as across the country and the world, are engaged in independent study through correspondence. Students take courses on a part-time basis to earn credit toward a degree, to prepare for a new career or advancement in a present position, to meet professional re-certification requirements, or for personal enrichment.

The purpose and intent of independent study courses is to extend the academic resources of Adams State College (ASC) to students who can benefit from them and, for a variety of reasons, are unable to access them in traditional on-campus classrooms.

Our independent study courses are delivered in either print-based or web-based formats. Enrollment is open year-round to students (with the exception of some semester-based Web courses). Students have from six weeks to one year from their date of registration to complete their course. Students receiving financial aid, company sponsored tuition assistance, military assistance, or other private funding may be required to complete courses in less than one year, so please be in communication with your students about their deadlines.

Our goal is to provide a course that will not only meet student needs, but will also provide them with a positive and challenging experience. The information in this Faculty Handbook is provided as a tool to assist you in successfully creating and teaching an independent study course through Extended Studies at ASC.

Adams State College is one of eleven institutions offering independent study courses through the Colorado Consortium for Independent Study, a statewide coordinated program operated under policies of the Colorado Commission on Higher Education. Extended Studies, including independent study, is funded entirely by program revenues (student tuition). These funds cover the entire cost of Extended Studies operations including staff salaries, instructor payments, telephone costs, production costs, postage, and program promotion and development.

This handbook is divided into two sections: “Course Instruction and Procedures” and “Course Development.” You can find an electronic version of this handbook at http://www2.adams.edu/extended_studies/.
The “Course Instruction and Procedures” section describes the responsibilities of our independent study faculty and the details of ASC Extended Studies independent study registrations. If you agree to the Faculty Responsibilities listed in this section, please fill out a Course Proposal Form as detailed in the Appendix.

The “Course Development” section provides details about developing a new independent study course and the ASC course approval process.

Following the two main sections, you will find the Appendix. The Appendices are templates and documents that you will use or Extended Studies will use in the course process.

If you have further questions about the development or instruction of ASC independent study courses, please feel free to contact the ASC Extended Studies Curriculum and Evaluation Specialist at 719.587.7671 or 1.800.548.6679.
SECTION I: COURSE INSTRUCTION AND PROCEDURES

The Overall Independent Study Course Process

1. Faculty member is approved and independent study (IS) course is developed and approved.

2. ES promotes IS courses for potential registrations.

3. Student registers and pays tuition with ASC ES for IS courses by phone, mail, fax, or online. The ES Website contains the form and registration link. (http://www2.adams.edu/extended_studies/independent/)
   a. Tuition must be paid at time of registration by check, money order, or credit card (Visa, MasterCard, or Discover.)
   b. Degree-seeking students who have financial aid (FA) may use FA funds for IS courses.
   c. IS students do not have to be admitted to ASC.

4. ES processes registration/tuition and enrolls student.
   a. Student’s transcript will list semester of enrollment, course name, and “IN PROGRESS” for grade.
   b. Once the semester of enrollment ends, the student’s grade will change to “IN” for “incomplete” until final grade is posted by ES.
   c. The course will be listed on the student’s transcript under the semester of enrollment regardless of when the final grade is posted.

5. ES notifies instructor by e-mail or mail of student’s registration using the Registration Notification Memo (Appendix C).

6. ES sends a welcome letter (Appendix D) and provides student with course information.
   a. For print-based courses, ES mails the course study guide to student via first class U.S. Postal Service mail.
   b. For web-based courses, ES e-mails student course access information.

7. Student obtains other course materials (e.g. textbooks), preferably through the ASC Bookstore.

8. Student works on course, submits assignments, and corresponds with instructor per study guide direction.

9. Instructor corresponds with student and evaluates coursework.
10. For exams, student submits Exam Request Form in writing by fax, mail, or e-mail to ES.
   
   a. ES reviews Exam Request Form to ensure proctor is within guidelines.
   b. ES mails Proctor Exam Certificate and exam(s) to student’s proctor within five business days via first class U.S. Postal Service mail.
   c. As a rule, exams will not be faxed to proctors/students, unless special arrangements are made between the instructor and the student with ES approval.

   **Note: Exams are stored securely with Extended Studies.**
   d. Student coordinates with proctor to take exam within 30 days and provides proctor with return postage.
   e. Proctor returns signed Proctor Exam Certificate to ES.
   f. Proctor returns completed exam to the course instructor for grading.

   g. **Instructor notifies student of exam results.** Since exams are not typically returned to students, students may request that the graded examination be sent by ES to the approved proctor; the proctor will then supervise student review of the exam. The proctor must return the examination to ES within two weeks from receipt.

11. Instructor submits final grade to ES.

   a. Upon student’s completion of all coursework, instructor submits grade earned by student.

   b. **If student does not complete coursework within one year of registration date, instructor submits grade of “F” to ES, per ASC policy that all grades of “IN” will change to “F” after one year.**

12. ES posts student’s final grade to student’s record within five business days.

13. Student submits course/instructor evaluation form from study guide to ES.

14. Student may request transcript from ASC Records, once final grade is posted, using form in study guide.

15. Instructor is paid for enrollment the month following final grade posting or following a student’s one-year completion deadline.
16. Students may withdraw from a course during the first six months following student’s registration date.
   a. Students who withdraw within 30 days of registration will receive a 90% refund and will be administratively removed from the course without a grade. Instructors will not be paid if a refund is given.
   b. Students who withdraw after the refund period will receive a grade of “W” on their transcript.

