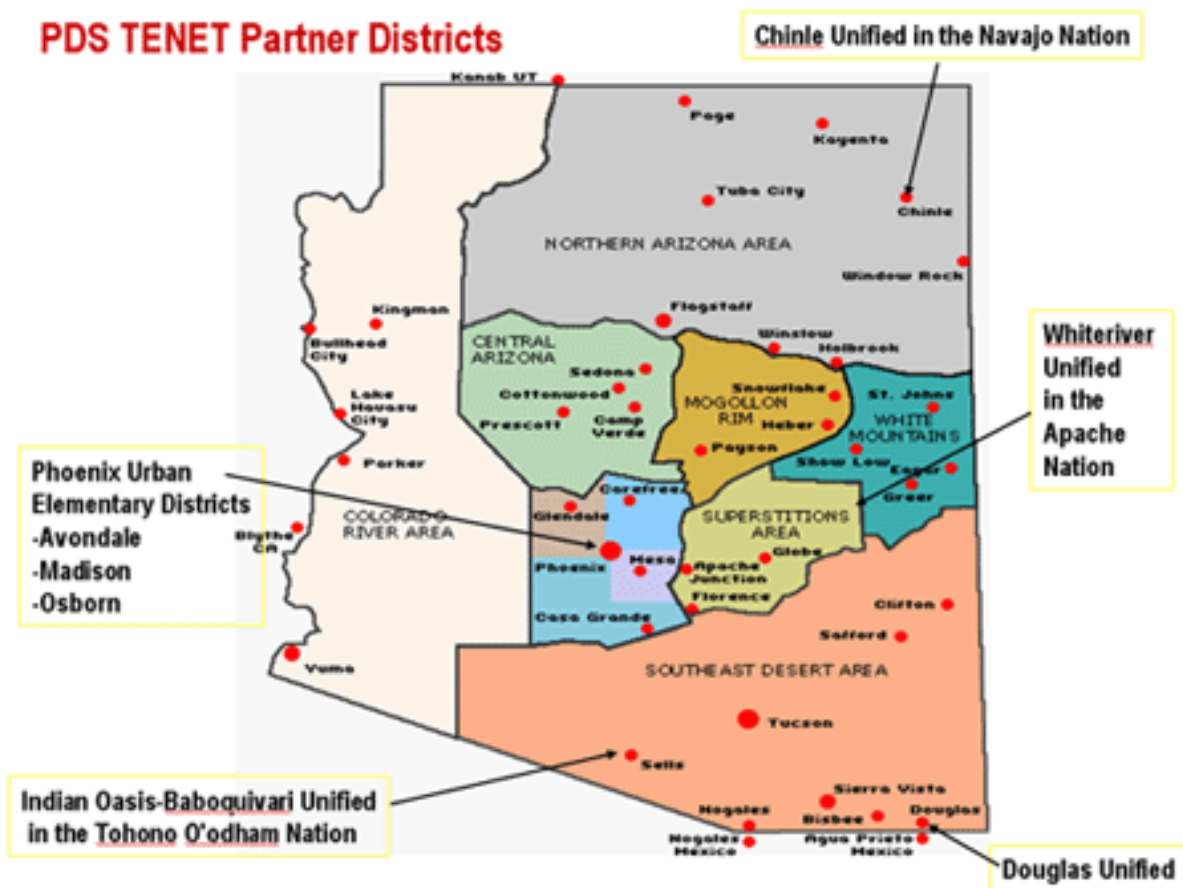


PDS Content Academy

PDS TENET Partner Districts



Student Handbook

Welcome!

Arizona State University at the West Campus College of Teacher Education and Leadership Professional Development School Content Academies

You are going to embark on an educational adventure that not very many people are able to encounter! Content Academy is a major component of the PDS TENET partnership created to develop and deliver to partner district K-8 teachers, via distance learning technology, high-quality, standards-based professional development courses. The courses are in each of the following subject areas: mathematics, reading, and science. The courses will be delivered in a higher education course format (i.e., weekly three-hour course over fifteen weeks) during the fall, spring, and summer semesters.

