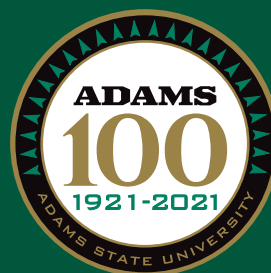


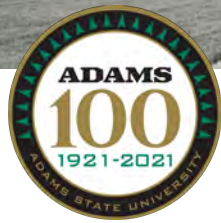
# ASU

Adams State University

## CORRESPONDENCE EDUCATION PROGRAM







## Adams 100

### A Once in a Century Celebration

The year 2021 will mark 100 years since Adams State University was established.

Ira Richardson 1st president of Adams State  
Ira Richardson

Billy Adams, a Colorado legislator who would later become the 25th governor of the state, worked for three decades before obtaining the authorization to found Adams State Normal School in 1921. His goal was to educate teachers for remote, rural areas, such as the San Luis Valley, and teacher education remains an important emphasis for Adams State today.

The site for Adams State Normal School was selected in November 1921 when the first Board of Trustees came together. The Trustees selected 60 acres acquired on the edge of Alamosa.

In 1924, Alamosa families and businesses pledged \$27,000 to support the school in lieu of state funding. Three years later, the state reimbursed the money.

Ira Richardson was named the first president of Adams State in 1925. That same year, Helen Eagle of Monte Vista became the first student to register for courses and Adams State held its first session in the summer of 1925.

Adams State invites you – its alumni, its faculty and staff, its friends and supporters – to re-engage, re-connect and re-commit the values of Adams State as the leading rural-serving institution in Colorado and the Rocky Mountain region.



Ira Richardson

### Billy Adams

With only a grade school education himself, Billy Adams came to the SLV in 1879 at the age of 17 to begin ranching. Within three years, he was mayor of Alamosa. Alamosa was a rough-hewn town in those days. The Rio Grande typically flooded each spring, turning Main Street to mud. Once the college was built, a hedge of Russian olive trees had to be planted along the campus edge to keep out herds of horses.

Then, as now, potatoes were the area's primary cash crop. But grain and vegetables were also raised, as well as cattle, sheep and pigs. The Denver & Rio Grande Railroad shipped them east.

The perseverance demonstrated by Billy Adams in founding his teachers college also characterized those who took over the task of making Adams State more than a dream.



Billy Adams



# Table of Contents

General Education Requirements	page 9
Correspondence Degrees Offered	page 10
General Information	page 13
Admissions Information	page 14
Step-by-Step Registration Process	page 16
Academic Policies	page 17
Course Information	page 22
Student Policies	page 20
Transfer Credit & Credit for Prior Learning	page 21
Course Scheduling & Course Description	page 22
Frequently Asked Questions	page 29
Paralegal & Advanced Paralegal Courses	Page 36
Registration Form	pages 39 & 41
Application for Admission	page 43



Thank you for your interest in the Prison College Program at Adams State University (ASU). I am writing in response to your request for information about our program. Enclosed, you will find our catalog containing an application for admission, pricing, course registration form, course information, and degree requirements.

ASU has a long history of helping incarcerated students throughout the United States earn their degrees through the mail without a computer. Needless to say, we fully understand the restrictions you face and are happy to work with you and your Department of Corrections (DOC) to facilitate a smooth educational process. For example, we will work with you to find a suitable substitute print based course if one of your required courses in your degree program just happens to be currently unavailable in a print based format.

Our correspondence degrees and courses are post-secondarily regionally accredited by the Higher Learning Commission of the North Central Association of College and Schools. This is the highest level of accreditation in the United States.

ASU commonly accepts credits from regionally accredited colleges and universities, military credits, and credits from institutions recognized by national, professional, and specialized accrediting bodies. This could include vocational credits offered by your DOC. If you would like an unofficial degree plan for you, please send copies of any post-secondary transcripts you may have. If you have earned vocational credits and/or certificates through the military and/or Department of Corrections, please send me copies of those as well.

Please note, you do not have to be admitted as a degree seeking student in order to begin your coursework. In fact, you can simply register and pay for courses you would like to take now. Courses you do take at ASU will be added to your ASU degree when you are formally admitted as a degree-seeking student.

Books are not included in the course price. You may purchase books from any vendor of your choosing as you are not required to purchase books through the Follett Bookstore at Adams State.

If you wish to proceed with admission to our program, you will need to submit an application for admission and official transcripts from ALL previously attended colleges and universities. The transcripts must be official and must be mailed directly from the institution to the Office of Correspondence Education, Adams State University, 208 Edgemont Blvd., Suite 3000, Alamosa, CO 81101. If you have no previous post-secondary credits earned or less than 13 acceptable transferable credits, you will need to have your official high school and/or GED score transcripts sent to us. Please be aware that incarcerated students are not eligible for federal financial aid.

I hope this letter and catalog find you well. Please feel free to contact me with any questions or concerns. I look forward to hearing from you again.

Sincerely,

Jim Bullington, Coordinator - Prison College Program  
303-241-0550

# Great Stories have begun at Adams State University for nearly a century.

## **We became Colorado’s first four-year institution to be federally designated a Hispanic Serving Institution (HSI) in 2000.**

That commitment to underrepresented minorities, first-generation, and low-income students has defined Adams State since our founding in 1921. ASU 2020, our strategic plan, details five overarching goals to take that commitment to the next level.

## **Begun as a normal school to educate teachers for rural areas of Colorado,**

Adams State has evolved into a comprehensive university that offers 60 areas of undergraduate study, 11 master’s degrees, and 1 doctoral-level program. Throughout its history, Adams State has been crucial to enhancing educational opportunity, economic development, and cultural enrichment in the San Luis Valley and surrounding region.

**We value our highly diverse campus** – about 45 percent of our undergraduate students represent minority groups, and 35 percent identify as Hispanic. Nearly half are the first in their families to attend college. ASU is a public, state sanctioned University located in Southern Colorado. Adams State has awarded 192 degrees, and counting, to incarcerated students since 2010.

## **At Adams State University, we know how important education is to all individuals, especially for those who happen to be incarcerated.**

Through correspondence courses, Adams State University provides an opportunity for incarcerated students to work for college credit and towards a degree. We have helped thousands of incarcerated individuals throughout the United States to reach their education goals.

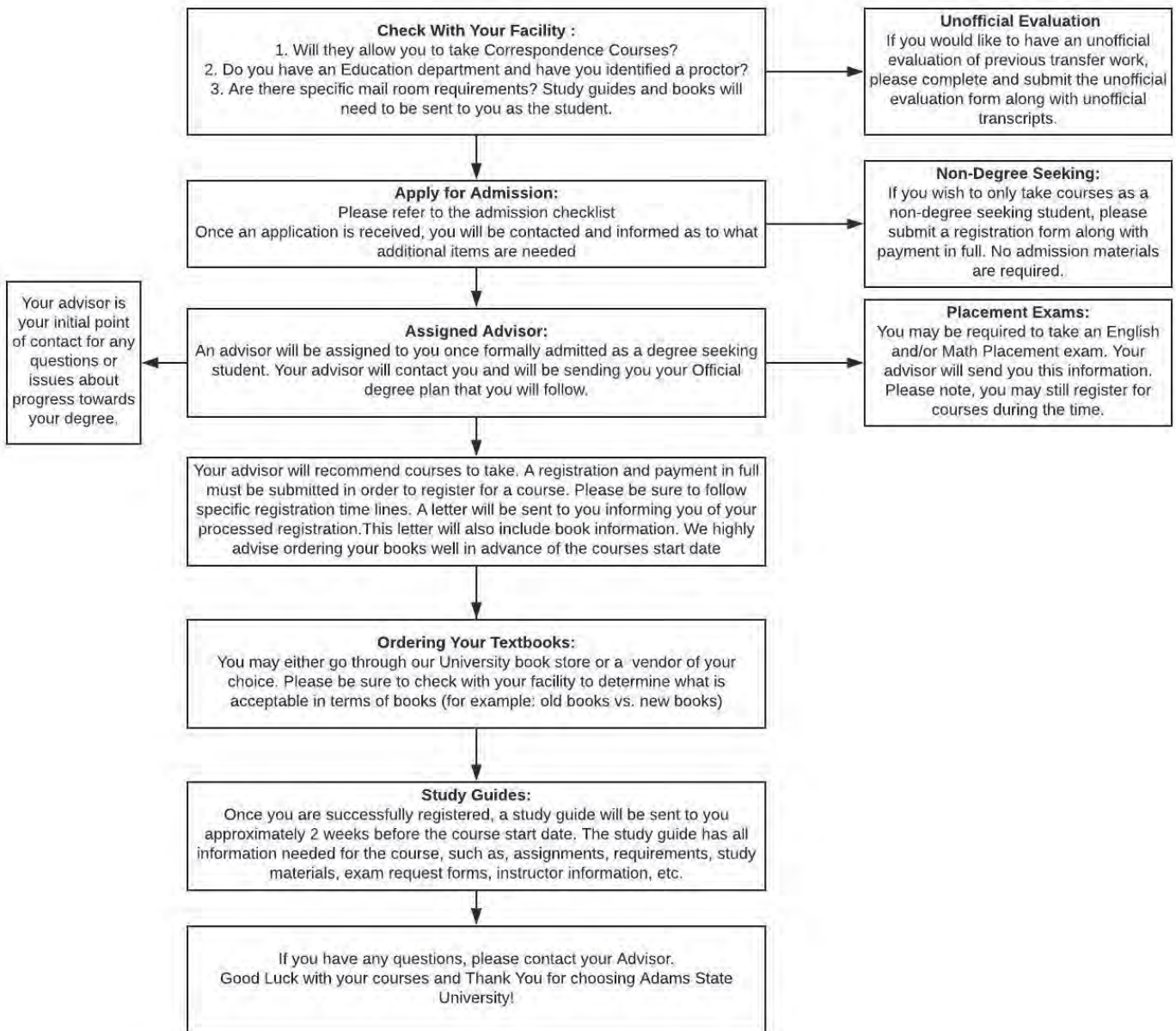
## **“Great Stories Begin Here” is not simply a slogan at Adams State University.**

Student success is the result of our caring campus culture. Our highly qualified faculty focus on teaching and excellence within their disciplines.

## **Countless alumni credit their success to Adams State.**

Many have risen from humble origins to become leaders in their fields. Physicians and nurses, judges and attorneys, bankers and CEO’s, professors and teachers, coaches and world-class athletes, innovators and entrepreneurs – all began their Great Stories at Adams State University.

# Steps for Success:



# General Education Requirements

**Completion of General Education Requirements is required for all Associates and Baccalaureate degrees.**

30-31 credit hours total

Course Prerequisites (listed behind courses in *italics*)

## **Area I: Communications - 6 credit hours**

ENG 101            Communication Arts I  
ENG 102            Communication Arts II (*ENG 101*)

## **Area II: Arts and Humanities - 6 credit hours (2 courses)**

AR 103            Art Appreciation  
ENG 203            Major Themes in Literature  
                          (*ENG 101*)  
PHIL 201           Introduction to Philosophy  
PHIL 205           Logic

## **Area III: Mathematics - 3 credit hours (one course)\***

MATH 104           Finite Math  
MATH 106           College Algebra  
MATH 107           Trig & Analytical Geometry  
                          (*MATH 106*)

## **Area IV: Social and Behavioral Sciences/History - 9 credit hours (3 courses)**

At least one course but no more than two must be HGP or HIST

HGP 110            Development of Civilization to 1500  
HGP 111            Development of Civilization 1500 to Present  
HIST 202            American History to 1865  
HIST 203            American History 1865 to Present  
POLS 291            American Government  
PSYC 101           Introduction to Psychology  
SOC 201            The Sociological Imagination

## **Area V: Physical and Natural Sciences - 6 credit hours (Option: Transfer to ASU\*)**

One credit hour must be a lab – waived for incarcerated

BIOL 101            Introductory Biology with Lab  
ENV 101            Introduction to Environmental Science with Lab (*MATH 099+*)  
GEOL 111           Physical Geology with Lab (*MATH 099+*)  
PHYS 201           Introduction to Astronomy with Lab (*MATH 099+*)  
CHEM 179           Introduction to Chemistry (*MATH 099+*).  
This is a 4 credit hour non-lab course.