Administrative Requirements of Independent Study Courses

Faculty Responsibilities

All approved faculty teaching ES print- or web-based IS courses are responsible for understanding and agreeing to:

1. Develop courses in accordance with ASC and ES policies and procedures in the prescribed format.
2. Warrant that he/she is the sole developer of the course.
3. Warrant that the course is original work except for materials in the public domain and those excerpts from other works, which are included with the written permission of the copyright owners and does not infringe upon any existing common law or statutory copyright, trade name or trademark; or upon any right of privacy, personal or proprietary right; or other common law, statutory or constitutional right.
4. Take full responsibility for copyrighted materials. Prior to course publishing and marketing, faculty must seek and obtain written copyright approvals for any copyrighted materials used in the course.
5. Warrant that the course does not contain any libelous or obscene material or any injurious formulae, recipes, or instructions.
6. Submit brief course description (course proposal), course syllabus, study guide, exams, and student materials to ES in electronic form (Microsoft Word format). The electronic format will be used for secure storage of documents, for printing copies that are mailed to students, for course updates or formatting, and for publishing on the ASC ES Website.
7. Agree to the publishing of course description and syllabus on the ASC ES Website.
8. Respond to student inquiries in a timely manner. Responding to inquiries of enrolled and non-enrolled students in a timely manner is a vital part of the success of this program, and will be given a high priority. When unable to provide detailed response immediately, a “message received, get back to you soon” reply should be made.
9. Evaluate the assignments and examinations for each student and provide prompt comments/feedback as soon as possible, but no later than 10 days after receipt. No State Classified or Work Study employee will be used to perform these duties.

10. Provide avenues for regular student contact, such as “office hours” (whether at home or the office), standard mailing address, telephone number, and e-mail address (ES can provide you with an @adams.edu e-mail account).

11. Encourage student contact and lesson transfer via electronic means when possible (fax, e-mail). (Not all students have access to e-mail and some course requirements lend themselves to print only.)

12. Encourage students in the course. Many students do not begin work as soon as they enroll. Many, in fact, have difficulty beginning a course at all. Extended Studies recommends you send a letter, e-mail, or note of encouragement to students who have not begun their work within six weeks of registering.

13. Retain student coursework as required by the Records Retention Policy set forth by ASC Records.

14. Adhere to FERPA (Family Educational Rights and Privacy Act) rules as outlined by ASC Records. ([http://www2.adams.edu/records/ferpa/ferpa.php](http://www2.adams.edu/records/ferpa/ferpa.php))

15. Refer requests for release of student’s non-directory information to ASC college spokesperson or ES.

16. Keep ES informed about vacation periods or leaves of absence.

17. Coordinate with the ASC Bookstore (or other textbook/manual provider) as necessary for stocking of the required text(s) and/or manuals. Extended Studies will assist in the process.

18. Include statement in syllabus that materials will be returned to students if they provide a self-addressed, postage-paid envelope. ES will not provide return postage for student lessons, exams, etc.

19. To meet student needs, provide ES with final grades within one workweek for each student who completes the course. Final grades can be e-mailed to ES staff for posting.

20. Provide updated materials to ES in a timely manner, or as requested.

21. Once every three years complete a major review of the course and revise as necessary to keep information accurate and up-to-date. If faculty member is unable to make the necessary revisions, ES is free to make other arrangements. Colorado Commission on Higher Education (CCHE) policy requires that all IS courses be reviewed every three
years. At the three-year course anniversary date, faculty will be contacted and asked to review the course for currency of content. Additionally, ES staff will evaluate the registration and completion data during the previous three years to determine if data supports the continued offering of the course.

22. Work with ES Curriculum staff to make on-going revisions to the course including revision to a new edition of the course text if necessary or other details that affect student learning. These revisions may be used to meet the three-year review requirement.

23. Give ES at least 120 days written notice in the event that you can no longer serve as the instructor for your course(s).

24. Provide all ASC required payroll-related paperwork as requested to ASC Human Resources.

25. Review ASC General Catalog when necessary (http://www2.adams.edu/pubs). This catalog contains the Student Code of Conduct. Printed versions can be mailed to faculty upon request.

ES Responsibilities

Extended Studies staff will work with both instructors and students to:

1. Provide procedures for course approval and submit appropriate documents to academic departments.

2. Provide remuneration on a schedule as contracted monthly, based on student course-completion or enrollment after one year.

3. Promote each course through a variety of media including the ES Website, Colorado Consortium for Independent Study (CCIS) catalog and Website, ES publications, military publications, Peterson’s Guide, and Internet search engines as appropriate.

4. Respond to student e-mail, written, and telephone inquiries regarding courses.

5. Provide printed copies of course materials as necessary to enrolled students.

6. Provide graded exams to proctors for student review under proctored conditions.

7. Register students, providing registration notification/grade sheets to instructors, posting and changing grades as received from instructors.
8. Assess course and instructor based on student evaluation forms and other feedback.

