



2009-2010 STUDENT HANDBOOK
DIVISION OF EXTENDED STUDIES

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**EXTENDED STUDIES -
ACCELERATED DEGREE EVENING PROGRAM
(ADEP) DIVISION OF EXTENDED STUDIES**

The Accelerated Degree Evening Program (ADEP) meets the lifelong learning needs of today's busy adults by offering courses in an accelerated eight-week term format. Classes meet one night per week from 5:30 – 9:30 p.m. Full-time students take two classes per term. Courses are offered for six terms a year and are conveniently located at campus sites in Duluth, St. Paul, St. Cloud, Brainerd and Rochester.

Each campus site offers complete assistance with degree planning, financial aid and registration. Undergraduate college credits can be requested for prior learning and life experience that may reduce the time to complete the degree.

Program Policies and Procedures

Attendance Policy

Class Attendance is imperative to your success in an accelerated program. Review your instructor's attendance policy and communicate all instances of absences directly to your course instructor per syllabus instructions. Note: all absences impact grade assessment.

Communications

St. Scholastica e-mail is the official means of the Accelerated Degree Evening Program and St. Scholastica offices for information exchange with students. It is your responsibility to check your St. Scholastica e-mail account regularly.

Students are strongly encouraged to contact the Accelerated Degree Evening Program office during regular hours via e-mail or by phone. In-person or phone consultation with other campus departments, such as Financial Aid, the Business Office or the Registrar's Office, must be processed between 8:00 a.m. and 4:30 p.m.

Add/Drop

1. Drops (without record) are permitted during the first week of a term; see official Extended Studies calendar for exact deadline. During the second through the fifth week of a term, courses will be noted on the transcript with a grade signifying withdrawal. Withdrawals after the fifth week are not permitted except in the case of documented extenuating circumstances (see Withdrawal Policy below).
2. You must officially submit your add or drop in writing to your academic advisor.
3. In case of a drop or withdrawal, the effective date will be the date of receipt of the written request.
4. Withdrawal for a term requires a Leave of Absence form. Please see your academic advisor.
5. Students are responsible for all tuition and fees incurred while enrolled.

Payment Responsibility: It is the students' responsibility to pay their student account in full each term. A payment plan is available to budget payments through the year. Students are responsible for all late fees and other charges if applicable.

Withdrawal Policy

No withdrawals are permitted after the fifth week of the term.

From the first day of classes until the fifth week of the term, withdrawals and subsequent refunds follow the Course Drop and Withdrawal Policy.

Appeals for withdrawals after the fifth week of the term are considered only under the following circumstances:

1. institutional error (student notified of non-attendance and was not withdrawn; financial aid and/or registration problems);
2. medical circumstances (non-routine, serious medical concerns; documentation required);
3. family emergency (specific written explanation required);
4. unusual circumstances (specific written documentation required).

Each request will be submitted to the Executive Director of Extended Studies. All decisions of the Executive Director are final.

Incomplete Policy

1. An incomplete may be assigned by the instructor at his/her discretion at the end of a term.
2. Faculty and student must complete an "Incomplete Contract Form." This form is available at: [www.css.edu/Offices and Services/Registrar/Forms](http://www.css.edu/Offices_and_Services/Registrar/Forms).

3. A limit will be placed on the length of time that "I" may stand on the student's record: that limit, unless extended by the instructor, will be the fifth week of the subsequent term. **"Incompletes" must be resolved before the student can officially graduate.**

3. Procedure

- A. Faculty and student must complete the "Incomplete Contract Form" with the student outlining specific requirements to complete the "I" the required completion date and default grade. Both student and faculty member sign the form and submit to the campus site director.
- B. Campuses will keep a copy of the form in the student's file.
- C. The Registrar will notify the instructor of outstanding "I" prior to week five of the subsequent term. Advisors will be copied.
- D. The instructor responds in one of two ways
 - 1) Requests an extension of the incomplete for the student.
 - 2) Enters a default grade (A-F) on the student's transcript.

Leave of Absence

Students who plan not to attend for one term or more are required to request and document an official Leave of Absence (LOA) with their advisor prior to that term. Students with an approved leave of absence need not apply for re-admission as a new student (i.e. meet admission standards) when they return, provided that they return within the time limit. Students returning after one year (six terms) must reapply to the program and follow new degree requirements, if applicable.

Application to Major/Minor

Students must officially file an application to major or minor with their major department at [www.css.edu/Offices and Services/Registrar/Forms](http://www.css.edu/Offices_and_Services/Registrar/Forms).

Application to Graduate

All students must complete an application to graduate form three months prior to their anticipated graduation. These forms are available on the College Web site at: [www.css.edu/Admissions/Accelerated Degree Evening Program/Current Student Resources](http://www.css.edu/Admissions/Accelerated_Degree_Evening_Program/Current_Student_Resources). Be sure to select the ADEP Extended Studies form.

Academic Advisement

What is Academic Advisement?