\* All our science courses require labs (BIOL 101, GEOL 111, PHYS 201, ENV 101). If a student cannot take our science courses due to incarceration, take non-lab physical and natural science credits/course(s) at another institution and transfer to ASU when completed. Please request more information on science course options from your assigned advisor if needed when ready to complete needed Area V courses.

# Correspondence Degrees Offered

Course Prerequisites (listed behind courses in *italics*)

## Associate Degrees

### Associate of Arts

- 60 credit hours total
- 31 General Education Credits
- 29 General Elective Credits

### Associate of Science

- 60 credit hours total
- 31 General Education Credits
- 29 General Elective Credits (Science/Math or Business related Electives)

### Associate of Science with a Business Emphasis

- 60 credit hours total
- 31 General Education Credits
- 6 Science/Math/Business Electives and 6 General Electives
- Business Emphasis (18 Credit Hours):
  - BUS 103 Introduction to Business
  - BUS 207 Principles of Accounting I
  - BUS 211 Business Law
  - BUS 265 Business Communications
  - ECON 255 Macroeconomic Principles (*MATH 104+*)

Plus one additional Business (BUS) or Economics (ECON) course 100 or 200 level:

BUS/ECON Course 1: \_\_\_\_\_

## Baccalaureate Degrees

### Bachelor of Arts in Interdisciplinary Studies

- 120 credit hours total, with a minimum of 42 upper-division credit hours
- 31 General Education Credits
- 47-49 General Elective Credits
- Two Distinct Academic Emphasis Areas:
  - Academic Emphasis Area 1 (20 credit hours)

Course 1: \_\_\_\_\_

Course 2: \_\_\_\_\_

Course 3: \_\_\_\_\_

Course 4: \_\_\_\_\_

Course 5: \_\_\_\_\_

Course 6: \_\_\_\_\_

Course 7: \_\_\_\_\_

Academic Emphasis Area 2 (20 credit hours)

Course 1: \_\_\_\_\_

Course 2: \_\_\_\_\_

Course 3: \_\_\_\_\_

Course 4: \_\_\_\_\_

Course 5: \_\_\_\_\_

Course 6: \_\_\_\_\_

Course 7: \_\_\_\_\_

### Bachelor of Arts in Sociology

- 120 credit hours total, with a minimum of 42 upper-division credit hours
- 31 General Education Credits
- 37 General Elective Credits
- Criminology or Social Welfare Emphasis
- Sociology Core (40 Credit Hours):

SOC 201- The Sociological Imagination (GT-SS3)

SOC 245 Criminology (*SOC 201*)

SOC 251 Social Problems (*SOC 201*)

SOC 300 Social Statistics (*SOC 201, MATH 104+*)

SOC 340 Readings in Sociology (*SOC 201*)

SOC 365 Race, Culture, and Ethnicity (*SOC 201*)

SOC 395 Pre-Professional Seminar (*SOC 201*)

SOC 401	Social Psychology ( <i>SOC 201</i> )
SOC 419	Gender and Society ( <i>SOC 201</i> )
SOC 445	Sociological Theory ( <i>SOC 201</i> )
SOC 455	Sociological Research Methods ( <i>SOC 201, 311</i> )

### **Criminology Emphasis**

SOC 346	Criminal Justice ( <i>SOC 201, 245</i> )
SOC 347	Juvenile Delinquency ( <i>SOC 201, 245</i> )
SOC 447	Correctional Systems ( <i>SOC 201, 346</i> )

### **Social Welfare Emphasis**

SOC 352	Human Behavior and the Social Environment ( <i>SOC 201, 251</i> )
SOC 370	Poverty and Social Inequality ( <i>SOC 201, 251</i> )
SOC 470	Social Welfare Policy ( <i>SOC 201, 352</i> )

### **Sociology Electives (6 UD semester hours)**

Courses must be from the following:

*(For students choosing the Social Welfare emphasis; SOC 346, SOC 347, and SOC 447 are available as Sociology electives)*

*(For students choosing the Criminology emphasis; SOC 352, SOC 370, and SOC 470 are available as Sociology electives)*

SOC 305	Rural Sociology (3UD) ( <i>SOC 201</i> )
SOC 315	Sociology of Education (3UD) ( <i>SOC 201</i> )
SOC 318	Race, Class, and Gender (3UD) ( <i>SOC 201</i> )
SOC 320	Marriages and Families (3UD) ( <i>SOC 201</i> )
SOC 379/479	Special Topics in Sociology (3UD) ( <i>Dependent on Course</i> )
SOC 425	Environment and Society (3UD) ( <i>SOC 201</i> )
SOC 444	Deviance and Control (3UD) ( <i>SOC 201</i> )

## **Bachelor of Arts in Business Administration**

- 120 credit hours total, with a minimum of 42 upper-division credit hours
- 31 General Education Credits
- 47 General Elective Credits
- **Business Administration Core (42 Credit Hours):**

BUS 103	Introduction to Business
BUS 120	Business Computer Applications I (Waived for Incarcerated Students)
BUS 207	Principles of Accounting I
BUS 208	Principles of Accounting II ( <i>BUS 207</i> )

BUS 211	Business Law
BUS 265	Business Communications ( <i>BUS 120, ENG 101</i> )
BUS 304	Principles of Marketing ( <i>BUS 103</i> )
BUS 318	Business Statistics ( <i>MATH 104+</i> )
BUS 361	Principles of Management
BUS 363	Managerial Finance ( <i>BUS 208, ECON 255, 256</i> )
BUS 430	Production & Operations Management ( <i>MATH 104, BUS 318</i> )
BUS 480	Global Business Strategies ( <i>BUS 207, 208, 304, 361, 363, ECON 255</i> )
ECON 255	Macroeconomic Principles ( <i>MATH 104+</i> )
ECON 256	Microeconomic Principles ( <i>MATH 104+</i> )

## **Bachelor of Science in Business Administration**

- 120 credit hours total, with a minimum of 42 upper-division credit hours
- 31 General Education Credits
- 17-20 General Elective Credits (Dependent on Emphasis)
- **General Business, Management, Small Business Management or Legal Studies Emphasis**
- **Business Administration Core (42 Credit Hours):**

BUS 103	Introduction to Business
BUS 120	Business Computer Applications I (Waived for Incarcerated Students)
BUS 207	Principles of Accounting I
BUS 208	Principles of Accounting II ( <i>BUS 207</i> )
BUS 211	Business Law
BUS 265	Business Communications ( <i>BUS 120, ENG 101</i> )
BUS 304	Principles of Marketing ( <i>BUS 103</i> )
BUS 318	Business Statistics ( <i>MATH 104+</i> )
BUS 361	Principles of Management
BUS 363	Managerial Finance ( <i>BUS 208, ECON 255, 256</i> )
BUS 430	Production & Operations Management ( <i>MATH 104, BUS 318</i> )
BUS 480	Global Business Strategies ( <i>BUS 207, 208, 304, 361, 363, ECON 255</i> )
ECON 255	Macroeconomic Principles ( <i>MATH 104+</i> )
ECON 256	Microeconomic Principles ( <i>MATH 104+</i> )

### **General Business Emphasis**

30 semester hours from 300-400 level Business (BUS) or Economics (ECON) courses. Students may choose upper level (300-400 level courses) that they meet prerequisites for. Your Advisor can also recommend courses to take based on interests.

- Course 1: \_\_\_\_\_  
 Course 2: \_\_\_\_\_  
 Course 3: \_\_\_\_\_  
 Course 4: \_\_\_\_\_  
 Course 5: \_\_\_\_\_  
 Course 6: \_\_\_\_\_  
 Course 7: \_\_\_\_\_  
 Course 8: \_\_\_\_\_  
 Course 9: \_\_\_\_\_  
 Course 10: \_\_\_\_\_

### Management Emphasis

- BUS 362 Human Resource Management  
(BUS 361)  
 BUS 365 Small Business Management/  
Entrepreneurship (BUS 207, 208,  
304, 361)  
 BUS 401 Organizational Behavior  
(BUS 361)  
 BUS 418 Leadership Strategies (BUS 361)  
 BUS 419 Organizational Change and  
Development (BUS 361)  
 BUS 466 Business Ethics and Decision  
Making (BUS 361)  
 ECON 433 Managerial Economics or ECON  
425- Economic Policy (MATH 104,  
ECON 255, 256)

**Plus 6 credit hours of 300-400 level business (BUS) or economics (ECON) courses approved by the student's advisor:**

- Course 1: \_\_\_\_\_  
 Course 2: \_\_\_\_\_

### Small Business Management Emphasis

- BUS 315 Sales and Sales Management  
(BUS 304)  
 BUS 345 Advertising (BUS 304)  
 BUS 362 Human Resource Management  
(BUS 361)  
 BUS 365 Small Business Management/  
Entrepreneurship (BUS 207, BUS  
208, BUS 304, BUS 361)  
 BUS 466 Business Ethics and Decision  
Making (BUS 361)

**Plus 9 credit hours of 300-400 level business (BUS) or economics (ECON) courses approved by the student's advisor:**

- Course 1: \_\_\_\_\_  
 Course 2: \_\_\_\_\_  
 Course 3: \_\_\_\_\_

### Legal Studies Emphasis

- BUS 359 Paralegal I  
 BUS 359 Paralegal II (BUS 359 Paralegal I)  
 BUS 466 Business Ethics (BUS 361)  
 POLS 430 Constitutional Law: Civil Liberties  
 SOC 379 Criminal Law (BUS 359 Paralegal I,  
Paralegal II)

**Plus three of the following classes (9 credit hours)**

- BUS 355 Individual Income Taxation  
(BUS 208)  
 BUS 362 Human Resource Management  
(BUS 361)  
 BUS 479 Fraud Examination  
 BUS 379 Estate Planning  
 BUS 479 Alternative Dispute Resolution  
 BUS 379 Water Law

**Plus not more than two of the following (6 credit hours):**

- POLS 379 Family Law (BUS 359 Paralegal I,  
Paralegal II)  
 POLS 429 Constitutional Law: Criminal  
Justice  
 POLS 479 Advanced Legal Research (BUS  
359 Paralegal I, Paralegal II)  
 SOC 346 Criminal Justice (SOC 201, 245)  
 SOC 379 Victim Advocacy

## Graduate Degrees

### Master of Arts in Business Administration

- ASU offers a print-based Master of Business Administration. Students seeking admission to this program must have a completed Baccalaureate degree before they will be eligible for admission.