9. Adhere to FERPA (Family Educational Rights and Privacy Act) rules as outlined by ASC Records.
   (http://www2.adams.edu/records/ferpa/ferpa.php)

Contract Signing Procedures

After faculty approval and the course development, ES staff will prepare a faculty contract for teaching the course. A new contract must be signed with ES every three fiscal years (beginning July 1 and ending June 30).
SECTION II: COURSE DEVELOPMENT

Print- And Web-Based Independent Study Courses

Extended Studies (ES) is always interested in adding new courses to the menu of current offerings. Priority for course development will be given to those courses that meet specific program needs, such as in general education, for one of the Distance Degree Programs, or courses leading to selected certificate programs. Other courses will be considered on a course-by-course basis after discussion with the instructor. We recommend that interested faculty meet with ES staff to discuss specific requirements and needs prior to submitting any documents to ES; also please refer to the Faculty Responsibilities in Section I.

History has shown that many participating faculty have developed courses that are now generating a substantial number of registrations. As faculty, there are many benefits to teaching an independent study course with ASC Extended Studies, such as one-on-one instruction, diversity of students, ownership of your course, convenience, and PERA/monetary benefits.

We expect overall registrations to increase as Distance Degree Programs are added. The decision of faculty to participate in the delivery of print- or web-based independent study courses as a part-time enterprise to generate profit from their efforts should provide adequate incentive for time spent in the development of new courses. As a general policy, faculty will not be paid for course development.

Required Documents for Course and Faculty Approval

Faculty interested in teaching an independent study course with ES must follow the course approval process as described below.

1. Course proposal form (Appendix A)
2. Current resume/vita
3. Transcripts from each institution showing degree(s) awarded

The minimum criteria for approval of ASC instructors to teach are a graduate degree in the academic discipline under which course approval is being sought. Individual departments may also establish specific requirements.

**Note:** Faculty previously approved to teach need not submit new credentials, unless applying to teach in a new academic area or if approval was more than three years ago.

*Submit above documents by:*
*mail:* ASC Extended Studies, 208 Edgemont Blvd., Alamosa, CO 81102
*fax:* 719-587-7974
*or e-mail:* ascextend@adams.edu
If preliminary approval by Extended Studies is granted for a course, an electronic version of the course syllabus and study guide will be requested. Instructions and template (Appendix B) for developing the syllabus and study guide follow. If a course is offered on campus at ASC, a copy of the institutional syllabus will be provided by ES for syllabus development. Independent study courses must meet or exceed the elements and standards of on-campus courses, if applicable.

Once the complete independent study course study guide (including all components and exams) is received by ES, it is reviewed, edited, and formatted by ES Curriculum Staff. If any educational content changes are necessary during this review, the instructor will be notified. Once the course is ready for publishing, the course and faculty vita/transcripts are sent to the appropriate ASC administrative staff (e.g. department chairs, assistant provosts, provost) for approval.

If course and instructor are approved, the instructor is notified by ES. ES prepares the course for registrations by publishing the study guide, sending a faculty agreement for the course to the instructor, and promoting the course through various marketing avenues.

Please note that approval to teach does not guarantee a class will be offered immediately. Additionally, approved faculty must be willing to meet with the ASC staff on syllabus development and other topics as specified by ES procedures or the academic departments.

Development and Structure of the Course Study Guide

Study Guide Components (Appendix B)

1. Study Guide Cover Sheet (produced by ES)
2. General Instructions (produced by ES)
3. Instructor’s Welcome Letter (written by instructor)
4. Syllabus (developed by instructor, based on Institutional Syllabus)
5. Study Guide (developed by instructor)
6. Guidelines for Proctored Exams (produced by ES)
7. Exam Request Form(s) (produced by ES)
8. Evaluation Form (produced by ES)
9. Transcript Request Form (produced by ES)
For Web-based courses, if you would like to post any of the forms that ES inserts into the paper-based courses (i.e. General Instructions, Guidelines for Proctored Exams, Course Evaluation Forms, Exam Request Forms, or Transcript Request Forms), please request electronic files or the URL for the form on the ES Website.

1. **Study Guide Cover:**
   Extended Studies formats your course with a study guide cover sheet, including course and instructor details.

2. **General Instructions:**
   Extended Studies adds the current general instructions; this includes the ASC student code of conduct from the ASC General Handbook and general information about the independent study program and course enrollment.

3. **Welcome Letter from Instructor:**
   You need to include a personalized welcome letter, which may include your instructor biography. Tell the student about yourself: what you teach, past work experience, personal interests, etc. The instructor biography can establish a personal connection that invites student-faculty interaction. You may wish to invite the student to tell you about herself/himself and his/her reasons for taking the course as the first ungraded assignment.

4. **Syllabus:**
   The next component is the course syllabus, which is developed by you as the course instructor based on the Institutional Syllabus. If the course you are developing is offered on campus at ASC, the independent study course must meet or exceed the elements and standards of the on-campus courses. ES will provide you with the current Institutional Syllabus.

5. **Study Guide:**
   Appendix D includes the template and description of components for the study guide. The format may vary for web-based courses. Please use 12-point Times New Roman font with full 1-inch margins. The study guide includes materials and information developed by you to compliment the textbook and aid in student learning.

6. **Guidelines for Proctored Exams:**
   Instructions explaining proctored exam procedure. ES includes this document once, when the first exam is scheduled in the study guide.