An imperative of the Content Academy courses is that they lead to measurable results. Specifically, the courses are designed and delivered in a way that is highly relevant, engaging, and leads to changes in participating teachers' classroom instruction as well as increases in their students' achievement. Ongoing attitudinal, performance-based, and outcome-based data collection will chronicle the impact of Content Academy coursework on this imperative. Continuous programmatic review and modification will be the norm for the Content Academy initiative.

IMPORTANT!

Be sure that you read through this handbook to its entirety. All of the information provided is important to your ease of registration and related procedures. After you have read through the handbook, sign the Handbook Verification page (separate from this handbook) to show that you have read and understand all of the information presented to you. You will be responsible for all of the policies and guidelines presented in this handbook. If you have questions about any of the information presented, contact your district liaison.

For prompt registration, be sure you fill out, sign and date the following forms and return them* to your district liaison as soon as possible (examples are given on the following pages):

- Handbook Verification – separate from Content Academy Student Handbook
- Registration Request – page 7
- Degree/Nondegree Policy – page 8 (If non-degree student)
- Consent for Access to Educational Records Form – page 10
(Fill out the TOP part, see page 9 for explanation)
- Request to Withhold Directory Information – page 11 (Optional)

* If you already have a copy of these forms on file, you only need to turn in the Registration Request

Table of Contents

❖ Steps to Become Part of Content Academies -----	5
❖ Participation Options -----	5
❖ M.Ed. Transfer Credit Information -----	5
❖ Admission Application Help Sheet -----	6
❖ Registration Request -----	7
❖ Degree/Nondegree Policy (Only non-degree students fill this out) -----	8
❖ Explanation of Consent Form -----	9
❖ Consent for Access to Educational Records -----	10
❖ Request to Withhold Directory Information (Optional) -----	11
❖ Tuition Payment Policy -----	12
❖ Possible Repayment Obligation -----	12
❖ Withdrawal Procedure -----	12
❖ Withdrawal Request -----	13-14
❖ Reference for Program of Study (For degree students) -----	15
❖ Delinquent Financial Obligations -----	16
❖ Textbook Policy -----	17
❖ Helpful Websites -----	18

Steps to Become Part of Content Academies

1. Consult with the liaison in your district so that you understand any service agreements that are in place.
2. Go to www.asu.edu/gradapp to apply as an ASU graduate student (degree or non-degree). An application help sheet is on page 6 of this manual.
3. After you receive confirmation of your admission, contact your district liaison and **fill out the forms listed on page 3**. Give the forms to your liaison so he or she can fax them.
4. You will receive your ASU ID number and temporary password by mail in your admission letter from ASU.
Go to <http://www.asu.edu/it/portalhelp/courses/student.html> and follow the directions to setting up myASU.

Participation Options

Teachers in participating districts have the following options:

1. M.Ed. with a specialization in Content Academy

Teachers pursuing a M.Ed. through the Content Academies are required to complete 33 credit hours—21 credit hours of content academy coursework and 12 credit hours of core coursework (see Reference for the Program of Study, page 16).

2. Endorsements (Endorsements are attachments to teaching certificates and indicate areas of specialization)

Some Content Academy courses may be applied towards Reading, Mathematics, or Science Endorsements. Check the Arizona Department of Education website for the current requirements

<http://www.ade.state.az.us/certification/requirements/Endorsements>

3. Professional Development

Teachers who already have a M.Ed. or are not interested in pursuing a M.Ed. may take Content Academy courses to use toward professional development. Apply online as a **non-degree** graduate, and then follow the registration process.

M.Ed. Transfer Credit Information

Once you are admitted to the M.Ed. program, you may transfer up to nine (9) credit hours of relevant coursework earned within six years, **or** six (6) credit hours of approved coursework from another institution.