**Please contact our office for more information:**

**Adams State University  
 Correspondence Education Program  
 ATTN: MBA  
 208 Edgemont Blvd., Suite 3000  
 Alamosa, CO 81101**

# General Information

## 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

## 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](http://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.

## Unofficial Evaluation

At any time, though not required, you may request free "unofficial" evaluation of your previous college work. To request an unofficial evaluation, mail a copy of your unofficial transcript(s) to:

ASU Correspondence Education Program  
ATTN: CEP 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.

Please note, it is possible ASU policies will change, thereby impacting degree plans and requirements (including departmental transfer evaluations.) Therefore, all unofficial degree plans are unofficial guides as of the date they are created.

## 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 courses offered by The Center for Legal Studies. This includes ALL courses in the Legal Studies emphasis.

To request a VA information packet, please request in writing to:  
ASU Correspondence Education Program  
208 Edgemont Blvd Suite 3000  
Alamosa CO 81101

For questions about the Veteran's Educational Benefits please contact our our Veterans Center at

ASU Veterans Center  
ATTN: Veterans/Military Affairs Coordinator  
208 Edgemont Blvd Suite 2080  
Alamosa CO 81101  
719-587-8452

# Admissions Information

## Applying to the ASU Correspondence Education Program

Now that you have chosen to earn your degree at ASU, you can formally apply to the ASU Correspondence Education Program. Application procedures are listed below. Application documents should be sent to:

ASU Correspondence Education Program  
208 Edgemont Blvd Suite 3000  
Alamosa CO 81101

## Admissions Requirements & Application Procedures

Admission requirements for various admissions categories are listed below. Select the category that best applies to you. If you have any previous college credits you should select the College Transfer requirements and procedures. The deadline to submit an application for admission for each semester is five days after the semester start date. Any application for admission received after that date will be processed in the following semester.

### 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 Correspondence Education Program must receive the following from transfer students applying to a Degree Program:

1. A completed admission application.
2. All official transcript(s) from former college(s) need to be mailed directly from institution to ASU.  
Official electronic transcripts can be emailed to [cepadmission@adams.edu](mailto:cepadmission@adams.edu).
3. Students transferring less than 12 college credits must also submit an official high school transcript or official GED score report.
4. Official American College Test (ACT) or Scholastic Aptitude Test (SAT) scores if applicable (not required).
5. ASU requires transcripts from every post-secondary institution a student has attended.

### 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.

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 High School Graduate Application Procedures

ASU Correspondence Education Program must receive the following from students without prior college credit who are applying to the program:

1. A completed admission application.
2. An official transcript of high school records.
3. Official American College Test (ACT) or Scholastic Aptitude Test (SAT) scores if applicable (not required).

### 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 may be unconditionally admitted to Adams State University.

### First-Time General Education Development (GED) Application Procedures

Non-high school graduates may be admitted to the Correspondence Education Program by successfully completing the high school-level GED test. Persons seeking admission under the GED program must submit:

1. A completed admission application.
2. 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.
3. Official American College Test (ACT) or Scholastic Aptitude Test (SAT) scores if applicable (not required).
4. 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 Correspondence Education Program:

1. A completed international undergraduate correspondence degree student's application for admission.
2. 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.

The Adams State University Correspondence Education Program 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.
5. Cambridge CAE (Certificate of Advance English) with a pass.
6. Cambridge CPE (Certificate of Proficiency in English) with a pass.
7. Cambridge International "O" Levels with a pass

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 Correspondence Education Program.

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](mailto:ies@aacrao.org)
- World Education Services, Inc.  
[www.wes.org](http://www.wes.org)  
Toll-Free: 1-800-937-3895  
Telephone: 1-212-966-6311  
Facsimile: 1-212-739-6100  
E-Mail: [info@wes.org](mailto:info@wes.org)
- Foundation for International Services  
[www.fis-web.com](http://www.fis-web.com)  
Telephone: 1-425-248-2255  
Facsimile: 1-425-248-2262  
E-Mail: [info@fis-web.com](mailto: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.

You must register for at least one course in the semester you were admitted otherwise you will be required to submit a new application.

To remain a formally admitted degree-seeking student, students must remain active by taking at least one course in three consecutive semesters.

# Step-by-Step Registration Process

## Decide which courses to take

Deciding which courses to take depends on what you want to do and how many college courses you have already taken. If you have never taken any college courses, ASU strongly recommends starting with a 100 or 200 level General Education course. All courses have a number in front of them, make sure the number is in the 100 or 200 range.

ASU also recommends new incarcerated students start by taking 1-3 courses in their first semester.

**Degree-seeking Students:** If you want a degree from ASU, start with the admissions process by requesting admissions information.

To request a free, unofficial evaluation please send a copy of your unofficial transcripts to:

Adams State University  
ATTN: CEP Unofficial Evaluation  
208 Edgemont Blvd., Suite 3000  
Alamosa, CO 81101

**Non-Degree Seeking Students:** If you just want to take courses to transfer or for personal enrichment complete the registration process. **Please do not submit the application form as it is not required to take courses.** Course taken as a non-degree seeking student may be applied to a degree if you decide to apply for admission at a later date.

For transfer: to ensure our courses will transfer, check with the college you to which you want to transfer to make sure the course will apply to your degree.

For personal enrichment; choose courses from the catalog that appeal to you.

## Fill out registration form

Complete all sections of the registration form and sign. If you fail to fill out any section of the registration form your registration may be delayed or denied.

A new registration form must be completed for each term in which you would like to register for courses. Up to **four** courses can be listed per registration form. If you are registering for more than 4 course in a single term you must use multiple registration forms. Students can take a maximum of 20 credit hours per semester.

The student **MUST** sign the registration form. No one else can sign for the student.

## Payment

- **Check or Money Order**  
You, a family member, or friend can mail a check to ASU:  
Adams State University  
ATTN: CEP Registration  
208 Edgemont Blvd., Suite 3000  
Alamosa, CO 81101
- **Credit Card**  
You, a family member, or friend can add credit card information to the registration and mail to ASU.  
You, a family member, or friend can add credit card information to the registration and fax the registration to: (719) 587-7974.  
You, a family member, or friend can call: (719) 587-7671 and give the credit card information over the phone.  
**ASU cannot accept credit card information via email.**
- Payment must be received prior to the start of the course in order to be registered.

## Deadlines

ASU follows a semester-based schedule for the start of classes, with start dates in August, October, January, March and May. Contact CEP or your advisor for exact start dates each term.

Registration and payment must be received prior to the start of the course.

ASU cannot accept payment for January courses prior to January 1.

ASU cannot accept payment for other session more than 1 month in advance of the start date of the course.

ASU cannot accept payment for courses that extend beyond the current term.

**REGISTERING FOR COURSES DOES NOT AUTOMATICALLY START THE FORMAL ADMISSIONS PROCESS.**

**STUDENTS MUST GO THROUGH THE FORMAL ADMISSIONS PROCESS IF THEY WISH TO BECOME DEGREE-SEEKING.**

**AGAIN, YOU DO NOT HAVE TO BE DEGREE-SEEKING TO TAKE COURSES. ANY WORK YOU COMPLETE WILL BE ADDED TO YOUR DEGREE WHEN YOU ARE FORMALLY ADMITTED AS A DEGREE-SEEKING STUDENT.**

# Academic Policies

Students enrolled in ASU classes are expected to abide by all academic policies. Should you decide that you wish to apply for admission you will be sent additional information on academic policies. Once you enroll in a course your study guide will also reference key policies, such as Academic Integrity. Your advisor will be able to provide you with specific policies if you have questions.

All Policies are also available on the ASU website:  
<https://adams.edu/academics/publications/>

## 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.

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.

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.

## 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 re-apply to our degree program.

After you are accepted to ASU, you must enroll in at least one ASU course each academic year 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.

## Course Numbering

Courses numbered 000-099 are developmental education courses that are not considered college-level and do not count toward graduation requirements. Courses numbered 100-299 are Freshman/Sophomore education level. Courses numbered 300-499 are Junior/Senior education level (UD).

## 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.

## Course Definitions and Prerequisites

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

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

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

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

## Elective Credits

An elective course is any course that is not required for general education or for the major requirements. You can select any course that interests you to fulfill any needed elective requirements so long as you satisfy the prerequisites.

Associates Degree: Any available 100 or 200 level course.

Bachelor's Degree: Any available course not required for degree, can be upper division as long as prerequisites are met.

## Placement Exams

Placement exams for English and/or Math must be taken prior to registration for any English and/or math courses if instructed to take by your advisor. Your advisor will contact you with the appropriate Math and/or English course once exam is completed and assessed.

## Time Limitation on Credits

Any college credit earned more than 10 years before the date of admission or readmission 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. Work with your advisor to determine which credits may be used.

# Course Information

## 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 start date of the course (Incarcerated Students Only). Non-Incarcerated students must complete by the end of the semester or term in which they registered.

The minimum course completion time for print-based correspondence courses may vary by course, but is at least 6 weeks. 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.

## 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. Incarcerated students must verify the availability of a proctor at their facility before registering for a course. Proctors inside prisons and jails must be employed by each state Department of Corrections, Federal Bureau of Prisons, jail or correctional corporation. All proctors are vetted by ASU staff. Course examinations are sent to the vetted proctor at their institution. Exams are never directly sent to the student. 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 Correspondence Education 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 Correspondence Education Program  
208 Edgemont Blvd Suite 3000  
Alamosa CO 81101

## Dropping or Withdrawing from a Course

You may drop or switch a course within the first two weeks after your official registration date. Requests for course drops and refunds must be made in writing to the Correspondence Education Program and must include the student's signature. Requests **MUST** be postmarked before the Add/Drop Deadline for that term. Telephone requests will not be honored. Refunds cannot be issued for requests submitted after the Add/Drop Deadline.

You may withdraw from a correspondence course before the withdraw deadline for the term (Approximately 2 months). 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. Requests **MUST** be postmarked before the Withdraw Deadline for that term. The course will still appear on transcript as a "W" but will not affect GPA.

Submit written requests for drops or withdrawals to ASU Correspondence Education Program via postal service mail or fax. Telephone requests will not be honored.

## 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](http://www.getmytranscript.com) and select Adams State University. For more details, please refer to the ASU Records office website: [adams.edu/records](http://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

## 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 Correspondence Education Librarian at ASU Nielsen Library in writing, by calling 719-587-7173, or by email at [liboffcampus@adams.edu](mailto: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 Correspondence Education Librarian  
208 Edgemont Blvd Suite 4010  
Alamosa CO 81101

## Tuition, Fees, and Books

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 Follett Bookstore. You are not required to purchase books through the ASU bookstore, the ASU bookstore can provide you with all textbook information for courses offered through the Distance Degree Program except for courses offered through the Center for Legal Studies. It is strongly advised you consult with your facility regarding book guidelines before you place your book order.

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/adamsstatestore/home>

You can contact the Follett Bookstore at:  
719-587-7913, email at [asubookstore@follett.com](mailto:asubookstore@follett.com), or send a mailed request to:

Follett  
208 Edgemont Blvd Suite 3140  
Alamosa CO 81101

Contact information for ordering textbooks from The Center For Legal Studies:

303-273-9777 or 888-930-5729 or send a mailed request to:  
The Center for Legal Studies  
523 Park Point Drive Suite 320  
Golden CO 80401

# Student Policies

## 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](http://adams.edu/pubs)

## Notification of Rights Under FERPA

ASU FERPA Web site: [adams.edu/records](http://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 20202-5920

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/ferpa/frequently-asked-questions-faqs/](http://adams.edu/records/ferpa/frequently-asked-questions-faqs/)

Complete the form, sign, and have it notarized before submitting it to the Correspondence Education Program for processing.

