

### Welcome

Cowley College is dedicated to student success. Through Quality Matters standards, the college is organized to help each student reach their educational and career goals.

This Enrollment Guide provides information about the application process, enrollment procedures, costs and payment options, scholarships and financial aid, degree requirements, required general education courses, graduation requirements, and more.

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## Steps to Enroll

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### Step 1 Apply

Applying is free and takes just a few short minutes to complete. This enrollment guide explains the Application process. After reading the instructions, simply go to [Apply Online](#), fill out an application, and hit “submit,” and you will have taken the first step to becoming a Cowley Tiger!

### Step 2 Select Plan

Go to Cowley’s [Career Clusters](#) chart to view our 70 Degrees & Programs Plans. This chart lists the programs and degrees that Cowley College offers by career clusters. Click on a button to view a Degree/Certificate Grid that has a Plan of Study that outlines which courses you should take each semester. Meet with an advisor to discuss your educational goals.

### Step 3 Pick Location

If you want to be involved in a rich campus environment, including performing arts, sports, clubs and activities, and campus housing/dining, the campus in Ark City KS is the place for you. If you want to focus on Emergency Medical Services or Allied Health careers, then the Allied Health Center in Winfield KS is the best choice. If you want to live at home and take courses in a small, friendly educational center, then the Mulvane Center in Mulvane KS is right for you. If you are interested in Career & Technical Education, our technology centers are on the Ark City campus and in Mulvane KS. Wichita Downtown Center is centrally located in the heart of Wichita offering hybrid courses to provide affordable course work in a convenient blend of online and classroom instruction. If you want to take courses online, Cowley College Online is perfect for you. This Enrollment Guide includes information about Cowley College Locations.

### Step 4 Find Courses

Once you have a Plan of Study and a Location selected, the next step is to see what courses you should take for the upcoming semester. Go to [www.cowley.edu/schedules](http://www.cowley.edu/schedules) when enrollment for a semester begins. Select a semester. Select a sort by Department, Location, eLearning Mode, Session, and Time. All classes sorted by your criteria will be displayed.

### Step 5 Enroll

You are now ready to enroll. If you are a new student, Admissions’ representatives will help you with paperwork, assessment testing, financial aid, degree planning, and enrollment.

This Enrollment Guide includes information you need to proceed through this final step.

## Contact Information:

Main Campus	Arkansas City KS	<a href="mailto:arkcity@cowley.edu">arkcity@cowley.edu</a>	620.441.0430
<a href="#">Request a Tour</a>	Ark City Campus	<a href="mailto:admissions@cowley.edu">admissions@cowley.edu</a>	620.441.5303
Admissions	Ark City Campus	<a href="mailto:admissions@cowley.edu">admissions@cowley.edu</a>	620.441.6335
Admissions -	Mulvane Center	<a href="mailto:admissions@cowley.edu">admissions@cowley.edu</a>	316.777.3050
Admissions -	Wichita Downtown Center	<a href="mailto:admissions@cowley.edu">admissions@cowley.edu</a>	316.683.6013
Financial Aid	Ark City Campus	<a href="mailto:financialaid@cowley.edu">financialaid@cowley.edu</a>	620.441.5248
International Students	Ark City Campus	<a href="mailto:international@cowley.edu">international@cowley.edu</a>	620.441.6335
Placement Testing	All locations	<a href="mailto:admissions@cowley.edu">admissions@cowley.edu</a>	620.441.5245

For additional Contact Information, please go to [www.cowley.edu](http://www.cowley.edu).

[Faculty & Staff](#)

[Locations, Departments, and Services](#)

[Outreach Centers \(High Schools\)](#)

## Academic Calendar

Cowley College has a Fall Semester, Spring Semester, and Summer Session.

Typically, enrollment for Fall Semester and Summer Session opens in late March, and enrollment for Spring Semester opens in late October.

Below is a high-level view of the Academic Calendar for Academic Year 2016-2017. Please go to [www.cowley.edu/academics/calendar.html](http://www.cowley.edu/academics/calendar.html) for more detailed information.