Admission Application Help Sheet

*****You must reapply if you were not enrolled during the previous semester (does not include summer)*****

All graduate students:

- Applications are online **only** at www.asu.edu/gradapp. Your application date is the day you submit your application for review. You may begin to fill out the online application and save it. To return to the application, use the application identification number you are given when you login. As soon as you begin the application process, you will be notified via email that the application is pending completion. (There is a deadline to submit application each semester, check with your Academic Advisor for these dates.)
- If you previously attended ASU your information is still on file and you may be identified under your maiden name unless you formally complete a name change form.
- When completing the online application, be accurate in reporting the dates you attended previous colleges and universities. ASU will be checking transcripts for all of the dates and institutions listed.
- **Information needed before you begin the application for residency classification:**
 - Date of current voter registration.
 - Date you purchased your vehicle and how long has it been continuously registered in the state of Arizona.
 - Income tax information: if you filed taxes jointly with your spouse, select that you were claimed as a dependent

Degree-seeking:

- You must apply to the M.Ed. program (at the website mentioned above) as an Elementary Ed. major with a specialization in Content Academy (M.Ed. code 54 and CA code 7017). Admission to a degree program is based on undergraduate and/or graduate GPAs.
 - **To be eligible to begin the semester, you must apply prior to the semester deadline. For example: if you are filling out the application PRIOR to the FALL degree-seeking deadline, you will apply as a FALL admit. If you are filling out the application AFTER the FALL degree-seeking deadline, apply as a SPRING admit.**
 - **Checklist of items required before your application will be reviewed:**
 - \$50 application fee. Fees may be paid on the application by credit card or applicant may send a money order or check (see address below).
- Submitted online:
- Resume (one page). Uploaded into the online application (see page 7).
 - Personal Statement. Uploaded into the online application (see page 7).
- Send separately:
- Three recommendations. Forms are downloaded from the online application site. Return address is on the form.
 - Official Transcripts from **all** colleges and universities you've attended.

Non-degree:

- **Checklist of items required before your application will be reviewed:**
 - \$50 application fee. Fees may be paid on the application by credit card or applicant may send a money order or check (see address below).
 - Send separately: Official Transcripts from **all** colleges and universities you've attended.

Send transcripts (and application fee if paying by check) to:

Division of Graduate Studies
Arizona State University
P. O. Box 871003
Tempe, AZ 85287-1003

Online Application Documents to Upload

- **Resume:**
One-page resume saved as a Microsoft Word document
- **Personal Statement:**
“In a Microsoft Word document which you will upload as part of your application, please describe the personal and professional goals that motivate you to apply to the specialization you have selected for your M.Ed. in Elementary Education. The admissions committee pays particular attention to the quality of writing and ideas expressed in these personal statements.”
- **Experiences and Responsibilities:**
“In a one-page Word document, describe relevant responsibilities or experiences that have prepared you for the graduate program you have selected. Consult information linked to the following site to determine admission requirements or prior study that may be required; please describe how you plan to satisfy these requirements, if any, in the document you upload.
<http://www.west.asu.edu/ctel/graduate/>”

Taken from the “ASU Graduate Admission Application”

Consent for Access to Educational Records Explanation

Content Academy is requesting permission to allow your ASU Academic Advisor and your district liaison to access your educational records. This is important so that the Academic Advisor can confirm that each student is maintaining a satisfactory grade in his or her class(es). Your district liaison needs to be informed of a grade that could jeopardize any District Service Agreement that is in place. At the top of the Consent for Access to Educational Records form (example on page 11), please check “Long Term Use,” and write the name of your advisor and the name of your district liaison. This will give them access to your educational records. You can leave the address line blank. Be sure that you sign and date the top half of this form. You do not need to fill out the Proxy section.



CONSENT FOR ACCESS TO EDUCATION RECORDS OR PROXY
 ARIZONA STATE UNIVERSITY
 UNIVERSITY REGISTRAR'S OFFICE

Name of Student (Last, First, Middle Initial): _____	ASU ID Number: _____	Date: _____
---	-------------------------	----------------

CONSENT FOR ACCESS TO EDUCATIONAL RECORDS

Access to educational records does not give permission to make changes to the student's record. For permission to make changes to a student's record see the Proxy: To Request Processing Of Transactions section below.