# Transfer Credit & Credit for Prior Learning

## 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.

ASU will NOT apply credit awarded for a previous graduate level degree as transfer credit towards a graduate degree.

## 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.

## 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 Correspondence Education Program.

## 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 well as credit by examination in total will be determined 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/>

# Course Scheduling

Not ALL courses are available every term. Incarcerated students have up to 1 year from the start date of the term to complete courses. Non-Incarcerated students must complete by the end of the semester or term in which they registered..

ASU offers 5 terms annually. Check the website for specific dates or contact [cepadvisor@adams.edu](mailto:cepadvisor@adams.edu).

- Fall 1 Term - 16 weeks; starts mid- August
- Fall 2 Term - 8 weeks; starts mid-October
- Spring 1 Term - 16 weeks; starts mid-January
- Spring 2 Term - 8 weeks; starts mid- March
- Summer Term - 11 weeks; starts mid-May

# Course Descriptions

PLEASE NOTE THAT COURSE OFFERINGS AND REQUIREMENTS ARE SUBJECT TO CHANGE. NOT ALL COURSES ARE AVAILABLE EVERY SEMESTER.

ALL COURSES ARE \$660.00 UNLESS OTHERWISE NOTED.

ALL CENTER FOR LEGAL STUDIES COURSES LOCATED IN THE BACK OF THE CATALOG.

## Anthropology

### ANTH 201 Introduction to Anthropology

*3 credit hours* *Fall #2, Spring #2*

The course will examine the field of anthropology. The concept of culture will be introduced as an overarching 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* *Fall #2, Spring #2*

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* *Every Semester*

An overview of 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 207 Principles of Accounting I

*3 credit hours* *Every Semester*

Course begins with necessary bookkeeping skills for recording simple financial transactions and preparing basic financial statements. Theory behind accounting rules is emphasized so the student can apply knowledge gained to ever changing real-world situations.

### BUS 208 Principles of Accounting II

*3 credit hours* *Every Semester*

Continuation of Bus 207. Covers accounting for capital provided through the partnership and corporate forms of business enterprise. At the conclusion of this course, the student will be able to read and interpret the three principal financial statements: the income statement, balance sheet, and statement of changes in financial position. Topics related to managerial accounting also covered.

### BUS 211 Business Law

*3 credit hours* *Fall #1, Spring #1*

Study of the legal principles pertaining to contracts, agency, negotiable instruments, corporations, partnerships, and government regulations. Research of actual cases is required.

### BUS 265 Business Communication

*3 credit hours* *Every Semester*

Emphasizes advanced business writing, verbal and non-verbal expression and communication, and presentation skills for contemporary business environments. This course explores the communication process used to strengthen personal and thus business relationships by preparing specific forms of business communication. Team communication, ethical communication, and multi-cultural communication are discussed in this course.

### BUS 304 Principles of Marketing

*3 credit hours* *Fall #1, Spring #1, Summer*

Description and analysis of the marketing mix variables (Price, Placement, Product, Promotion). Study of the various institutions involved in marketing. Emphasis is on the methods available to marketers for building long-term relationships with customers. The importance of a customer perspective is stressed.

### BUS 315 Sales and Sales Management

*3 credit hours* *Fall #1, Fall #2, Spring #1, Spring #2, Summer*

This course is designed to introduce students to management techniques as they relate specifically to the marketing and sales area. Topics covered include: the selling process, compensation systems, motivation and leadership, time and territory management, sales forecasting, quotas, and evaluating the sales force.

### BUS 318 Business Statistics

*3 credit hours* *Fall #1, Spring #1*

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* *Fall #1, Spring #1, Summer*

Study of consumer behavior as it relates to the marketing functions. Emphasis on the models of consumer behavior and their application to practical marketing problems.

### BUS 345 Advertising

*3 credit hours* *Fall #1, Spring #1, Summer*

Discusses the history, purposes, and regulations of the advertising industry. Topics covered include creative principles, media advantages and disadvantages, media planning, regulation of advertising, and coordination with other promotion activities.

### **BUS 361 Principles of Management**

3 credit hours

Every Semester

Explores theory and practice of managing an organization, its personnel, and other resources with emphasis on planning, organizing, staffing, directing, leading, and controlling to meet the needs of modern public or private organizations. Includes emerging trends and international issues.

### **BUS 362 Human Resource Management**

3 credit hours

Fall #2, Spring #1, Summer

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

Fall #2, Spring #1, Summer

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 379 Public Relations**

3 credit hours

Fall #1, Spring #1, Summer

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, prepping materials for mass media, reaching diverse and multicultural audiences, and dealing with public relations crises.

### **BUS 385 Sports Marketing**

3 credit hours

Fall #1, Spring #1, Summer

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

Fall #, Spring #1, Summer

Participants in the course will explore the theory of human relations in organizations. 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 change and development.

### **BUS 418 Leadership Strategies**

3 credit hours

Fall #1, Spring #1

The study of planned and unplanned change in organizations to include diagnosis, planning, and implementation of organizational change initiatives. Emphasis is on teamwork within organizations and survey development.

### **BUS 419 Organizational Change/Development**

3 credit hours

Every Semester

The study of planned and unplanned change in organizations to include diagnosis, planning, and implementation of organizational change initiatives. Emphasis is on teamwork within organizations and survey development.

### **BUS 430 Productions and Operations Management**

3 credit hours

Fall #1, Spring #1, Summer

Application of managerial decision making and quantitative analysis techniques. Covers forecasting, inventory models, utilization profiles, bottleneck analysis, wait time analysis, and revenue management models. Focus on the Toyota Production System and lean production by conduction process analysis

and capacity planning, design of work systems, location planning, quality control, scheduling, and project management.

### **BUS 441 International Marketing**

3 credit hours

Fall #1, Spring #1, Summer

Analysis of opportunities, distinctive characteristics, and emerging trends in foreign markets, including exploration of alternative methods and strategies for entering foreign markets; organizational planning and control; impact of social, cultural, economic, and political differences; and problems of adapting American marketing concepts and methods. This is accomplished through real life planning and implementation of an international marketing plan designed to market a product or service in a foreign country or countries.

### **BUS 448 Interactive Marketing**

3 credit hours

Every Semester

Focuses on relationship marketing, interactive marketing, integration of consumer data, internet marketing (E-commerce), media advertising, catalogs, mailing lists, telemarketing, and the use of direct marketing techniques to replace or enhance the traditional marketing methods of retail and direct sales.

### **BUS 449 Marketing in the 21st Century**

3 credit hours

Every Semester

This course provides the practical tools and strategies required to successfully leverage social networks, capitalize on their powerful word-of-mouth lift, and how to measure these interactive marketing efforts. These tools will be used on an actual social media marketing campaign for a business or non-profit entity. Current and future marketing tools will be discussed and evaluated.

### **BUS 454 Marketing Research and Information**

3 credit hours

Fall #1, Spring #1, Summer

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 460 Marketing Management**

3 credit hours

Fall #1, Spring #1

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

Fall #1, Spring #1, Summer

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.

### **BUS 480 Global Business Strategies**

3 credit hours

Fall #1, Spring #1, Summer

Designed to help students understand strategic planning activities including environmental analysis, determination of alternatives, policy formulation, execution of plans, and development of company strategy as currently used by contemporary business enterprises. Involves extensive case study.

## **Chemistry**

### **CHEM 179 Introduction to Chemistry**

3 credit hours

Fall #1, Spring #1, Summer

A study of the fundamental concepts of chemistry. The course is satisfactory for nursing students, for biology majors who take only one year of chemistry, for HPPE advanced track, and for students preparing to take CHEM 131. It will not satisfy the requirements for a chemistry major or minor. It is suitable for the pre-professional programs such as pre-med, pre-dental, pre-vet or medical technology.

## Counseling

### COUN 279 The Counseling Profession

*3 credit hours* *Every Semester*  
This course introduces and provides a basic overview of the counseling profession with an overview of its historical roots, basic skills, multicultural competencies, types of practice, ethical principles, and professional orientation. A component of this course will be discovering and understanding who you are and how you impact the world and those around you. Through self-reflection assignments, case studies, and readings, students will learn about the counseling profession and themselves.

## Economics

### ECON 255 Macroeconomics Principles

*3 credit hours* *Fall #1, Spring #1, Summer*  
Detailed understanding of the national economy and macroeconomic principles: including opportunity cost, production possibility curve, demand and supply, fiscal and monetary policy, market failures, and the workings of the market system. Analysis of the changes in economic policies from a now globalized economy.

### ECON 256 Microeconomics Principles

*3 credit hours* *Fall #1, Spring #1, Summer*  
Detailed understanding of the micro approach to the workings of the market system focusing on the individual and the firm and the economic tools needed to operate efficiently.

## English

### ENG 096 College Preparatory Reading and Writing

*3 credit hours* *Fall #1, Spring #1*  
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* *Every semester*  
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* *Fall #1, Spring #1, Summer*  
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* *Fall #1, Spring #1, Summer*  
Using a thematic approach, the course will provide students the opportunity to learn how different ages and literary genres treat major themes of human experience. The course emphasizes concern for understanding how human experience, ethical perspectives, and creative aspirations are viewed and expressed through literature. This course exposes students to a variety of literatures, and helps students to develop critical and effective thinking, reading, and writing skills. **This course (or ENG 210) serves as the gateway course for all upper division ENG courses.**

### ENG 210 The Study of Literature

*3 credit hours* *Every Semester*  
This course covers fundamental literary terms and concepts. Focus on close analysis of texts: tone, symbolism, figurative language, speaker, diction, and syntax. Introduction to literary theories. Mechanics of incorporating primary and secondary sources using MLA style. Development of analytical reading and writing skills. This course (or ENG 203) serves as the gateway course for all upper division ENG courses.

### ENG 227 Introduction to Creative Writing

*3 credit hours* *Spring #1, Summer*  
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 279 The Prison Memoir

*3 credit hours* *Fall #1, Spring #1, Summer*  
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 326 CW Poetry Workshop I

*3 credit hours* *Every Semester*  
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, and critique their own work and that of their classmates. Students practice revision and submit revised work in a final portfolio of at least 10 pages.

### ENG 327 Fiction Workshop I

*3 credit hours* *Every Semester*  
This course will teach students to develop creativity in the genre of prose fiction (short story). Students will submit their original writing, read works of published fiction, and critique their own work in consultation with their professor.

### ENG 328 Nonfiction Workshop I

*3 credit hours* *Fall #1, Spring #1, Summer*  
This course is designed to further develop the writer's technical and theoretical skills in advanced creative nonfiction (CNF) writing by uniting and building upon the student's training in literature, creative writing, composition, and journalism, including the research skills necessary in all these areas. This course continues work and allows the student to concentrate on particular topics, styles, or forms that interest him or her.

### ENG 355 The Novel

*3 credit hours* *Fall #1, Summer*  
This course will focus on selected novels written between the 18th century and the present.

### ENG 379 Topics in Science Fiction

*3 credit hours* *Fall #1, Spring #1, Summer*  
Covers various science fiction authors and is designed to help students develop the ability to read, write, listen, speak, and think critically. The course is also designed to enable students to recognize and evaluate the literary traditions and contributions of diverse cultures; to prepare teachers of English for service in the schools of the state and nation; and to produce students with advanced skills in writing, reading, and reasoning that will enable them to enter the work force directly or via professional or graduate schools.