7. **Exam Request Form(s):**
   This is the form that the student fills out and sends back to ES requesting that their proctor be sent the exam. ES includes this form each time an exam is scheduled in the study guide.
8. Evaluation Form:
This student completes this form at the end of the course and returns it to ES. All completed forms are recorded in Banner and reports are distributed to the appropriate personnel or upon request.

9. Transcript Request Form:
Students complete this form to request a transcript. Requests are made to the ASC Records Office. A copy of this form is available on the ASC Records Website. (http://www2.adams.edu/records/transreq.pdf)
Appendices

Appendix A ------------------------------- Course Proposal Form

Appendix B ------------------------------- Study Guide Template

Appendix C ------------------------------- Registration Notification For Instructor

Appendix D ------------------------------- Extended Studies Welcome Letter
APPENDIX A – COURSE PROPOSAL FORM
Adams State College—Extended Studies (ASC ES)

Initiation of a New Course Approval Form

The following is a proposed new course to be offered through ES as an independent study course. The outline below provides the elements suggested for the course including a course title and description, number of credits, course objectives, course requirements, and method of delivery. As part of the initial proposal, a resume and copy of appropriate transcripts showing the instructor’s credentials are required.

INSTRUCTOR: __________________________________________________________

I would like to propose the following new course to be offered through ES.

COURSE TITLE: _______________________________________________________

COURSE CREDIT: _______________________________________________________

(Resolution of credit hours)

Development: Development of this course includes drafting the study guide and any and all examinations required for approval and delivery of the course. The study guide will contain all necessary components as stated in the Faculty Handbook in the section "Structure of Study Guide," including a biography/welcome letter, a course overview/syllabus, required and/or recommended textbooks, grading scale, course objectives, lesson goals, lesson discussions, reading assignments, mail-in assignments, examinations and/or other culminating activities.

Electronic Documentation: The instructor will provide ES with an electronic copy of all materials.

Permissions for copyrighted materials: The instructor agrees to initiate any requests for permission to reprint copyrighted materials included in the course study guide, and will be liable for any copyright infringement. A copy of the permission for copyrighted materials will be kept on file in ES.

Revisions: The instructor agrees to make on-going minor revisions to the course including revisions necessary due to a new edition of the course text. The instructor further agrees that if she/he does not make the necessary revisions, ES is free to make other arrangements. Should the instructor become disassociated from teaching this independent study course, ASC ES retains the right to continue using these materials, revising or adapting them as appropriate and as approved by each department.

Warranties by Instructor: The instructor warrants to ASC ES as follows:

1. That he/she is the sole developer of the course.

2. That the course is original work except for materials in the public domain and those excerpts from other works, which are included with the written permission of the copyright owners, and does not infringe upon any existing common law or statutory copyright, trade name or trademark; or upon any right of privacy, personal or proprietary right; or other common law, statutory or constitutional right.

3. That the course does not contain any libelous or obscene material or any injurious formulae, recipes, or instructions.

4. That the course has not heretofore been published in any form.

5. That the course complies with all ASC policies, procedures, regulations and expectations.
Accessibility to Students: Instructor understands that the potential exists for students to be incarcerated in federal, state, or local prison systems. For security purposes, ES encourages the instructor to obtain a post office box or utilize a business or professional address as a means of communication with students. The instructor hereby authorizes ASC ES to publish his/her contact information listed below (i.e., mailing address, e-mail address, telephone number) in the course study guides and on the ES Website.

COURSE DESCRIPTION: (A description of the course as it appears in the college catalog, giving an overview of the content to be taught.)

COURSE OBJECTIVES–LEARNING OUTCOMES: (List at least five to 10 objectives of the course, focusing on specifically what the students will be expected to accomplish by taking the course.)

COURSE REQUIREMENTS: (Identify the types and numbers of assignments that will be required and included in the grading process such as exams, quizzes, written papers, projects, study questions, etc.)

METHOD OF DELIVERY: (Indicate the method of delivery best suited to this course such as print-based study guides with additional study resources such as Internet sites, totally on-line/Web-based, CDs used as study guides with additional print-based materials, other combinations of media and methods.)

Attached is my current resume and copies of my transcripts listing my credentials and experiences related to this course.

Name____________________________________
Address___________________________________
Phone_____________________________________
E-mail____________________________________
XXX ###

COURSE TITLE

STUDY GUIDE

Prepared by:
Instructor
Adams State College
Department of
208 Edgemont Blvd.
Alamosa, CO 81102
Phone:
Fax:
email@adams.edu

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ASC EXTENDED STUDIES–INDEPENDENT STUDY COURSE
GENERAL INSTRUCTIONS

Please read the following instructions and information carefully before starting work.

CONTACTING EXTENDED STUDIES

Please contact our office with any questions or concerns; our office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Summer hours are 7:30 a.m. to 4:30 p.m.

Adams State College Extended Studies
208 Edgemont Boulevard, Alamosa, CO 81102
Phone: 719.587.7671
Toll-free: 1.800.548.6679
Fax: 719.587.7974
E-mail: ascextend@adams.edu
http://www2.adams.edu/extended_studies

COURSE TIME LIMITS

You have one full year from your date of registration to complete this course, if you are receiving federal or private aid, requirements may differ. However, the minimum requirement for course completion, regardless of the number of credit hours, is six weeks. No student may complete course requirements in less than six weeks.