Check One:

- One Time Use:** This authorization can be used only once.
 For One Time Use, Follow the Steps Below:
1. The student must complete this form, checking the One Time Use box above.
 2. Then the student must provide the person they have chosen to give access to their records with this form.
 3. The person requesting access to the student's records must present this form along with their own photo ID at the time they request the information.

Limited Use: This authorization expires on: _____

- Long Term Use:** This authorization will remain continuously in effect until I withdraw this authorization in writing.
 For Limited or Long Term Use, Follow the Steps Below:
1. The student must complete this form, checking either the Limited Use box and stating an expiration date, or the Long Term Use box above.
 2. The student must then submit the completed form to the Records Information Office in the Student Services Building room 144, Registration and Records Services in the University Center Building room 120, Registration Services in the Student Services Quad room 350 or Enrollment Services in the University Center Building, Suite 166; or mail it to University Registrar, Records Information, Arizona State University, PO Box 870312, Tempe, AZ 85287-0312; or fax it to (480) 965-7722.

 Student Signature Date

 Name of Individual to Whom Access to Records May be Provided (please print or type)

 Address of Individual to Whom Access to Records May be Provided Relationship to Student

PROXY: TO REQUEST PROCESSING OF TRANSACTIONS

Students unable to process transactions in person, via SunDial, or ASU Interactive may designate another person to process transactions on their behalf by proxy. In compliance with the federal Family Educational Rights and Privacy Act of 1974, also known as FERPA or the Buckley Amendment (synopsis available at <http://www.asu.edu/registrar/general/ferpa.html>), the student must sign a release authorizing processing of transactions by proxy.

The student (not the proxy) has the ultimate responsibility for complying with applicable requirements, policies, and deadlines, and for the timely payment of tuition and fees.

I hereby authorize the person named below to serve as my proxy to process transactions at Arizona State University. My proxy may have access to any and all of my records that they request for the purpose of processing transactions. I understand that I am responsible for any decisions made by my proxy on my behalf. I also understand that I remain responsible for complying with all applicable requirements, policies, deadlines, and for the timely payment of tuition and fees, etc.

 Student Signature Date

 Name of Proxy (please print or type)

 Proxy Signature Date



REQUEST TO WITHHOLD DIRECTORY INFORMATION
 ARIZONA STATE UNIVERSITY
 UNIVERSITY REGISTRAR'S OFFICE

In accordance with my rights as an eligible student under the federal Family Educational Rights and Privacy Act of 1974, as amended, 20 U.S.C. 1232g, also known as FERPA or the Buckley Amendment (synopsis available in the University Registrar's Office and on the ASU University Registrar's Office website at: http://www.asu.edu/registrar/general/ferpa_policy.html), **I hereby request that ASU not release directory information about me from my education record(s) without my specific written consent**, as indicated below.

Arizona State University offers three options for withholding your Directory Information (Check One):

- Option 1: Withhold Only My Addresses & Telephone Number (including ASU email address)
- Option 2: Withhold All of My Directory Information
- Option 3: Withhold None of My Directory Information

I understand that directory information includes the following:

- My Full Name
- My Local, Permanent, and ASU e-mail addresses
- My Local Telephone Number
- My Place and Date of Birth
- All my Degrees and Awards Received
- My Academic Level
- My Major
- My College
- My Dates of Attendance
- My Height and Weight (If I'm a member of an athletic team)
- My Participation in Officially Recognized Activities and Sports
- The Most Recent Previous Educational Agency or Institution I Attended

This request about my directory information shall become effective immediately and shall remain in effect until revoked by me, in writing. I understand that even if I restrict access to my information, other students in classes for which I am registered may be given my name and contact information (generally e-mail address and/or telephone number) if, in the discretion of the instructor, this is appropriate to promote class discussion and/or interaction.