### **ENG 379 Topics in Utopia and Dystopia**

3 credit hours *Fall #2, Spring #2*

Students will analyze utopian/dystopian texts from a variety of contemporary perspectives. This course is designed to help students develop the ability to read, write, listen, speak, and think critically; to enable students to recognize and evaluate the literary traditions and contributions of diverse cultures; to prepare teachers of English for service in the schools of the state and nation; and to produce students with advanced skills in writing, reading, and reasoning that will enable them to enter the workforce directly or via professional or graduate schools.

### **ENG 428 Nonfiction Workshop II**

3 credit hours *Fall #1, Spring #1*

This course is designed to further develop the writer's technical and theoretical skills in advanced creative nonfiction (CNF) writing by uniting and building upon the student's training in literature, creative writing, composition, and journalism, including the research skills necessary in all these areas. This course continues work and allows the student to concentrate on particular topics, styles, or forms that interest him or her.

### **ENG 443 20th Century American Novel**

3 credit hours *Fall #2*

A study of selected American novelists from 1900 to the end of the 20th century.

### **ENG 480 Contemporary Literary Theory**

3 credit hours *Fall #1, Spring #2*

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 *Spring #2, Summer, Fall #2*

Study of major authors in fiction, dramatic literature, and poetry. Author(s) will be selected by instructor. The works of Herman Melville will be studied in the spring 2 semester. The works of Ursula K. Le Guin will be studied in the summer semester. The works of Nathaniel Hawthorne will be studied in the fall 2 semester.

## **History, Government and Philosophy**

### **HGP 110 Development of Civilization to 1500**

3 credit hours *Fall #1, Spring #2, Summer*

A study of Western and Eastern civilizations from their Neolithic origins to 1500, with emphasis on cultural and institutional developments.

### **HGP 111 Development of Civilization from 1500**

3 credit hours *Fall #2, Spring #1*

A study of Western and Eastern civilizations from 1500 to the present, with emphasis on cultural and institutional developments.

## **History**

### **HIST 202 American History to 1865**

3 credit hours *Fall #1, Spring #2*

A chronological examination of American problems and progress.

### **HIST 203 American History Since 1865**

3 credit hours *Fall #1, Spring #1*

A chronological examination of American problems and progress.

### **HIST 459 Southeast Asia: Culture and Politics**

3 credit hours *Fall #1, Spring #1, Summer*

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.

## **Kinesiology**

### **KIN 100 Foundations of Kinesiology**

3 credit hours *Every Semester*

This course serves as an overview of the historical, philosophical, ethical and sociological foundations of Kinesiology. This course will be delivered with a specific emphasis on exercise science, sport management, sport psychology, and coaching. Students also will study current issues, challenges and trends as they relate to professional careers and the administration of sport, fitness, and physical education. Embedded within this course is an introduction to the key Academic Program Goals of Kinesiology.

### **KIN 120 Concepts in Wellness**

3 credit hours *Fall #1, Spring #1, Summer*

Students will learn about the various dimensions of wellness, assess their own health status, and design interventions to improve personal health through lecture, video, laboratory experiences, and physical activities. This course will also provide students with the information necessary to make evidence-based decisions regarding personal wellness and to understand health disparities among diverse populations.

### **KIN 309 Care and Prevention of Athletic Injuries**

3 credit hours *Every Semester*

The course will focus on the care and prevention of athletic injuries, including the evaluation, nature, types, and functions of various rehabilitation programs.

## **Mathematics**

### **MATH 095 Pre-Algebra Skills**

3 credit hours *Every Semester*

Numeration, arithmetic operations, operations on integers, fractions, and decimals, factoring numbers, prime numbers, percent, geometry, ratio and proportion, and averages. Course is graded on an S/U basis and does not provide credit towards Bachelor's or Associate's degrees.

### **MATH 097 Basic Algebra Skills**

3 credit hours *Fall #1, Spring #1, Summer*

The content of this course focuses on linear equations, linear inequalities, linear functions, linear graphs, and applications. Also included are reviews of rational numbers, exponents, powers, and scientific notation. Non-linear functions are introduced. All topics are approached from multiple directions integrating basic skills, word problems, practical applications, modeling, and calculator use. Course is graded on an S/U basis and does not provide credit towards Bachelor's or Associate's degrees.

### **MATH 104 Finite Mathematics**

3 credit hours *Every Semester*

Topics covered include functions and their graphs, matrices, linear programming, probability, and descriptive statistics. Applications are presented from the areas of biology, business, behavioral sciences, economics, and the social sciences.

### **MATH 106 College Algebra**

3 credit hours *Fall #1, Spring #1, Summer*

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 *Fall #1, Spring #1*

An introduction to the tools and techniques of trigonometry. Topics include angles and their measures, 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 *Fall #1, Spring #1, Summer*

A survey of philosophical inquiries, theories, and major problems arising from man's attempt to understand the significance of the world in which he lives and works.

### **PHIL 202 Ethics**

3 credit hours *Fall #1, Spring #1, Summer*

An examination of criteria governing ethical responses in typical situations as presented by representative thinkers. The application of principles in the development of reasonable standards of conduct and in the formulation of codes of ethics.

### **PHIL 205 Logic**

3 credit hours *Fall #2, Spring #2, Summer*

This course will develop student competencies to reason correctly through the identification, evaluation, and construction of arguments. Among the subjects covered are uses of language, types of arguments, informal fallacies, elementary deductive arguments, symbolic logic, and various forms of reasoning including moral, legal, scientific, and exegetical. In addition to improving reasoning skills, students will critically evaluate various disciplines, arguments, and forms of reasoning through the identification and evaluation of underlying assumptions or commitments. The knowledge and skills developed in this course will lead to success and competency in other disciplines and give students the tools and inspiration to become lifelong learners and effective citizens.

## **Political Science**

### **POLS 291 American Government**

3 credit hours *Every Semester*

A survey of national governmental/political processes, American democracy, the Constitution, political parties, the executive/congressional/judicial branches, and contemporary issues.

## **Psychology**

### **PSYC 101 Introduction to Psychology**

3 credit hours *Every Semester*

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.

### **PSYC 265 Personalities and Perspective**

3 credit hours *Every Semester*

This course provides an introduction to the psychodynamic, trait, behavioral, biological, cognitive and humanistic approaches to personality. Specific theories and current research within each approach are reviewed. The course covers such theorists as Freud, Jung, Erikson, Skinner, Bandura, Cattell, Allport, and May.

## **Sociology**

### **SOC 201 The Sociological Imagination**

3 credit hours *Every Semester*

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 structure, organizational behavior, social groups, deviance, and social institutions (family, religion, education, and political economy).

### **SOC 245 Criminology**

3 credit hours *Every Semester*

This course is an introduction to the field of criminology with special emphasis on theories of crime, kinds of criminals, victimology, and the criminal justice system. 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 *Every Semester*

This 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.

### **SOC 300 Social Statistics**

3 credit hours *Fall #1, Spring #1*

This course presents a general overview of the statistical methods most commonly used in sociology and the social sciences. Students will read popular applications of statistics in the media with a critical eye; assess the use of statistics in the professional sociological literature; and use statistical tools to answer the sociological questions of interest. This course is for prisoners only.

### **SOC 318 Race, Class and Gender**

3 credit hours *Fall #1, Spring #2, Summer*

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 *Fall #1, Spring #1, Summer*

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 340 Readings in Sociology**

3 credit hours *Fall #1, Spring #1, Summer*

This course is designed to help students synthesize their knowledge of sociology from a broad range of content areas by reading major works in the field. Students will be exposed to major theoretical pieces, pivotal research in the discipline, and central pieces of writing that have shaped Sociology. The course will also focus on Sociology in mainstream society by reading popular pieces in the press that are written by, about and for Sociologists. The major objectives are to increase students' ability to read, understand, and critically analyze writings of Sociology. Goals also include getting students to bring together all core contents of Sociology in a single course for synthesis and critical thinking in a seminar format.

### **SOC 346 Criminal Justice**

3 credit hours *Fall #1, Spring #1, Summer*

The focus of this course is on the organizational structures and social processes of the American criminal justice system. It will examine, in particular, the law enforcement and judicial systems.

### **SOC 352 Human Behavior and the Social Environment**

3 credit hours *Fall #1, Spring #2, Summer*

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.

### **SOC 365 Race, Culture and Ethnicity**

3 credit hours *Every Semester*

This course provides a sociological approach to minority and ethnic relations that will help you to understand the relevance of race and culture in society today. The course introduces the basic theories related to the study of race and ethnic relations, the histories and present status of different racial and ethnic groups in the United States and raises questions about continuing prejudice and racism in our society. Issues of immigration, cultural assimilation, cultural identity, multiracial consciousness, segregation, civil rights, and affirmative action are also explored.

### **SOC 370 Poverty and Social Inequality**

3 credit hours

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 factors and theoretical explanations of poverty and 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 social inequality will be assessed.

### **SOC 379 Criminal Procedure**

3 credit hours *Fall #1*

(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 *Spring #1*

(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 *Fall #1, Spring #1, Summer*

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.

### **SOC 381 Drug Abuse and Society**

3 credit hours *Fall #1, Spring #1, Summer*

This course provides a survey of use, abuse, and the addictive nature of mood-altering chemicals outside the use and abuse of alcohol. Students will gain a working knowledge of factors affecting the abuse of a wide variety of legal and illegal drugs along with the influence of drug use on behaviors. Approaches to prevention and treatment and available resources will be discussed.

### **SOC 395 Pre-Professional Seminar**

3 credit hours *Fall #1, Spring #2, Summer*

This course provides an introduction to the profession of sociology and the various career options available to graduates. Informational job interviewing, resume development, and professional correspondence are explored. The course is also designed to prepare students for their Internship class by becoming informed about the requirements for placement in sociological, social service and criminal justice settings.

### **SOC 419 Gender and Society**

3 credit hours *Fall #2, Spring #2*

The aim of the course is for students to become familiar with the continuing differences and inequalities between women and men in the contemporary United States, and to begin to explain why and how they occur. Understanding gender as it relates to race, class and sexual orientation is an important organizing framework of the course. The gendered arrangements in a variety of social contexts such as the schools, the media, the family, the economy, religion and health are studied.

### **SOC 447 Correctional Systems**

3 credit hours *Fall #2, Spring #2*

This course will focus on corrections as one of the components of the American criminal justice system and its operation within a democratic form of government. The philosophical and historical underpinnings of punishment and correction will be analyzed and compared (e.g., punishment vs. rehabilitation).

### **SOC 470 Social Welfare Policy**

3 credit hours *Fall #1, Spring #1, Summer*

This course analyzes the historical development, current content, and adequacy of social welfare policies in the United States. Specific policy areas to be discussed include income maintenance (including social insurance and public assistance), mental health, health care, and aging.

### **SOC 479 Domestic Violence**

3 credit hours *Every Semester*

This course builds upon research in the cultural theoretical perspectives of domestic and intimate partner violence at the micro-, exo-, meso- and macrosystem levels. Student learning will be centered on the cultural intersectional framework. Students will explore the various forms of abusive behavior belonging to major ethnic minority communities in the

United States as well as in queer, ageist, religious, economic marginalization, gender, and military identities. Work will also include studying carceral feminism and alternatives to incarceration in dealing with abusers, accused offenders, and survivors, and healing. Students must explore their own positions which have caused them to express prejudices and have supported oppression, address personal issues of abuse behavior and/or domestic and intimate partner violence.