It is important to schedule your course study to fit into your academic plan. Be aware many instructors are not on campus during the holidays or term breaks, which can delay the return of corrected assignments. Therefore, 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 ensure the credits for this course will apply toward graduation or certification deadlines.

TEXTBOOKS

Textbooks can be purchased from the Adams State College Bookstore. Payment can be made by check, money order, or credit card (Visa, MasterCard, or Discover). To order textbooks or obtain information about book titles and prices, contact the ASC Bookstore:

ASC Bookstore, 208 Edgemont Blvd., Alamosa, CO 81102
Phone: 719.587.7981
Fax: 719.587.7656
E-mail: lcmartin@adams.edu (Loretta Martinez) or djmeis@adams.edu (Darrell Meis)
COURSE ASSIGNMENTS

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

You are urged to wait until the first submitted assignment has been evaluated and returned before sending your second assignment. This will enable you and the instructor to communicate and establish a closer rapport. This will also allow you to have a clear idea of what to expect in the course and how to complete and submit the rest of your assignments. Keep in mind the instructor will be happy to answer any questions you may have that are pertinent to the coursework.

ASSIGNMENT SUBMISSION

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

If you want materials returned, provide the instructor with a stamped, self-addressed envelope. You must pay the postage on all lessons and tests submitted for grading. Be sure to use the correct postage amount or the assignment will not be returned. Please allow at least ten to fourteen days for your graded assignments to be returned.

REFERENCES, RESOURCES, AND LIBRARY MATERIALS

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

Nielsen Library Inter-Library Loan Department Adams State College
208 Edgemont Blvd., Alamosa, CO 81102
(http://www2.adams.edu/library)

COURSE EXAMINATIONS

Independent study courses may include proctored examinations, written assignments, a research paper, or project. Exams must be ordered from Extended Studies using the examination request form(s) provided in the study guide.
Proctored examinations must be taken under the supervision of a school official, superintendent, principal, guidance counselor, college official, military education officer, or clergy person. Relatives, work supervisors, and co-workers are NOT allowed to proctor exams. Students must designate an acceptable proctor from the list provided in the Guidelines for Proctored Exams. Extended Studies reserves the right to approve the selected proctor prior to sending out exams. Examinations may NOT be sent to or proctored at a residence. Contact Extended Studies if you have additional questions about identifying a suitable proctor.

COURSE EVALUATION

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

COURSE GRADING SCALE

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

OFFICIAL TRANSCRIPTS

Upon completion of this course, a final grade will be mailed to you. An official transcript request form is located at the back of the course study guide and can be also be found online. (http://www2.adams.edu/records/transreq.pdf)

If a transcript is needed by a specific date, complete all assignments and examinations at least five weeks before the transcript is required.

WITHDRAWING FROM A COURSE

You may withdraw from a course any time during the first six months of the course. After that, withdrawals are not permitted. Students are responsible for initiating the formal, written withdrawal request. Withdrawal forms can be printed from the Extended Studies Website at http://www2.adams.edu/extended_studies/img/student_withdrawal_form.pdf or hand-generated. Submit requests for withdrawal to ASC Extended Studies, include student signature.
COURSE REFUNDS

Requests for refunds and transfers must be made in writing to Extended Studies within 30 days from the date of registration. If your written request is submitted within this time frame, your refund will be 90 percent of the tuition paid. You may fax or mail your request. Telephone requests cannot be honored. Refunds cannot be issued for requests submitted beyond 30 days after the registration date.

AFFIRMATIVE ACTION POLICY

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

GENERAL CAMPUS POLICIES

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

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

CODE OF CONDUCT

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

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

9. All students are expected to refrain from theft of or damage to College property or the private property of any student, school official, employee, or invited guest when such property is located in College buildings or facilities.

10. All students are expected to refrain from unauthorized possession of firearms, explosives, or other dangerous weapons upon the grounds, or in buildings, or other facilities of the College.

11. All students on College premises or in any building or College facility are expected to refrain from engaging in disorderly, harassing, or indecent conduct that results in a disruption, impairment, or interference of the educational mission, process, procedures, or functions of the College. Such proscribed conduct includes, but is not limited to, the following: coarse or offensive utterances, gestures, or displays; abuse or threats to any other person; unreasonable noise on College premises or in any building or other facility; fighting with another person; discharging or displaying a firearm on campus; striking, shoving, or kicking a person; directing obscene language or gestures to another person; or performing in a public place or in public view any of the following: (a) an act of sexual intercourse or (b) an act of deviate sexual intercourse or (c) a lewd exposure of the body.

12. While on or near College premises or facilities, all students are expected to refrain from denying lawful freedom of movement, lawful use of College facilities, or the right of lawful entry or exit from the physical facilities of the College to any other student, school official, employee, or invited guest. All students on the College premises or in any building or College facility shall not impede through the use of threat, restraint, abduction, coercion, intimidation, force, or violation any staff or faculty in the lawful performance of official duties, nor any student in the lawful pursuit of educational activities. No student shall willfully refuse or fail to leave the property of or any building or other facility used by the College upon being requested to do so by the President or his designee if such student is committing, threatens to commit, or incites others to commit any act that would disrupt, impair, interfere with, or obstruct the lawful missions, processes, procedures, or functions of the institution.

13. All students are expected to observe College regulations regarding artists, lecturers, films, videotapes, and entertainment media.