Student Name (Please Print)

ASU ID NUMBER

Student Signature

Date*

*To withhold your directory information from the next printed directory, you must submit this form prior to the end of the 3rd week of fall classes.

Submit your completed form at any University Registrar Location (see <http://www.asu.edu/registrar/registration/locations.html> for location information); or mail it to Records Information, University Registrar's Office, Arizona State University, PO Box 870312, Tempe, AZ 85287-0312; or fax it to (480) 965-7722.

If you have any questions about the use of this form, FERPA, or Directory Holds please see <http://www.asu.edu/registrar/mainFAQ.html> or call Records Information at (480) 965-3124.

For Registrar Office Use Only

____ Checked picture identification
 ____ Posted to SIS
 ____ Processed by _____ / _____ Date
 ____ Audited by _____ / _____ Date

Tuition Payment Policy

All **Content Academy Concentration courses** are paid 100% by the partner districts' grant account.

Core Requirements:

- Avondale: The **student** will pay 100% of the tuition for the core course.
- Chinle: Please see your district liaison.
- Douglas: The **district** will pay 100% of the tuition for the core course.
- Indian Oasis: The **district** will pay 100% of the tuition for the core course.
- Madison: The **district** will pay **75%** of the tuition for the core course.
 - The **student** will pay **25%** of the tuition for the core course.
- Osborn: The **student** will pay 100% of the tuition for the core course.
- Whiteriver: The **district** will pay 100% of the tuition for the core course.

See the Reference for the Program of Study on page 16 for a breakdown of the courses.

Possible Repayment Obligation

In accordance with some partner's District Service Agreements, you could be held responsible for tuition repayment under the following circumstances:

1. withdrawing from school or individual classes on or after the first day of class, or
2. earning a grade of D or E (degree-seeking students must have a 3.0 GPA in order to graduate from the program), or
3. willful or forced termination from your partner district.

Talk to your district liaison for any service agreement obligations for which you are responsible.

Withdrawal Procedure

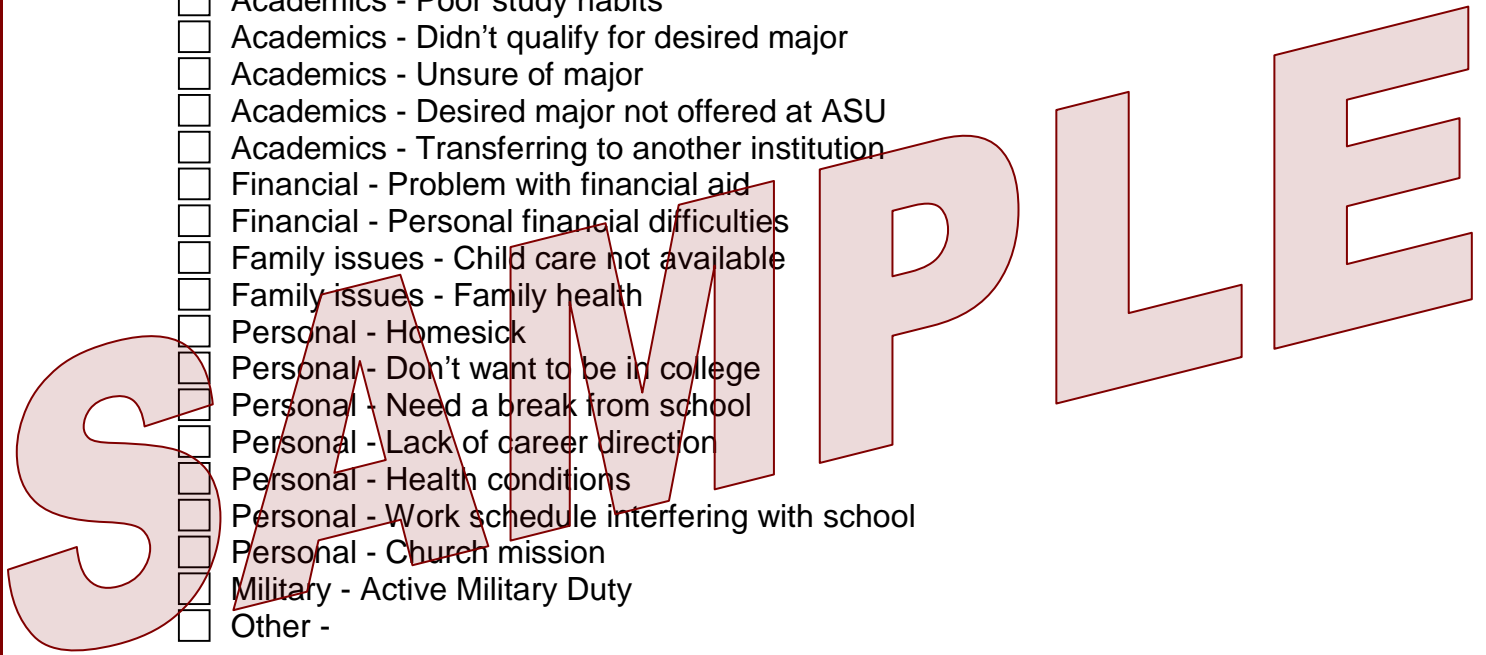
- FIRST**, contact your district liaison to discuss your responsibilities to your district, and to receive a **Withdrawal Request** (example on pages 14-15). If you need assistance filling out the Withdrawal Request, please contact the advising office at 602-543-6354 and ask for the Content Academy Academic Advisor. Fax the Withdrawal Request to the Content Academy Academic Advisor.
- SECOND**, contact the facilitator of the course you wish to withdraw from and state your intent to withdraw from the course.