# Frequently Asked Questions Correspondence Education Program

## Accreditation

### Q. Is Adams State University (ASU) accredited?

A. Yes, ASU is regionally accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools). This is the highest level of accreditation in the United States. The six (6) regional 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
  - Western Association of Schools and Colleges
- Any post-secondary institution not accredited by one of the aforementioned agencies should raise concerns.

## Admission

### Q. How do I become admitted to Adams State and the Prison College Program?

A. In order to proceed with admission to our program, you will need to submit an application for admission. We will also need official transcripts from all previously attended post-secondary institutions. If you do not have any previous college credit or less than 12 transferable college credits, we will need an official high school transcript or official GED score report. Failure to provide official transcripts from all previously attended colleges/universities may delay your admission or result in dismissal or rejection. The transcripts must be official and must be mailed directly from the previously attended institution to:

Adams State University  
ATTN: Correspondence Education Program/Admissions  
208 Edgemont Blvd., Suite 3000  
Alamosa, CO 81101

### 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, and provide payment in full for the specified tuition. In fact, you can simply register and pay

for courses you would like to take now. Courses you take with us MAY be added to your degree program with ASU when and if you decide to become a degree seeking student. Courses taken as non-degree seeking student may not apply to the degree program you choose.

### Q. What is the difference between the Application for Admission to Undergraduate Distance Degree Program and the Correspondence Registration form?

A. The Admission to Undergraduate Distance Degree Program form is only used when you want to become fully admitted into ASU as a degree seeking student. The Correspondence Registration form is used for course registration purposes only and does not require full admission to a degree program.

### Q. Once I am formally admitted as a degree-seeking student, do I have to register for a course every semester?

A. You are required to register for at least one course within an academic year. If you do not you will have to apply for readmission as a degree seeking student.

## ACT/SAT

### 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 transferable 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 or suitable transfer courses, you will be required to complete our English and math placement exams before you take any math or English courses as a degree seeking student.

## Costs

### Q. Is there an application fee?

A. No, the application fee is waived for all incarcerated students.

### Q. What is the cost of a course?

A. There is a flat rate of \$220 per credit, plus the cost of textbooks. Courses run through the Center for Legal Studies may have slightly different tuition rates. Non-incarcerated students may have additional fees. The cost of textbooks is 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. Do I have to pay for the whole program at one time?**

A. No. Each course is paid for separately.

## Financial Aid

**Q. Is financial aid available?**

A. 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. If you are a veteran or a child of a veteran, you may be eligible for Veteran's educational benefits. Most incarcerated students utilize private sources of funding to pay for their education. This can include funding from savings, 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](http://www.fafsa.gov). In addition, you must be admitted to a degree seeking program. Again, just remember that you cannot use or access any Pell Grant or federal student loan funds while you are incarcerated. UPDATES: In regards to the recent repeal of the 1994 ban on Pell grants for incarcerated students, at this time, we are awaiting further guidance from the U.S. Department of Education to provide more information. We will release information on our web site as it becomes available as well as mail information to eligible students when clear guidance is given to us. We do not anticipate guidance and information becoming available for several months, and thank you in advance for your patience. We will keep your name and contact information on file to ensure we follow up with you later

**Q. How does semester-based scheduling affect my Financial Aid or Veterans Affairs educational funding?**

A. If you are receiving Financial Aid or Veterans Affairs educational funding, please contact your advisor to see if your aid will be affected if you don't complete by the end of term.

## Veterans/GI Bill

**Q. Do you accept the GI Bill?**

A. Yes. Please contact:  
ASU Veteran's Center  
Adams State University  
208 Edgemont Blvd., Suite  
Alamosa, CO 81101

## Payment

**Q. Do you offer a payment plan?**

A. No. Full course tuition payment is required at the time of course registration. Family members, friends, institutions, and scholarship programs can make payments on your behalf. We will register you in the proper semester when full payment is in. In order to do this, we would need a completed registration form on file.

## Registration, Drops & Withdrawals

**Q. Can I register for courses at any time?**

A. No. You will be required to register for courses during a specific registration time, which will come twice a semester, with the exception of the Summer Semester. These will be referred to as Semester one and Semester two i.e. Fall #1, Fall #2.

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

A. Yes. You will need to register during the dates identified each semester. You will have up to two weeks after classes start to register. The drop deadline is two weeks after the defined start date. You CANNOT drop after this date. The withdraw deadline is approximately 2 months after the start date of the semester. You CANNOT withdraw after this date. Students should start their course before the withdrawal date. The course rotation will allow you to work with your advisor to determine your courses several semesters in advance.

**Q. What is I miss the deadline to register?**

A. We will contact you to see if you would like to be registered the next time the course is offered.

**Q: Can I add/drop a course at any time?**

A: No. You will be required to add/drop by the add/drop deadline as listed on the academic calendar.

**Q: Can I withdraw at any time?**

A: No. You will be required to withdraw by the withdraw deadline as listed on the academic

calendar.

**Q: As an incarcerated student will I be held to the add/drop and withdrawal deadlines?**

A: Yes. The add/drop deadlines will apply to all students.

**Q: If I register for a course in the first part of the semester, can I drop a course and add the course in the next session for that term?**

A: You can only add/drop a course in the designated add/drop dates listed in the catalog.

**Q. What options can I use to complete an Adams State degree?**

A. We offer a wide range of options that include using credits from previous college work, correspondence (print-based) courses, online courses, CLEP/DANTES, and military or civilian training.

**Q: Can someone else register me for classes?**

A: No. Registration forms must be submitted and signed by the student.

### **Authorization to Release Student Educational Records (FERPA Waiver)**

**Q: Can someone else contact Adams State University on my behalf?**

A: Yes. Once an Authorization to Release Student Education Record Information Form (FERPA) is received from the student.

**Q: What is an Authorization to Release Student Education Record Information Form (FERPA)?**

A: An Authorization to Release Student Education Record Information Form (FERPA) authorizes Adams State University to discuss your educational record with the person identified on the form. The authorization form does not permit third parties to make changes for a student. Per Federal law, we CANNOT discuss your educational record with anyone unless we have a signed form on file. You should try to limit this authorization to two individuals.

**Q: Can I revoke an Authorization to Release Student Education Record Information Form (FERPA)?**

A: Yes. You can revoke an Authorization to Release Student Education Record Information Form (FERPA) at any time. This request must come in writing from the student and be sent to the Correspondence Education Program.

### **Transferability**

**Q. Will my credits transfer to another school?**

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

**Q. I am interested in your distance degree program, but already have some college credits. Will they be accepted into your program?**

A. Prior to your official enrollment in the Distance Degree Program, an advisor can complete a free “unofficial” evaluation of your previous college work. In the “unofficial” evaluation, the advisor will attempt to show where your previous college credits fit into the ASU degree requirements. If you have earned vocational credits and/or certificates through the military or Department of Corrections (DOC), please submit those as well. Please note, it is possible ASU policies will change, thereby impacting degree plans and requirements (including departmental transfer evaluations.) Therefore, unofficial degree plans are an unofficial guide as of the date they were created.

**Q. Some of my college credits were taken more than 10 years ago. Will these credits still apply to my degree?**

A. We will take a look at all of your previous course work. Elective and general education credit over 10 years of age may be applied toward your degree. However, any college credit earned more than 10 years before the date of admission or re-admission is not applicable toward your major core or emphasis requirements unless it is approved by the department chair of your intended major.

**Q. Where do I send my transcripts for the “unofficial” evaluation?**

A. You may request in writing the unofficial evaluation and include copies of your transcripts for review. Please provide contact information such as your mailing address. For this purpose, the transcripts may be unofficial copies, but must be legible. The transcripts and letter should be sent to:  
Adams State University  
Correspondence Education Program  
ATTN: Unofficial Evaluation  
208 Edgemont Blvd., Suite 3000  
Alamosa, CO 81101  
Fax: 719-587-7974

## Course Completion

### 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 with payment. Once we process your course registration, we send you a course study guide and syllabus. Books are not included in the price and must be purchased separately.
2. The course study guide and syllabus will let you know your assignments and course guidelines. Make sure to read the syllabus and general instructions prior to starting the course. These materials will be sent two (2) weeks prior to the start date of the course.
3. From there, you will work on your course and course assignments.
4. Some courses require you to take a test. When you are ready to take a test, you will send in an exam request form located in your study guide that will be filled out and signed by you and your proctor.
5. Once you have completed and submitted all your required work, you will receive a final grade for the course.
6. When your final grade has been posted in our system, you will then receive a mailed complimentary official transcript with your final grade.

### Q: How long will I have to complete a course?

- A: We encourage students to complete a course within the semester. However, we do understand that due to circumstances beyond their control this may not be possible for incarcerated students. These students will have up to a year from the start date of the course to complete it. Non-incarcerated students must complete by the end of the term (8 or 16 weeks for fall and spring; 11 weeks for summer)

### Q: What if I can't finish my course by the end of the semester?

- A: Your instructor will enter an incomplete grade [IN], and you will have up to one year from the start date of the semester to complete the course. When you complete the course, your instructor will input the final grade.

### Q: What if I can't finish my course within a year?

- A: You are expected to finish your course within a year. If there are mitigating circumstances beyond your control, [Eg. transferred to a new facility, documented illness, etc.] you may request an extension. You will only be eligible for an extension if you have completed 50% or more of the course. If there are mitigating circumstances, you must contact your professor and advisor as soon as you are able. Your instructor is the only person who can grant an extension.

### Q: If I finish my course in a standard college semester, when will I receive my transcript?

- A: Official grades will be posted and an official transcript will be sent at the end of the semester.

### Q: If I finish my course in a standard college semester, can I register for additional classes in that semester?

- A: No, unless the following criteria is met within a Semester that has two different start dates, ex: Fall 1 and Fall 2:
- 1) The unit cap of 20 active units being taken at one time cannot be surpassed.
  - 2) The grades must be posted before registration for the new course can be complete.
  - 3) Registration deadlines for the new start date must still be adhered to.

### Q: How do you request an extension?

- A: You (the student) must request an extension from your professor in writing before the end of the year. You will only be eligible for an extension if you have completed 50% or more of the course. Only the professor can grant an extension. The maximum extension time is 6 months.

## Communication With My Instructor

### Q: Can I correspond and get input and feedback from my professor?

- A: Yes. Postage paid envelopes are included with the course packet. How to correspond with your professor will be noted in your course syllabus and study guide.

### Q: I have access to Corrlinks or JPay, can I correspond with my instructor through this service?

- A: Instructors are not required to use Corrlinks or JPay. Some instructors have access to Corrlinks, some do not. Check with your instructor to verify. If the instructor chooses not to use Corrlinks you will need to correspond with them by mail.

### Q: I can't get a hold of my instructor what should I do?

- A: If you have not received written correspondence or feedback on assignments in a month, please contact your advisor in writing. Written correspondence MUST come from the student.

## Communication With ASU

### Q: Can someone else contact Adams State University on my behalf?

- A: Yes. While we prefer to communicate with the student directly, we will communicate with third parties once an Authorization to Release Stu-

dent Education Record Information Form (FERPA) is received from the student. This form is only required for ASU students who are registered for a course.

**Q: What is an Authorization to Release Student Education Record Information Form (FERPA)?**

A: An Authorization to Release Student Education Record Information Form (FERPA) authorizes Adams State University to discuss your educational record with the person identified on the form. The authorization form does not permit third parties to make changes for a student. Per Federal law, we CANNOT discuss your educational record with anyone unless we have a signed form on file. You should try to limit this authorization to two individuals.