14. All students are expected to refrain from any violation of federal, state, and municipal laws and from any other conduct not included above that adversely affects the function of the College and the pursuit of its educational purposes and objectives.

15. All students are expected to refrain from theft, alteration, destruction, illegal utilization, unauthorized entry into, plagiarism, and otherwise misuse of computer software or hardware.

All students should familiarize themselves with and be responsible for all information contained in the Student Handbook as authorized by the Trustees of the Consortium of State Colleges in Colorado. This handbook is available in the Office of Student Affairs, Richardson Hall, Room 234; or on the ASC Website.

(http://www2.adams.edu/pubs/media/studenthanbook200506.pdf)
NOTIFICATION OF RIGHTS UNDER FERPA

ASC FERPA Website: http://www2.adams.edu/records/ferpa/ferpa.php

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

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, written requests that identify the record(s) they wish to inspect. The Registrar will arrange for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
   - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
   - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Adams State College to comply with the requirements of FERPA.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Adams State College considers the following to be directory information:

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

Directory Information can NEVER include:

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

A student may request non-release of directory information. You may find a downloadable version of our Restriction of Release of Information form here: [http://www2.adams.edu/records/forms/forms.php](http://www2.adams.edu/records/forms/forms.php). Complete the form, sign, and have it notarized before submitting it to the Office of Records for processing.

**PLEASE NOTIFY EXTENDED STUDIES OF ANY NAME, ADDRESS, OR TELEPHONE CHANGES!**
Welcome from your instructor—

Your letter to the student…
COU 101 COURSE NAME

Syllabus

Instructor:
E-mail:
Phone:
Fax:
Address:

COURSE CREDIT:

Three Semester Hours

PREREQUISITES:

Description of the required knowledge/course experience to begin this course.

COURSE MATERIALS:

Required Textbook:

Listing of textbook, study guides, lab manuals, etc., needed to do the coursework. Identify additional, supplemental, or recommended material as necessary. Please use full APA citations, include ISBN, publisher, author(s), title, and edition. Ensure that edition used is current or readily available through the bookstore.

Author_lastname, Author_firstname or initial. (Year). The textbook title, (#th ed.).
City, State: Publisher.
ISBN: 0195148193

Optional Textbook:

COURSE DESCRIPTION:

Refer to the General Catalog if the course is taught on-campus. This course description will be posted on the ES Website and is what most students peruse before deciding to register for a course. Present an overview of the content, material, and outcomes; representative of the discussion an instructor has the first day of class. Cover what the student will learn about the subject to be studied and how to succeed in the course. With an audience of students whose academic background varies and who may be insecure about working outside the traditional classroom setting, it can be helpful to provide a perspective on the material and on contemporary approaches to understanding the material. Why is the subject worth studying, what is your approach to it, what kinds of problems will be explored, what applications will be examined, etc.? 
COURSE OBJECTIVES/STUDENT LEARNING OUTCOMES:

Student learning outcomes for the course—often found in the Institutional Syllabus. These bullet points describe the assessment requirements for course competency.

COURSE REQUIREMENTS:

Brief description of assignments, tests, activities, and other coursework required to complete the course.

GRADE DISTRIBUTION AND SCALE:

In alignment with ASC academic policies, no D may apply to a major or minor field.

Grade Distribution:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points each</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td></td>
</tr>
<tr>
<td>Exams</td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td></td>
</tr>
<tr>
<td>Essays</td>
<td></td>
</tr>
<tr>
<td>Total Points</td>
<td></td>
</tr>
</tbody>
</table>

Scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>59% and below</td>
<td>F</td>
</tr>
</tbody>
</table>

COURSE INSTRUCTIONS

Special instructions to your students regarding communications, completion schedules, or assignment format.
This is the information you write designed to fit your course. Include lesson components, goals or objectives for reading assignments, discussion or lecture notes, specify reading assignments, describe learning activities, list study questions, explain send-in assignments, and preface exams.

You may include whatever material you feel appropriate in each lesson. There is no predetermined number of lessons; use as many as you need to cover the subject. A lesson may include a statement of goals, discussion, reading assignment, study questions, and a send-in assignment.

Goals and Objectives

Since IS students do not have the same opportunity as your classroom students to get a sense of what you think they should focus on from topic to topic, a statement of goals of objectives at the beginning of each lesson provides helpful guidance. Include clear, specific statements of what students should know or be able to accomplish as a result of studying the lesson. List items or use a brief narrative to draw attention to the things you want the student to understand in the reading or assignment. Although a variety of approaches can be used, the key point is to help students organize, in advance of the reading, the most important points they are to learn.

Discussion/Lecture Notes

This section of the lesson replaces the lecture normally provided in the classroom and is the heart of the study guide for an IS student. In a classroom, you would not merely give a reading and writing assignment and leave it at that.

For the independent learner the discussion section:

- Fills in background
- Anticipates questions
- Gives perspective
- Allows the instructor to argue a point of view
- Clarifies or illustrates difficult concepts
- Adds supplemental information and explanation

Think of this component as a conversation with the student. You do not need to repeat what is in the text/readsings.
Reading Assignments or Other Directed Learning Activities

The reading/directed learning activities for each lesson are an important component of instruction and may vary. These assignments are not limited to a chapter or entire book, and may include guided interviews, observations, experiments, and other directed activities. Length and variety will depend on the lesson, but should be comparable to what you would assign in the classroom.