### Academic Year 2016-2017

#### Fall 2016

Aug. 3-11	August Pre-Session
Aug. 16	Fall Semester Begins
Sept. 5	Labor Day Holiday
Sept. 6	No Classes-Pro Dev. Day
Aug. 22 / Aug. 29 / Sept. 12	Flex Start Classes
Oct. 14	First 8 week Session Ends
Oct. 17	Second 8 week Session Begins
Oct. 27-29	Fall Break
Nov. 23-25	Thanksgiving Break
Dec. 10-16	Final Exams (Sat. finals 12/10)
Dec 17-Jan. 17	Students' Winter Break
Dec. 22 – Jan 2	Campus/Centers Closed

#### Spring 2017

Jan. 3	Campus/Centers Open
Jan. 5-12	Pre-Session
Jan. 16	MLK Day Holiday
Jan. 18	Spring Semester Begins
Jan. 30 / Feb. 13	Flex Start Classes
Feb. 3	No Classes-Pro Dev. Day
March 16	First 8 week Session Ends
March 20-25	Student Spring Break
March 27	Second 8 weeks Begins
May 13	Commencement
May 15 - 19	Final Exams (Sat. Final 5/20)

#### Summer 2017

May 29	Memorial Day Holiday
May 30- June 4	Summer Pre-session
June 5-June 30	4-week Summer Session
June 5-July 26	8-Week Summer Session
July 4	Holiday

## Locations

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Regardless of where you live and what your educational goals are, you can find the perfect location to help you meet your educational and personal enrichment goals.

### MAIN CAMPUS

The Cowley College campus is conveniently located near the heart of downtown Arkansas City, Kansas. The 21 building, 13-acre campus is a beautifully landscaped blend of modern and traditional facilities.

The campus features a performing arts center, state-of-the-art science labs, modern academic halls, six dormitories, dining hall, bookstore, library, wellness center, and more. A Sports Complex includes a training center, baseball field, and a track and field complex. For more information, go to [www.cowley.edu/campuslife](http://www.cowley.edu/campuslife).

A Career and Technical Education Center is located on the campus that offers Non-Destructive Testing, Automotive, Welding, Machine & Tool, and Manufacturing Technology programs. For more information, go to [www.cowley.edu/careertech](http://www.cowley.edu/careertech).

The Adult Education Center, located on the main campus, assists the learner in developing and improving academic skills, workplace skills, and preparation for the GED final exam. Adult Education Program classes are offered at no cost to the student.

For more information about the Ark City Campus, go to [www.cowley.edu/campus/arkcity.html](http://www.cowley.edu/campus/arkcity.html). Call 620.441.5303 or email [admissions@cowley.edu](mailto:admissions@cowley.edu) to arrange a campus visit.

### COWLEY COLLEGE ONLINE

Cowley College Online, a branch of Cowley College, is organized to uniquely respond to the needs of online students. Students can earn online degrees and certificates that are transferable and fully accredited. Many students take online courses in addition to their classroom courses to supplement, enhance, or accelerate their work toward a degree or certification. Students are required to complete the Blackboard Orientation course before having access to online and hybrid courses in the Blackboard Learning Management System. Additional information about the online college can be found at [www.cowleycollegeonline.com](http://www.cowleycollegeonline.com).

### ACADEMIC CENTERS

#### Allied Health Center

The Allied Health Center in Winfield KS offers the Emergency Medical Services Program and the Allied Health Program.

The EMS, Emergency Medical Services, programs include Emergency Medical Technician (EMT), Paramedic (MICT), and Critical Care Emergency Medical Transport Program (CCEMTP).

The Allied Health programs include CNA/CMA, pre-nursing, phlebotomy, long term adult care, medical transcription, and pre-athletic training.

The Allied Health Center is located at 1406 East 8th Avenue, Winfield KS, 67156. For more information about the Allied Health Center, go to [www.cowley.edu/allied](http://www.cowley.edu/allied).

Call 620.221.3392 to request a tour.

## **Mulvane Center**

The Mulvane Center in Mulvane KS offers a wide range of classes, including General Education Courses, Allied Health EMT, WSU Elementary Education, Criminal Justice, Anthropology, Non-Destructive Testing, and more.

The Mulvane Center is located at 430 E. Main St., Mulvane KS. For more information about the Mulvane Center, go to [www.cowley.edu/mulvane](http://www.cowley.edu/mulvane).

Call 316.777.3050 to request a tour.

## **The Mulvane Career and Technical Education Centers**

The Mulvane Career and Technical Education Centers are located in Mulvane KS. These centers focus on certificates and associate degrees in Automotive Technology and Welding Technology. The Automotive Technology Center is located at 201 Industrial Drive, Mulvane KS. The Welding Technology Center is located at 242 Industrial Drive.

For more information about the Technology Centers, go to [www.cowley.edu/mulvane/career.html](http://www.cowley.edu/mulvane/career.html)

Call 620.441.5279 to request a tour.