**Q: Can I revoke an Authorization to Release Student Education Record Information Form (FERPA)?**

A: Yes. You can revoke an Authorization to Release Student Education Record Information Form (FERPA) at any time. This request must come in writing from the student and be sent to the Correspondence Education Program.

## Course Rotations & Availability

**Q. Which courses are available each semester?**

A. Courses are offered on a rotation, with specific courses offered each term. Courses that are in the greatest demand are offered every term.

**Q: How does the course rotation affect my degree plan?**

A: The course rotation will make course availability predictable. You will work with your advisor to determine which courses to take each semester.

**Q. What if a required course is not available?**

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: Will semester based scheduling affect my degree?**

A: No, your degree will not be affected in any way. Any and all credits towards your degree will be applied in the same way.

## Semester-Based Scheduling

**Q: What are the benefits of semester based scheduling?**

A: The semester based system ensures that students are receiving feedback from both instructors and staff. The semester based system enables a predictable rotation of courses. We are committed to serving the students and providing excellent customer service.

**Q: How does the semester based system work?**

A: We operate on a semester based system which includes two separate term start dates. Semester one will open at the start of the term and close 16 weeks later. Semester two will open 8 weeks after Semester one and close 8 weeks later. For both terms, incarcerated students may take up to one year to complete the course if needed. Students who are not incarcerated must complete the course by the end of that term.

## Study Guides & Course Materials

**Q: When will I receive my study guide/materials?**

A: Once the registration is processed, which is 3-5 business days, we will send out the study guide directly to the student. Students registered prior to the start date of the course will be mailed this material two (2) weeks prior to the start date of the course. All study guides are sent out via regular U.S. Mail. Depending on your facility, delays may occur by up to 4-6 weeks.

**Q: What if I have not received my study guide within 4-6 weeks after the start date of the course?**

A: Please check with your facilities education department and mail room to see if they have received it. If they have not, please contact Adams State University Correspondence Education Program.

**Q: If I am unable to begin my course at the beginning of the semester because I did not receive my books in a timely manner, will I be held to completing the course by the end of the semester?**

A: If you ordered books through the Follett bookstore at ASU, and you do not receive your books within a month from the date that you ordered them, please contact your advisor. Your advisor will work with the Follett ASU bookstore and your facility to determine the cause of the delay. As an incarcerated student, you have up to one year to complete the course.

## CLEP/DANTES

### Q. Can I test out of a class?

A. It is the policy of ASU 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.

## Computer

### 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 Arts- Business emphasis, Associate of Science- Business emphasis, Bachelor of Arts- Business Administration, Bachelor of Science- Business Administration (emphasis areas: General Business, Legal Studies, Small Business Management or Management), Bachelor of Arts Sociology (emphasis areas: Social Welfare or Criminology), and Bachelor of Arts- Interdisciplinary Studies.

## Advising/Questions

### 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 email address. Your advisor will answer any questions you may have and will assist you with mapping out the completion of your degree.

### Q. Because I have limited access to communication, can a family member or friend correspond with ASU for me?

A. Yes. When you are admitted, you will be provided with a Third Party Release form (FERPA Waiver) which will allow you to designate whom you authorize ASU to release your student educational and/or financial information to. In order for ASU to disclose specific information about your education or finances to family members, friends, or acquaintances, please complete this Third Party Release form. A universal Power of Attorney is not the same as a FERPA Waiver. We will not allow anyone other than the student to register, drop or withdraw from classes unless they have a Power of Attorney that specifically states 'Education' or 'Education Records' within the scope of authority.

## Textbooks

### Q. How will I obtain my textbooks?

A. Upon registration you will receive a course study guide and syllabus. These documents will note what books are required or recommended for the course. Although you are not required to purchase books through the Follett bookstore, the Follett bookstore can provide you with all textbook information for courses offered through the Distance Degree Program except for courses offered through the Center for Legal Studies. It is strongly advised you consult with your facility regarding book guidelines before you place your book order. You may reach the bookstore at:

Follett Bookstore  
1603 1st Street  
Alamosa, CO 81101  
719-587-7912

Books for courses offered by The Center for Legal Studies may be ordered by writing:  
The Center for Legal Studies  
523 Park Point Drive, Suite 320  
Golden CO, 80401  
800-522-7737 or online at [www.legalstudies.com](http://www.legalstudies.com)

## Proctor

### Q. Will I need a proctor?

A. The majority of print-based courses include exams that must be proctored. A proctor must be employed at a testing center, verified by ASU. Incarcerated students must confirm the availability of a proctor at their facility prior to registering for classes. Non-incarcerated students must take proctored exams at an ASU verified testing center.

### Q: What is a proctor and how do I get one?

A: A proctor is an administrative staff member designated by the facility to administer exams. All proctors must be verified and approved through Adams State University. The proctor must be able to receive mail at the facility. Some examples of a verified proctor are: education officer, librarian or case manager.

## History

### Q. How long has Adams State been around?

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. 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 have you worked with incarcerated students?

A. We have worked with incarcerated students for over 20 years. Our Prison College Program Coordinator 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.

## Various Questions

### Q. Will I earn semester or quarter credits?

A. You will earn semester credits.

### Q. How many courses can I take at one time?

A. A student can be enrolled in a maximum of 20 active credit hours. The answer to this question is multi-faceted. The following criterion must be met within a Semester that has two different start dates, ex: Fall 1 and Fall 2:

- 1) The unit cap of 20 active units being taken at one time cannot be surpassed
- 2) The grades must be posted before registration for the new course can be complete
- 3) Registration deadlines for the new start date must still be adhered to.

### 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 your new address in writing so that we may change our records. It is highly recommended to 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. You may continue in our program for as long as you wish, including upon your release.

### Q. How do correspondence courses appear on the ASU transcript?

A. Credit earned through correspondence courses are listed on your transcript exactly as an on-campus course would.

### 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. When I complete all my requirements, when will my degree be awarded?

A. Your degree will be awarded at the end of the semester in which you completed your final courses. You will work with your advisor to complete the necessary graduation documents needed to apply for graduation in the term that you plan to complete all coursework required for your degree.

### Q. Can I get help from the ASU librarian?

A. Yes. You can write the librarian for help on research articles. Librarians are available to assist with research according to the guidelines for the course. They are not available to conduct unlimited research on your behalf. Please write to:  
Access Services Librarian  
Nielsen Library  
Adams State University  
208 Edgemont Blvd., Suite 4010  
Alamosa, CO 81101

ADAMS STATE UNIVERSITY

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EXTENDED STUDIES

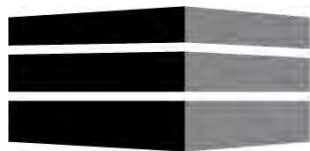
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## Paralegal Certificate Course<sup>©</sup>

## Advanced Paralegal Certificate Course

- 
- ◆ Certificates of Completion Awarded by Adams State University
  - ◆ Text-Only Format
  - ◆ Also available as part of a BSBA degree program with an emphasis in Legal Studies, or an Associate degree in General Studies!
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THE CENTER FOR  
LEGAL STUDIES

# Distance Degree Programs

The nationally renowned Paralegal Certificate Course<sup>®</sup> that has been offered since 1980 at colleges and universities nationwide, is now part of two distance degree options at Adams State University (ASU). You can receive your Paralegal or Advanced Paralegal Certificate of Completion from Adams State University all while earning a Bachelor of Science in Business Administration (BSBA) with an emphasis in Legal Studies. Get your certificate and college credit so you can start working as a paralegal while you finish your degree! You can complete the ASU Distance Degrees entirely off campus with independent study courses taken at your own pace. Associate degree programs are also available.

For more information please visit [www.adams.edu/academics/print-based/](http://www.adams.edu/academics/print-based/) or call ASU at 1-800-548-6679 or call The Center for Legal Studies (CLS) at 1-800-522-7737.

## Paralegal Certificate Course<sup>®</sup>

Students who complete **BUS 359 Paralegal I** and **BUS 359 Paralegal II** will receive a certificate of completion for the Paralegal Certificate Course<sup>®</sup>. This course covers all relevant topics and skill sets as a paralegal. Students must complete both courses to receive the Paralegal Certificate. Paralegal I is a prerequisite to Paralegal II.

This course is available in a Text-Only format. Students in the Text-Only course will mail, email, or fax assignments and exams to The Center for Legal Studies, and any questions may be directed to the instructor who will be grading your assignments. Students have a maximum of twelve months to complete the two-part course in the Text-Only format.

To receive a Certificate, students must pass numerous quizzes and successfully complete several legal document writing assignments. To learn more about the Paralegal Certificate Course<sup>®</sup> please visit [www.legalstudies.com/product/adams-state-university-paralegal-certificate-course](http://www.legalstudies.com/product/adams-state-university-paralegal-certificate-course).

**Successful graduates of both Paralegal I & II will be awarded a Certificate of Completion from Adams State University and six credits (Business 359: Paralegal I and II) when enrolled in the degree program. Credits may be applied to a two-year, or four-year, degree program at Adams State University.**

### **BUS 359 Paralegal I**

This course provides the foundation for the study of paralegalism. During this first session, 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.

This is the **first half of the Paralegal Certificate Course<sup>®</sup>. 3 credits. Tuition is \$948.00.**

**Required textbooks:** *Federal Civil Rules Booklet*; *Introduction to Paralegalism*, most recent ed.; *Uniform System of Citation*, most recent ed.; *Sample Pages: Illustrations of Organization and Research Techniques in West Group Publications*, most recent ed.; *Paralegal Certificate Course<sup>®</sup> Workbook*; *Paralegal Career for Dummies. Legal Document Preparation Manual*, and *ABA Model Rules of Professional Conduct* **NOTE:** If you have access to the Internet, you do not need to purchase the ABA Model Rules textbook

## Textbooks & Resources

All textbooks and resources, including WESTLAW access, are available for purchase from The Center for Legal Studies by calling 1-800-522-7737 or by using the secure online order form at [www.legalstudies.com](http://www.legalstudies.com).

Student WESTLAW access through CLS is subject to terms and conditions.

Prices, availability, and required textbooks are subject to change.

## Tuition & Registration

To make a tuition payment or register for a course, please contact Adams State. For more information, visit ASU at: [www.adams.edu/academics/print-based/registration/](http://www.adams.edu/academics/print-based/registration/) or call ASU at 1-800-548-6679.

### **Degree Requirements**

To receive a BSBA, students must follow the prescribed Adams State University degree requirements, totalling 120 credit hours. A minimum of 30 credits must be ASU credits for the BSBA degree. To receive an Associate of Arts (AA) degree, students must complete a total of 60 credits. Both the BSBA and the AA degree can be completed via correspondence.

AA Degree Program Total Credit Requirements:

- General Education - 31 credits
- Electives - 29 credits

BSBA Degree Program Total Credit Requirements:

- General Education - 31 credits
- Major - Business Administration - 39 credits
- Emphasis Areas: 30 credits
  - Legal Studies or
  - General Business or
  - Management or
  - Management Information Systems
- Electives - 20 credits (including a First Year Seminar starting Fall 2019.)

### **BUS 359 Paralegal II**

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, and how to conduct legal research. You will study formal and informal advocacy techniques and principles of appellate procedure.