Complete Withdrawal Exit Survey

ASU ID NUMBER:	NAME (LAST, FIRST, M.I.):	DATE:
SEMESTER (Check One): <input type="checkbox"/> Fall <input type="checkbox"/> Spring		YEAR:

Please choose the reasons that best describe why you have chosen to completely withdraw from the university:

- Academics - Doing poorly in all courses
- Academics - Doing poorly in some courses
- Academics - Poor study habits
- Academics - Didn't qualify for desired major
- Academics - Unsure of major
- Academics - Desired major not offered at ASU
- Academics - Transferring to another institution
- Financial - Problem with financial aid
- Financial - Personal financial difficulties
- Family issues - Child care not available
- Family issues - Family health
- Personal - Homesick
- Personal - Don't want to be in college
- Personal - Need a break from school
- Personal - Lack of career direction
- Personal - Health conditions
- Personal - Work schedule interfering with school
- Personal - Church mission
- Military - Active Military Duty
- Other -



COLLEGE OF TEACHER EDUCATION AND LEADERSHIP

Master of Education Degree
Elementary Education
Content Academy

1.	<u>Core Requirements</u>	12 hours		
			Grade	Date
	TEL 501 Introduction to Research and Evaluation		_____	_____
	TEL 504 Learning and Instruction		_____	_____
	TEL 505 American Education System		_____	_____
	EED 511 Principles of Curriculum Development		_____	_____

2.	<u>Content Academy Concentration</u>	21 hours		
	Subject-Area Specialization (CA courses within a Subject)	OR	Cross-Subject Developmental Specialization (CA courses within a Developmental level)	

Prefix & #	Hrs.	Title	Grade	Date
_____	___	_____	_____	_____
_____	___	_____	_____	_____
_____	___	_____	_____	_____
_____	___	_____	_____	_____
_____	___	_____	_____	_____
_____	___	_____	_____	_____
_____	___	_____	_____	_____
_____	___	_____	_____	_____

Total Semester Hours: 33

3. **Examination Requirement** During the last semester, students will complete a written comprehensive examination.