The academic advisor promotes student growth and development, assists in assessing student interests and abilities, examines educational goals, and develops short and long-term strategies to meet the student's objectives. Your advisor will provide information on general education and major requirements, clarify policies and procedures, discuss education and career options, monitor academic progress and direct you to other resources as necessary. Individual meetings provide the opportunity for personalized and thoughtful discussions; however, scheduled phone appointments as well as e-mail communications are also alternative forms of meeting for advisement.

Advisor responsibilities:

- Provide information regarding the College of St. Scholastica's departmental requirements, policies, and procedures.
- Be available for student appointments.
- Be respectful and supportive.
- Keep accurate records.
- Use St. Scholastica student e-mail as the official means of communication and information exchange.

Student responsibilities:

- Prepare in advance of meeting for advisement. Bring a printed transcript or degree audit (available via Banner Web), a draft plan of course options per term, and a list of pertinent questions.
- Understand and use your St. Scholastica e-mail account for communication and information exchange, checking for messages at least twice each week.
- Read and become familiar with the St. Scholastica online catalog, available on the College's Web site.
- Be familiar with degree program requirements.
- Keep scheduled appointments.
- Follow through on advisor recommendations.
- Register for courses online.
- Accept ultimate responsibility for course plan decisions.
- Utilize all Accelerated Degree Evening Program and campus resources.
- Seek answers to questions by contacting the Accelerated Degree Evening Program office staff.

Banner Web Registration:

Each student is responsible for personally registering for courses through Banner Web Registration. Registration generally opens during the fifth week of each term for the upcoming term and closes approximately the seventh week of the term.

Please register in a timely manner. Failure to do so may result in delayed course progress due to closed/cancelled courses. If you do not register, please file a Leave of Absence form with your advisor prior to the start of the term. Instructions for Banner Web registration can be found on the College Web site at: www.css.edu/x5140.xml.

Prior Learning Assessment

Portfolio Assessment

The college classroom is not the only place college-level learning may occur. The College of St. Scholastica recognizes college-level learning acquired outside the classroom as equivalent to courses offered on campus. Students begin the process by participating in an on-line workshop that helps them decide if this program will be useful for them. In the workshop, students identify their college-level learning experiences. The workshop facilitator guides students through the process of documenting their equivalent learning in a portfolio that will be reviewed by faculty members. Students save both time and money using the portfolio assessment workshop. NOTE: Prior learning credits may not be used to meet the 32 credit residency requirement. To initiate this process, make an appointment with your academic advisor.

Credit By Examination (CLEP)

The College Board and the Educational Testing Service provide a national program of examinations called the College Level Examination Program (CLEP) that is used to evaluate college level education.

The College's policy on CLEP exams is further defined by the requirements of each academic department. Before registering for CLEP exams, students are advised to review departmental conditions and restrictions and to discuss their plans with their academic advisor. Note that credit cannot be granted for both a course passed by examination and a regular classroom course that duplicates the subject matter. No credit can be given for an examination if an advanced course in that area has already been taken.

The general examinations of the CLEP program cover an entire freshman year in humanities, mathematics, social sciences, history, and natural sciences. A student who takes one or more of these examinations and receives a score of 50 or above will receive eight credits for each examination.

The subject examinations are available in a wide variety of subjects. Please see your academic advisor to view a complete listing. A student who takes one or more of these examinations and receives a score of 50 or above will receive the same course credit as students who take that course on campus. NOTE: CLEP credits may not be used to meet the 32 credit residency requirement.

Technology

As an Extended Studies student, a portion of your coursework may include an online component. In order to be successful in this type of academic environment, students should be self-directed learners and comfortable using a computer. If you have any questions about using WebCT, please contact your campus office or visit the College Web site at:

courses.css.edu/webct/entryPageIns.dowebct.

Banner Web is a secure site that allows you to check your grades, run your transcript, review your schedule, confirm your financial aid status, and view a hold, if any, on your account.

Information on accessing Banner Web is available on the College Web site at:

magnus.css.edu:8000/pls/prod/twbkwbis.P_WWWLogin.

GroupWise E-mail

You will be assigned a St. Scholastica e-mail address. Please check this e-mail regularly (at least two times per week) as any secured information from the Accelerated Degree Evening Program offices as well as from the main campus offices will be sent to this address.

You can access the information on the web by going to the St. Scholastica Web site at:
www.css.edu/x4543.xml.

If you would like to link this address to another address you check more frequently, see information on “How to Forward Your St. Scholastica E-mail” available on the Web site. Note: If you chose to forward your e-mail, be aware that you must communicate back to us only from your St. Scholastica account to ensure your CSS student status.

Graduating with HONORS

A student whose cumulative grade point average is 3.75 (or above) one month before commencement will graduate with highest honors. A student whose cumulative grade point average is between 3.50 and 3.75 will graduate with honors. A minimum of 48 St. Scholastica credits with grade points is required to graduate with honors or with highest honors. A Dean’s List of students achieving a 3.75 grade point average is published every two terms.