

OVERVIEW OF THE GRADUATE STUDENT HANDBOOK

This Overview serves as a quick reference for your convenience. For more detailed explanations, additional information, and forms, consult your Graduate Student Handbook online at

masters.ashworthcollege.edu

Student Number

Your Student Number is located in your Welcome Packet and on the mailing labels of all shipments you receive. It begins with the letters GA followed by numbers. You will use your student number in all correspondence with Ashworth College.

My student
number is
GA0501234



Business Hours

Monday through Friday from 9 a.m. to 6 p.m. Eastern Standard Time (EST)
(Sorry, not open weekends or holidays!)

Contact Us

Ashworth College
Graduate Degree Programs
PO Box 922667
Norcross GA 30091-2667

Phone: 800-224-7234
Fax: 770-729-7295
Web Site: masters.ashworthcollege.edu

- For Questions about Courses, Syllabi, and Assignments, e-mail us at

educationgrad@ashworthcollege.edu

- For Questions about Billing, Payments, and Shipments, e-mail us at

servicesgrad@ashworthcollege.edu



Consult your *Graduate Student Handbook* for details, more information, and forms!

Graduate Forms You May Need

The following Graduate Forms can be found in the back of your Graduate Student Handbook or on our Web site at masters.ashworthcollege.edu.

- Transcript Request Form
- Transfer Credit Form
- Readmission to Graduate Program Form
- Program Transfer Form
- Name, Address, Phone, and E-Mail Change Form

Enrollment Agreement

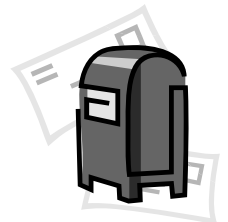


Read, Sign, and Submit

- Your Enrollment Agreement states the cost of tuition for one semester, plus fees.
- Tuition includes the cost of all textbooks and online Learning Guide.
- Shipping cost is \$35 per semester in addition to tuition. Express shipping is optional for international students with actual cost depending on the student's location, typically about \$100 per course.
- Your Enrollment Agreement must be signed and returned **before** starting Orientation, unless you enrolled online via our Web site.
- You cannot be dual enrolled in two Ashworth College graduate programs.

Requesting Your "Official" College Transcripts

- All "official" transcripts are due within ninety (**90**) **days** of the date of your enrollment.
- Complete and send one Transcript Request Form to **each** college/university you have attended.
- Each transcript request must include:
 - ✓ Your maiden name or any previous name(s) belonging to you.
 - ✓ Any fee that your former college/university requires.
 - ✓ Your **Ashworth College student number**.
- Do **not** send Transcript Request Forms to Ashworth College!
- If official transcripts are not received within 90 days of enrollment, your enrollment will be cancelled, and you will forfeit administrative fees/tuition payments.



Consult your *Graduate Student Handbook* for details, more information, and forms!

Transferring Your Credits

- Complete a Transfer Credit Form!
- Graduate program requirements and formal course descriptions from your previous college/university and your Transfer Credit Form must be received by Ashworth College within 90 days of your enrollment for you to be eligible for transfer credit.
- A **maximum** of nine (9) credit hours of equivalent graduate coursework may be transferred into your Ashworth College graduate degree program.
- Each transfer course must:
 - ✓ Be **less than** 10 years old.
 - ✓ Have a grade of “B” or higher.
 - ✓ Be comparable to a course in your Ashworth College graduate degree program.
- You must have an **official** graduate transcript on file with Ashworth College.
- Transfer credit is **not** accepted for the Orientation (600) or the Capstone Course (609) in your graduate program.
- If you fail to notify Ashworth College using the Transfer Credit Form, and you are sent courses that you later receive transfer credit for, you will be charged a \$50 fee for each course.
- Transfer credit is not granted for: military, police, or corrections training programs, life work experience, on-the-job-training, specialized training, certificates, etc.