Note: Students interested in becoming “Highly Qualified” for middle school or want to obtain endorsement for Reading, Science, or Mathematics need to take all specialization courses in one subject area. Go to the Arizona Department of Education web site for the current requirements. <http://www.ade.state.az.us/>

Student Signature	Date	993-99-999 Student ID	Admit Yr/Term
-------------------	------	--------------------------	---------------

Graduate Studies Student Support Coord., Date	Content Academy Advisor, Date
---	-------------------------------

* Actual Program of Study is filled out online during the student’s final semester

Delinquent Financial Obligations

If any charges are applied to your Accounts Receivable, you are responsible for understanding the “Delinquent Financial Obligations.” An example of an item that would be posted to your Accounts Receivable is a **Late Registration fee**.

DELINQUENT FINANCIAL OBLIGATIONS

Arizona Board of Regents’ Policy 4-103B, which applies to ASU, states the following:

1. Each university shall establish procedures to collect outstanding obligations owed by students and former students.
2. Each university shall maintain a system to record all delinquent financial obligations owed to that university by students and former students.
3. Students with delinquent obligations shall not be allowed to register for classes, purchase parking decals, receive cash refunds, or obtain transcripts, diplomas, or certificates of program completion. The university may allow students to register for classes, obtain transcripts, diplomas, or certificates of program completion if the delinquent obligation is \$25 or less.
4. Unpaid obligations shall remain a matter of record until students and former students satisfy their financial obligations or until satisfactory arrangements for repayment are made with the university.
5. The university may write off delinquent financial obligations of students according to accepted accounting principles and after appropriate collection efforts. No such write-off shall operate to relieve the student of liability for the obligation nor shall such write-off entitle the student to release of any transcripts, diplomas, certificates of program completion, or to register for further university classes until such obligation is actually paid.
6. Each university shall include this policy in its bulletin or catalog.

A late charge of \$15 is assessed for balances due the university between \$20 and \$100 not paid within 30 days of the initial due date. Three additional \$15 late charges are assessed at 60, 90, and 120 days past due. Following the same late charge assessment schedule (of 30, 60, 90, and 120 days past due), the fee for past due balances between \$100 and \$1,000 is \$25 and for past due balances in excess of \$1,000 is \$50.

Source: Arizona State University General Catalog

Textbook Policy

Avondale: The student is responsible for locating and purchasing the textbook(s). ASU is NOT involved at all.

Chinle: The student is responsible for locating and purchasing the textbook(s) as stated in Part B of the “Arizona State University West/Chinle Unified School District PDS TENET Grant Academy Scholarship Terms and Conditions.” ASU is NOT involved at all.

Douglas: The student is responsible for locating and purchasing the textbook(s). ASU is NOT involved at all.

Indian Oasis: The student is responsible for locating and purchasing the textbook(s). ASU is NOT involved at all.

Madison: The student is responsible for locating and purchasing the textbook(s). ASU is NOT involved at all.

Osborn: District liaison purchases textbooks from non-grant resources and each student checks them out for the duration of the course. ASU is NOT involved at all.

Whiteriver: The student is responsible for locating and purchasing the textbook(s). ASU is NOT involved at all.

- Contact your district liaison if you have questions about the textbook policy in your district, and to receive the list of textbooks that are required for the course(s) for which you are registered.

Helpful Websites

- ✓ Arizona State University at the West Campus
<http://www.west.asu.edu/>
- ✓ ASU Registrar
<http://www.west.asu.edu/sa/registrar/>
- ✓ Selfsub (Enter your 9 digit ASU ID in order to activate your ASUrite ID)
<https://selfsub.asu.edu/apps/WebObjects/ASURITEActivation>
- ✓ My ASU: access to e-mail, Blackboard and ASU Interactive
<https://my.asu.edu/uPortal/render.userLayoutRootNode.uP>
- ✓ Technopolis: assistance with ASUrite ID and myASU
http://www.west.asu.edu/it/student_centers/technop.htm
- ✓ Blackboard Assistance
<http://www.asu.edu/it/portalhelp/courses/student.html>
- ✓ ASU Student Handbook
<http://www.west.asu.edu/sa/studenthandbook/index.htm>
- ✓ Fletcher Library
<http://library.west.asu.edu/>