

Student Information and Policy Agreement

For UAA students enrolling in courses offered through the WICHE ICE Consortium

Appendix 3

Course Information

UAA is a member of a consortium of accredited institutions of higher learning in the western United States called the Western Interstate Commission on Higher Education Internet Course Exchange – WICHE ICE. The members of the consortium have developed courses that may be delivered using various technologies to many locations within the WICHE region. If you elect to register for one of those courses you must be aware of the following information and agree to the policies that govern the course delivery.

Registration:

The course, _____ (UAA Subject, Number, Title and Section), is presented as a UAA offering for ___ credits. You may register for the course through the usual UAA registration process, paying all tuition and fees in the process. Special discounts and tuition waivers may not apply to this course. For the purposes of this course you will follow the enrollment and payment deadlines for UAA and the course start and end dates for the [Teaching Institution], which may differ from other UAA offerings. Since you will be enrolling as a UAA student you are responsible for adhering to the established policies and procedures found in the UAA catalog and Student Handbook. You will also be accountable for any academic policies noted in the course syllabus that are specific to the [Teaching Institution].

Delivery:

This course is delivered by _____ (the Teaching Institution), an accredited institution and member of the WICHE ICE consortium. The course instructor has supplied a syllabus available at _____ that includes course topics, the schedule of activities, student expectations, and student learning outcomes, evaluation criteria and contact information. It is your responsibility to contact the course instructor and comply with the requirements and the schedule of the course. It is also your responsibility to comply with the academic policies of the teaching institution in areas such as academic integrity, course performance and behavior standards.

Evaluation of your performance and computation of the grade in your course is the responsibility of the instructor of record and the teaching institution. You will receive a letter grade based upon the work submitted at the completion of this course. Incomplete (I) or deferred grades (DF) will not be assigned for this course. Any dispute regarding process or content of that evaluation is subject to the review policies of teaching institution.

Student Services:

- General UAA services available to any UAA student in your status are available to you.
- Library services will be provided by both UAA and the teaching institution. Access to on-line and other library services at the delivery institution will be arranged through [name], the [Teaching Institution] WICHE ICE Program Information Coordinator.
- IT services will be provided by both UAA and the teaching institution. Regular student access to the UAA network, email and information services will follow your course registration. The IT staff and help desk at UAA will assist in technology issues associated with this course delivery that are under the control of UAA. Departmental and IT staff at the delivering institution will assist with issues that they control. Contact information is available through [name], the [Teaching Institution] WICHE ICE Program Information Coordinator.

Records:

Your academic record at UAA may be shared with appropriate persons from (the Teaching Institution) in order to determine sufficient academic preparation for this course. The instructor of record from (the Teaching Institution) will maintain records of your performance in the assignments and activities of the course. These records will be available for you to review and to share with UAA program faculty for which this course may apply. A record of your enrollment and performance in this course will also be submitted to WICHE to facilitate transfer of that information between institutions. A copy of your course record, including your final course grade, will be maintained in the WICHE ICE data base for a period of 5 years.

The instructor of record will submit the final grade earned in the course to the UAA registrar through a mechanism established by WICHE ICE. The final grade submitted will be: 1) evaluated as a transfer grade to remove any plus or minus notation based upon the UAA acceptance of transfer credit; 2) added to your UAA transcript; and 3) used in the calculation of your overall GPA. Courses offered in this manner are considered to be resident credit.

Agreement:

I agree to the policies and procedures outlined above and wish to continue my registration in the course identified.

Student Name

Date