This is the **second half of the Paralegal Certificate Course<sup>®</sup>. Text-Only format. 3 credits. Tuition is \$948.00.**

**Required textbooks:** This course uses the same books as BUS 359 Paralegal I.

**Materials fee:** \$89 for Westlaw online legal research access. Westlaw is not required for students taking the Text-Only format.

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## Financial Assistance

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, family members, supporters, Tribes, church groups, non-profit organizations, etc.

Veteran's Educational Benefits will not cover third party courses offered by the Center for Legal Studies and other developmental education courses.

# Advanced Paralegal Certificate Course

Students who complete at least six of the following specialized courses offered by Adams State University will be awarded an Advanced Paralegal Certificate of Completion in addition to 3 credit hours per course. These substantive law courses have been attended by thousands of professionals who seek concentrated study of specific paralegal practice areas. These courses are available to students who wish to extensively build upon their knowledge of law and paralegal studies with classes in specialized facets of contemporary law. These classes build upon the nationally acclaimed Paralegal Certificate Course<sup>®</sup> offered by Adams State University and hundreds of colleges and universities nationwide. Your study and concentration on substantively specific materials can enable you to gain a strong competitive edge over other paralegals.

Students must complete 6 courses to receive a certificate. There are no certificates awarded for individual courses, however, 3 credit hours are awarded for each course and will appear on your transcript. To learn more about these Advanced courses, visit [www.legalstudies.com/course/advanced-paralegal-certificate-course/](http://www.legalstudies.com/course/advanced-paralegal-certificate-course/) or call 1-800-522-7737.

**Those students who successfully complete at least six of the following substantive law courses will be awarded a certificate of completion from Adams State University. Each course is worth 3 credit hours and credits will fall under one of the following categories: Business, Education, Government, or Sociology.**

**\*\*\*The courses marked with asterisks (\*\*\*) do not satisfy the requirements of the Adams State University (ASU) Legal Studies emphasis. If you are an ASU degree seeking student, please contact your advisor for more information.**

## **BUS 379 Bankruptcy Law\*\*\***

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.

**Required textbook:** *Legal Document Preparation Manual* **NOTE:** If you do not have access to the Internet where you can access the bankruptcy code and rules for free, you will also need to purchase the following textbook: *Bankruptcy Code, Rules & Forms*, most recent ed. **3 credits. Tuition is \$660.**

## **BUS 379 Business Law & Practices\*\*\***

This course examines the law and practice of business organizations and the paralegal's potential functions in this area of law. It begins with an examination of basic agency law, followed by a study of the fundamental structure and most important legal doctrines relating to general partnerships, limited partnerships, limited liability companies, small closely-held corporations, and large publicly-traded corporations.

**Required textbook:** No required textbook. **3 credits. Tuition is \$660.**

## **BUS 379 Estate Planning**

This course explores the paralegal's role in estate planning. The requirements of creating enforceable wills and trusts will be covered, and study of resulting and constructive trusts will be provided.

**Required Textbook:** *Introduction to Estate Planning in a Nutshell*, most recent edition & *Administration of Wills, Trusts, and Estates 5th ed.* **3 credits. Tuition is \$660.**

## **BUS 379 Intellectual Property\*\*\***

This course provides in-depth instruction in one of the most dynamic and challenging areas of the law. Paralegals in this exciting area work on copyrights, patents, trademarks, unfair competition, protection of trade secrets, and much more. The knowledge gained in this course is not only applicable to full or part-time law office employment, but is also essential for authors and business owners who may be involved in entertainment and contract matters. This challenging specialty is in great demand.

**Required Textbook:** *Intellectual Property: The Law of Trademarks, Copyrights, Patents and Trade Secrets*, most recent edition. **3 credits. Tuition is \$660.**

## **BUS 479 Alternative Dispute Resolution**

This course will 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 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.

**Required Textbook:** *Alternative Dispute Resolution in a Nutshell*, most recent edition & *Alternative Dispute Resolution Manual* **3 credits. Tuition is \$729.**

## **BUS 479 Real Property Law\*\*\***

This course will examine the system of common law property, the recording acts, conveyancing, mortgaging, landlord-tenant, financing, land transactions, and the documents which record the purchase, sale, and leasing of real estate. Dealing with title insurance companies, recorders of deeds, recognizing land finance subjects, foreclosure of mortgages and the possibility of redeeming a mortgage that has gone into default are all covered in this course.

**Required Textbook:** *Real Property Law in a Nutshell*, most recent edition. **3 credits. Tuition is \$660.**

## **ED 379 Education Law\*\*\***

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. **Required Textbook:** *The Law of Schools, Students, and Teachers in a Nutshell*, most recent ed. **3 credits. Tuition is \$660.**

## **POLS 379 Constitutional Law**

You will be introduced to the fundamentals of the federal constitution, including the institution of judicial review, the limitations on federal judicial power, the constitutional roles of the legislative and executive branches, due process of law, and individual rights under the Constitution and the Bill of Rights. Possible future trends of the U.S. Supreme Court will also be explored. This course will focus on individual civil liberties and 42 U.S.C. section 1983 claims, emphasizing redress for violations of the Fourth, Fifth, and Eighth Amendment rights of the US Constitution.

**Required Textbook:** *Constitutional Law in a Nutshell*, most recent edition. **3 credits. Tuition is \$660.**

## **POLS 379 Family Law**

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.

**Required Textbook:** *Family Law in a Nutshell*, most recent edition.

**NOTE:** You must either have internet access or access to your state statutes for this topic. **3 credits. Tuition is \$660.**

## **POLS 379 Immigration Law\*\*\***

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 area will find this course especially helpful in a rapidly growing specialty in the law.

**Required Textbook:** *Immigration Law for Paralegals*, most recent ed. **3 credits. Tuition is \$660.**

## **SOC 379 Criminal Law**

The course begins 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.

**Required Textbook:** *Criminal Law in a Nutshell*, most recent edition. **3 credits. Tuition is \$660.**

## **SOC 379 Criminal Procedure\*\*\***

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.

**Required Textbook:** *Criminal Procedure: Constitutional Limitations in a Nutshell*, most recent edition. **3 credits. Tuition is \$660.**

## **SOC 379 Victim Advocacy**

This 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.

**Required Textbook:** *Manual for Victim Advocacy* **3 credits. Tuition is \$729.**

**NOTE:** You must either have internet access or access to your state statutes for this topic.

For more information, visit ASU at: [www.adams.edu/academics/print-based/](http://www.adams.edu/academics/print-based/) or call ASU at 1-800-548-6679.

## Correspondence Course Registration - Adams State University

Please complete and mail, fax or email to: Correspondence Education Program, 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 formally admitted as a degree seeking student to Adams State University \_\_\_\_\_ No \_\_\_\_\_ Yes\*\*  
 Only Adams State University Degree Seeking students and any incarcerated students may take print-based correspondence courses.

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: \_\_\_\_\_

Course Number	Course Title	# of credits(Max 20 Credits)	Course Tuition and Fees	CRN# (ASU use)	ID# (ASU use)

Do you reside outside the U.S.? \_\_\_Yes \_\_\_No (If yes, include US \$40 postage charge). Are you a U.S. Citizen? \_\_\_Yes \_\_\_No

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 the Correspondence Education Program 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**



## Correspondence Course Registration - Adams State University

Please complete and mail, fax or email to: Correspondence Education Program, 208 Edgemont Blvd., Suite 3000 Alamosa, CO 81101  
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**ALL INFORMATION IS REQUIRED - INCOMPLETE FORMS WILL NOT BE PROCESSED**

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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 formally admitted as a degree seeking student to Adams State University \_\_\_\_\_ No \_\_\_\_\_ Yes\*\*  
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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 the Correspondence Education Program 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**





Application for Admission Undergraduate Prison College Program

Application Fee – Waived

Adams State University Correspondence Education Program 208 Edgemont Blvd., Suite 3000 Alamosa, CO 81101

Questions Email: correspondence@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.

Semester: [ ] Fall [ ] Spring [ ] Summer of the year: \_\_\_\_\_

Classification: [ ] New Freshman [ ] Transfer Student [ ] Re-admit Student (Re-admit only: Student ID# 900-\_\_\_\_\_)

Military Service: [ ] Yes [ ] No Active Duty Dates: (mo/yr) \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_ Please see VA Section

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)

Permanent Address: \_\_\_\_\_ (Number/Street) \_\_\_\_\_ (City) (County) (State) (Zip)

US Citizen: [ ] Yes [ ] No If not U.S. Citizen Temporary visa number \_\_\_\_\_ Expiration \_\_\_\_\_ If applicant is under 23 visa information for parent and student is required

If permanent resident of the U.S. Alien Registration number \_\_\_\_\_ (Attach copy of visa 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: Tribal Affiliation Census Number \_\_\_\_\_ [ ] Black or African American [ ] White [ ] Native [ ] Hawaiian/Pacific Islander [ ] Asian [ ] Other

You must answer the following question. Have you ever been convicted of a crime?

[ ] Yes (Identify Crime \_\_\_\_\_) [ ] 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

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) \_\_\_\_/\_\_\_\_

Please indicate the degree program in which you intend to enroll: \_\_\_\_\_

Type of school:  Public  Parochial  Private  Foreign

Last high school attended: \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Name) \_\_\_\_\_ (Zip Code)

Dates of attendance: (mo/yr) \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ Date of high school graduation: (mo/yr) \_\_\_\_\_ / \_\_\_\_\_ If you are applying as a freshman, send of

If not a high school graduate, did you earn a GED Certificate?  Yes  No Date: \_\_\_\_\_ State or agency: \_\_\_\_\_ You must submit a

If currently attending high school, submit completed application to appropriate high school official for review. Request a copy of your high school records be sent with this application.

List all colleges you have attended and are currently attending. Include college(s) where courses were completed through correspondence or extension.

Dates of attendance	Name of college/university	City, State, and Zip	Degree and date earned
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____

Send official transcripts from each college attended. When courses in progress are completed, send final transcript. Have you applied to or previously attended Adams State University?  Yes  No If yes, when? \_\_\_\_\_

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  
↓ ↓  
Dates of continuous physical presence in Colorado (mo/yr) from \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ from \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

Dates of extended absences (more than 1 month) from Colorado from \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ 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) / \_\_\_\_\_

Date current Colorado Driver's License was issued (mo/yr) \_\_\_\_\_ (mo/yr) / \_\_\_\_\_

List last 3 years of Colorado Motor Vehicle registration \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Date of Colorado Voter Registration (mo/yr) \_\_\_\_\_ / \_\_\_\_\_

Date of purchase or lease of any Colorado residential property (mo/yr) \_\_\_\_\_ / \_\_\_\_\_

Dates of military service, if applicable (mo/yr) from \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ from \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ If your parents are:

\*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 that I am the person who has completed the information furnished on all sections of this application, and to the best of my knowledge, 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 also understand that by enrolling in courses at Adams State University, I am subject to all academic policies as they relate to my enrollment including, but not limited to the Academic Integrity Policy 100-03-01. For more information regarding academic integrity, please visit [https://www.adams.edu/extended\\_studies/undergrad/academic-integrity.php](https://www.adams.edu/extended_studies/undergrad/academic-integrity.php)

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.

**INCLUSIVA**



**ADAMS STATE UNIVERSITY**

**Correspondence Education Program  
208 Edgemont Blvd Suite 3000  
Alamosa, CO 81101**

**800-548-6679 - 719-587-7671  
exstudies@adams.edu**

**<https://www.adams.edu/academics/print-based/prison-college-program/>**