

UAR NUMBER: 122.01

TITLE: Correspondence Credit

ORIGINATOR: Executive Vice President for Academic Affairs

INITIAL ADOPTION: 01/30/1997

REVISION DATES:

PURPOSE: To establish guidelines for granting undergraduate correspondence credit.

PROCEDURAL REFERENCES FOR:

SCOPE (Who is covered by this UAR?): All students enrolled at Morehead State University; others in special status if they hold a high school diploma or General Education Development (GED) certificate.

PURPOSE: To establish guidelines for correspondence credit.

ELIGIBILITY: Any student enrolled at Morehead State University may register for undergraduate correspondence credit. Others may register as special status students if they hold a high school diploma or a General Education Development (GED) certificate.

LIMITATIONS: Morehead State University students are limited to a maximum of 16 semester hours of undergraduate credit earned by correspondence and/or credit by examination courses in associate degree programs and 32 semester hours of credit in baccalaureate degree programs.

Correspondence credit cannot be applied toward the requirement for full-time residence status or for residency required for a program of study. It may not be included in the last 16 hours preceding graduation without written permission of the Executive Vice President for Academic Affairs.

A student has one calendar year to complete a correspondence course. The calendar year starts from the date the lesson packet is given or mailed to the student by the Correspondence Study Office. Before the end of the calendar year, the student may request a one time three-month extension of a correspondence course by paying a \$10.00 renewal fee to the Correspondence Study Program. Once a course is marked expired, tuition and fees must be paid again and the course started over. A report will be given to the Registrar to enter a grade of "W" on the student's transcript once a course is marked as expired or dropped.

A student may withdraw from an active correspondence course at any time between registration for the course and the passage of fifteen (15) months.

TUITION: The tuition for correspondence courses is the same as the current resident in-state tuition rate.