Time Factors for Program Completion

- Due to the nature of graduate studies, you will not be allowed to graduate earlier than twelve (12) months from the date of your enrollment.
- To complete your graduate degree program in one (1) year, you must complete one (1) course per month for twelve (12) consecutive months. (Does not include the 600 Orientation.)
- To complete your graduate degree program in two (2) years, you must maintain a steady pace of approximately one (1) assignment per week.
- You have a maximum of five (5) years to complete your graduate degree program.

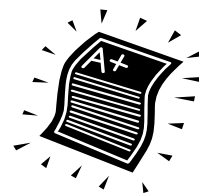


Transferring to a Different Ashworth College Graduate Degree Program



- Complete the Program Transfer Form.
- You will be charged a \$50 transfer fee which will be billed on your next monthly statement.
- A Program Transfer Form including your acknowledgement of the \$50 program transfer fee must be received no later than ninety (90) days from the original date of your enrollment.

Need Your Ashworth College Transcript?



- The first one is free! Additional transcripts are only \$5.
- “Unofficial” transcripts are provided only if your account is current.
- “Official” transcripts are provided only if your account is paid in full.

To Graduate, You Must

- Successfully complete Orientation (600), earning at least 80%.
- Successfully complete 36 credit hours of graduate credit coursework.
- Have taken at least 27 of the 36 graduate credit hours with Ashworth College.
- Successfully complete the Capstone Course Project, earning at least 80%.
- Successfully complete both the Mid-Program Exam and the Capstone Exam, earning at least 80% on each exam.
- Earn a minimum 3.0 overall Grade Point Average (GPA).
- Earn no more than two (2) C's in your graduate degree program.
- Complete all coursework within five (5) years of enrollment.
- Meet all financial obligations with Ashworth College.



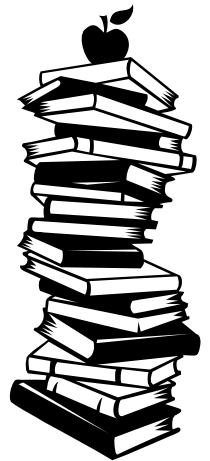
Consult your *Graduate Student Handbook* for details, more information, and forms!

Program Structure

- Each graduate program begins with Orientation. No exceptions will be made under any circumstances.
- Orientation is followed by twelve (12) sequential graduate credit courses.
- Each graduate credit course is three (3) credit hours.
- Each graduate program contains a Mid-Program Exam after the fifth (5th) graduate credit course and ends with a Capstone Exam.

Orientation

- Orientation must be completed before delving into your graduate credit coursework.
- Transfer credit is **not** accepted for Orientation. No exceptions!



Graduate Credit Course Structure

- Each course consists of one or more textbooks and a Graduate Student Learning Guide which you will access online.
- You will work on one course at a time in sequence.
- Upon nearing completion of a course, you will be shipped the textbook(s) for your next course.
- Each course consists of 6 to 8 “Assignments” located in the Graduate Student Learning Guide.
- An Assignment consists of a Required Readings list, a Lecture and Research Update, Discussion Questions, and an Activity. Most courses include a major project (called a Stand-Alone Project) detailed in the Syllabus.
- Each graduate credit course includes a multiple-choice Course Vocabulary Exam that is completed and graded online.
- Begin by reading the Course Syllabus in your Graduate Student Learning Guide, then proceed sequentially through each Assignment while completing your course project.
- You must complete every discussion question, activity, project, and the Course Vocabulary Exam to receive a final grade and earn credit for a course.

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Academic Dismissal

- Students will be permanently dismissed from the college for the following reasons.
 - ✓ Plagiarism and academic dishonesty.
 - ✓ Earning a C or lower on the Orientation course.
 - ✓ Earning one (1) C while on conditional status.
 - ✓ Earning three (3) C's in graduate credit courses.
 - ✓ Inability to learn independently via distance learning.
 - ✓ Unprofessional behaviors in communications.
- For a complete explanation of academic dishonesty, refer to your Graduate Student Handbook at masters.ashworthcollege.edu.

**Please read your Graduate Student Handbook carefully.
It explains Ashworth College rules and procedures in detail.**

**After you have read your entire Handbook,
please contact Ashworth College with any questions you may have.**

***Good luck in earning your
graduate degree!***



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