Self-Study Questions

Each lesson should include either a self-test or study questions for the students to complete after reading the discussion and textbook assignments. The corresponding answer key should be included in the study guide if not provided in the text. While these do not have to be evaluated, the questions are helpful in assessing comprehension of the material. Self-study questions may be used to prepare students for the questions/format used in examinations.

Send-in Assignments

Assignments will assist you in evaluating student progress. The responses of the students will give you a clear idea of how well they understand the content of the lesson and in which areas they need additional help/feedback. The exercises you assign should be closely related to the lesson objectives. Please return assignments as quickly as possible, but no later than 10 days from receipt.

Examinations

An ES IS course may include, as a course component, a culminating activity such as a proctored examination, written assignment, research paper, or project. For proctored exams, students must designate and acceptable proctor as specified in the Guidelines for Proctored Exams.

The Guidelines for Proctored Exams and the Exam Request Form will be inserted in the study guide as appropriate in the course schedule for each exam. (The Guidelines are only inserted once, for the first exam.) In addition, it is useful to include information about the exam preceding the Guidelines or Request Form. Briefly describe the type of questions to expect, time limits, topic or units covered, any special preparations, suggestions for study, and any materials the student is allowed to bring to the exam. Some words of encouragement may be helpful as well.

All exams must be submitted electronically with the completed syllabus/study guide to ES for formatting and secure storage. If Scantron sheets, scratch paper, or any appendices are necessary, please notify ES so these documents can be mailed to the proctor with the exam.
GUIDELINES FOR PROCTORED EXAMS

1. Please send your exam request form two to three weeks before you plan to take the exam to:
   Attn: Independent Study Program Manager
   Extended Studies
   Adams State College
   208 Edgemont Blvd.
   Alamosa, CO 81102

2. No more than one exam may be taken on the same day unless authorized by the instructor.

3. Exams may not be sent to or written at a residential address.

4. The main concern for a proctor is to preserve the academic integrity of the examination. No relative, immediate work supervisor or co-worker may be a proctor. The following is a list of acceptable proctors:
   - Elementary or secondary school superintendents, principals, teachers or guidance counselors
   - Professional employees of accredited post secondary colleges or universities
   - Professionals working for the public or private libraries
   - Commissioned officers of the active duty military, National Guard or Reserve Components
   - Clergy
   - Military Education, College Continuing Education or Distance Learning Staff
   - Human Resource and Training Managers/Directors

5. Adams State College reserves the right to verify a proctor’s identity, require additional proof of eligibility, or require the selection of a different proctor.

6. The following guidelines will be sent to your proctor to ensure proper testing conditions:
   **Before the exam:**
   - Arrange a time for the students to take the exam.
   - Carefully read the cover letter sent with the exam and ensure the directions are clear.
   - Ask the student to show identification if you do not know him/her.
   - Instruct the student of any specifics pertaining to the exam. Information about the use of notes, texts, or calculators can be found on the examination sheet.

   **Administering the exam:**
   - Find a quiet area where the exam may be taken with little distraction.
   - Allow the student to bring in only those materials needed for the exam.
   - Set a watch or timer for the exact amount of time allotted for the exam. When the time expires, collect the exam from the student whether he/she is finished or not.

   **Following the exam:**
   - Complete all proctor forms, including signature of this exam certificate.
   - Make a copy of the completed exam for your files, in the event the exam may get lost in the mail. Please destroy this copy after 30 days. Do not make a copy for the student.
   - Mail the exam and proctor forms in the envelope provided. The student should provide postage. Do not allow the student to mail the exam him/herself. Examinations may not be faxed.
   - Do not read or discuss the exam with the student.

If you have any questions, please do not hesitate to contact Extended Studies. Our office hours are 8:00 a.m. to 5:00 p.m., Monday thru Friday. Summer hours are 7:30 a.m. to 4:30 p.m.

Adams State College Extended Studies
208 Edgemont Boulevard • Alamosa, CO 81102 • Fax: 719.587.7974 • Phone: 719.587.7671
Toll-free: 800.548.6679 • Email: ascextend@adams.edu • Website: http://www2.adams.edu/extended_studies
EXAMINATION REQUEST

Please send this Examination Request only after all preceding assignments have been sent to the instructor for evaluation. Do not include assignments with this request; send the request separately or fax to:

Extended Studies
Adams State College
208 Edgemont Blvd.
Alamosa, CO 81102
Fax: (719) 587-7974

Name of Student: ________________________________

Address: ______________________________________

Street

City State Zip

Phone Number: (____)_________ Date examination is to be taken: ______________

EXAMINATION REQUESTED: EXAM 2

COU 101 Course Name - Instructor: Pat Instructor

Time Limit: 1.5 hours; Closed book

PROCTOR INFORMATION

Proctor’s Name: __________________________________________

Title: __________________ Company/Organization: ____________

Address: ____________________________________________

Street

City State Zip

Email: _______________________________________________

Phone Number: (____)_____________ Fax: (____)_____________________

Adams State College reserves the right to verify a proctor’s identity, require additional proof of eligibility, or require the selection of a different proctor.

FOR OFFICE USE ONLY

Date Exam Mailed: _______________
XXX ### COURSE NAME

Exam

I certify that the student named on this exam did not receive assistance and did not have unauthorized access to books or notes. I have returned this exam to the instructor on ____________________ (date).

Proctor Name: _________________________ Signature: _________________________

Name: _________________________
Exam
Adams State College Extended Studies Student Rating Of Instruction

Please evaluate all of your classes upon completion. The course evaluations provide feedback toward course improvement, faculty evaluation, and course development.

Independent Study Course Information

Directions: Please circle the number with your response to the each of the statements below.

<table>
<thead>
<tr>
<th>Instructor Items:</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The instructor was enthusiastic about teaching this</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>course.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The instructor’s explanations were clear.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>3. The instructor was knowledgeable in the subject area.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>4. The instructor motivated me to learn.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>5. The instructor was generally accessible.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Items:</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Course materials were well prepared.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>7. My knowledge of course subject matter increased</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>significantly.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. The course met its objectives as published in the</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>syllabus.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. The basis (grading scheme) for evaluating my</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>performance was clear.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Items:</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. I was encouraged to actively participate in this</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>course.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. I actively participated (e.g. asked questions,</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>corresponded with the instructor) in this course.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administrative Services:</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. ASC Extended Studies Staff was prompt in addressing</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>my academic needs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Interest:</th>
<th>High</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. My interest level toward this course was:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade Expectation:</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>14. What grade do you expect to get for this course?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Problem Solving</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. ASC Extended Studies Staff resolved issues relating</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>to my course enrollment (e.g., exams, grades, etc.).</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are you currently admitted in the ASC Distance Degree Program? Yes ☐ No ☐
If yes, is your advisor generally accessible? Yes ☐ No ☐

Comments: If additional space is needed, please use the back of this form.
TRANSCRIPT REQUEST FORM

Instructions: Complete the form below and submit to the Records Office along with the appropriate transcript fee. All requests must be in writing and signed by the student in order to comply with federal student privacy laws.

Name (please print legibly) ___________________________ Student ID Number ___________________________

Date of Birth: _____ / _____ / _____ Attended Prior to Fall, 1991? _____ Yes _____ No

Send: [ ] Now [ ] End of Term [ ] when this class has posted: Subj ______ Crse # _____
Crse Title __________________________________________

(Please note that if you recently graduated, you will receive a complimentary copy of your official transcript when your degree is posted 6-8 weeks after graduation.)

Type of Transcript: (Please indicate # of copies)
___ Official Transcript(s) $5 each ______ Unofficial Transcript(s) $2 each

PROCESSING OF TRANSCRIPT REQUESTS MAY TAKE BETWEEN 7 AND 10 BUSINESS DAYS THEREFORE, PLEASE PLAN ACCORDINGLY.

Method of Payment: [ ] Check
[ ] Money Order
[ ] Visa [ ] Mastercard [ ] Discover
Credit Card #: ______________________________________
Expiration Date: _____ / _____

Current Mailing Address of Student: ___________________________
Send Transcript(s) to the following Address(es):
______________________________  ______________________________
______________________________  ______________________________
______________________________  ______________________________

Phone: ________________________
______________________________  ______________________________
______________________________  ______________________________

I certify I am the student whose transcript is being requested. I have included payment with my request.

Signature of Student ___________________________ Date ___________________________

Submit completed form along with payment to:
Records Office Fax: 719/587-7416
Adams State College Phone: 719/587-7321
Alamosa, CO 81102 e-mail: ascrecords@adams.edu

Note: accounts must be cleared with the Business Office before transcripts will be released.
Memo

To: «Instructor»

From: Data Management Coordinator, Extended Studies

Re: New Student Registration

On «RegDate» the following student registered for «Course_No»: «CourseName», for «CrHrs» semester hours for the Summer 2005 semester. The student has one year to complete the course.

If you have any questions concerning this registration, please contact me at (719) 587-7671 or (800) 548-6679, or by e-mail at ____________@adams.edu.

Student Information:

«LastName», «FirstName» «Middle_Initial»

«Address»

«City», «State» «Zip»

«Phone»

«E-mail»
Appendix D – EXTENDED STUDIES STUDENT WELCOME LETTER

«Date»

«FirstName» «LastName»
«Address»
«City», «State» «Zip»

Dear «FirstName»:

Thank you for enrolling in «Course_No»: «CourseName» through Adams State College Extended Studies. Your study guide and any additional materials are enclosed. Please review your course completely. If you have not yet ordered your textbook, please do so. The required textbooks are listed in your study guide. You may call the Adams State College Bookstore directly at (719) 587-7912 or call us at 1(800)548-6679 and ask to be transferred.

All lessons/assignments should be mailed directly to «Instructor», your instructor. The instructor’s address can be found on the front page of your study guide. For return of assignments, enclose a self-addressed, stamped envelope with the assignment. Examination requests should be addressed to:

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

You may withdraw from the course within 6 months from the date of registration. Refunds for courses are permitted within 30 days of the registration date and cannot be issued beyond 30 days. The refund will be 90% of the tuition paid and must be requested in writing.

Incomplete grades will be issued at the end of each term until course completion, at which time the instructor will supply a grade and it will be placed on your permanent transcript. If you have not completed the course within one year from registration, a grade of “F” will be issued.

If you have any questions during the course, please do not hesitate to call or e-mail our office. Thank you for choosing Adams State College. We look forward to serving you.

Sincerely,

ES Data Management Coordinator
Enclosures