## **Wichita Downtown Center**

The Wichita Downtown Center offers hybrid courses that offer the best of both worlds with a learning environment that is 1/3 face-to-face and 2/3 online.

The Wichita Downtown Center is located at 532 S Market, Wichita KS 67202.

For more about the Wichita Downtown Center, go to <http://www.cowley.edu/downtown>.

Call 316.683.6013.

## **OUTREACH CENTERS**

In addition to classes on the Arkansas City campus, Allied Health Center, Mulvane Center, and Wichita Downtown, Cowley offers courses at area high schools.

## **ITV CLASSROOMS**

The college has Interactive Television (ITV) classrooms linking the Arkansas City and Mulvane Center, as well as other area high school outreach locations. Cowley College is an active member of the South Central Kansas Distance Learning Network. Member school districts in our service area include Argonia, Belle Plaine, Caldwell, Cedar Vale, Central of Burden, Conway Springs, Dexter, Oxford, South Haven, Udall, and Wellington. Go to [www.cowley.edu/outreach](http://www.cowley.edu/outreach) for a current list of high schools that participate in Cowley's CAPSS (Concurrent Academic Partnership for Secondary Students) program.

## **ADMISSIONS CENTERS**

Admissions help the student with applying, paperwork, financial aid, degree planning, and enrollment. In addition to having Admissions Representatives at the Ark City Campus and the Mulvane Center, Cowley College has an Admissions Center in Wichita KS.

Students need to work with their advisor and Admissions to ensure proper transfer of college credits they earn at Cowley College to private and public four-year colleges and universities,

To contact an Admissions Representative, go to [www.cowley.edu/current/admissions\\_center.html](http://www.cowley.edu/current/admissions_center.html) for current phone, email, and location information.

### **Ark City Campus**

The Admissions Center on the main campus is in Room 203 of Galle-Johnson Hall at 125 South 2nd Street, Arkansas City KS. Stop by the center or go to [www.cowley.edu/current/admissions\\_center.html](http://www.cowley.edu/current/admissions_center.html) for contact information.

### **Mulvane Center**

The Admissions Center at the Mulvane Center is located at 430 E. Main St., Mulvane KS. Stop by the center or go to [www.cowley.edu/current/admissions\\_center.html](http://www.cowley.edu/current/admissions_center.html) for contact information.

### **Wichita Downtown Center**

The Wichita Downtown Center is located at 532 South Market Street, Wichita KS. The Wichita Downtown Center also includes a bookstore. Go to [www.cowley.edu/current/admissions\\_center.html](http://www.cowley.edu/current/admissions_center.html) for more information.

## **Community and Continuing Education**

Cowley College offers a variety of credit and non-credit educational opportunities that allow you to expand your knowledge, improve your skills, and enrich your life.

Opportunities include Senior Citizen workshops through the Adult Education programs, Golden Tiger program, recertification courses through the Allied Health program, training programs through the Business & Industry Training Center, motorcycle safety courses, and Non-Credit Online Continuing Education. Go to [www.cowley.edu/academics/contined](http://www.cowley.edu/academics/contined) for more information.

### **Adult Education Programs (ABE, ASE, GED, College Prep.)**

Cowley College encourages individuals who have not completed their high school education to take advantage of the Adult Education Program at any of the following locations: Arkansas City, Winfield (Community Corrections), or Online.

Cowley College adult education programs consist of Adult Basic Education classes, Adult Secondary Education classes, GED preparation classes, College Transition classes (Compass Test Prep), On-line "Hybrid" Adult Basic Education Classes, Workplace Essential Skills Training, WorkKeys Preparation, WorkKeys Testing, and GED Testing. The Adult Education Programs assist the learner in developing and improving academic skills, workplace skills, and preparation for the GED final exam. Adult Education Program classes are offered at no cost to the student.

For more information, go to [www.cowley.edu/academics/abe](http://www.cowley.edu/academics/abe).

### **Cowley College Golden Tigers**

The Cowley College Golden Tigers program, offered to community members who are 50 years of age or older, provides educational opportunities that promote social, spiritual, artistic, and physical enrichment to its members. Short-term classes, hands-on workshops, exercise sessions, and enlightening day trips are offered throughout the year. The Cowley College Golden Tigers educational program is an affiliate of the Elderhostel Institute Network.

The Cowley College Golden Tigers office is located in the Webb-Brown Building on the main campus in Arkansas City. Go to [www.cowley.edu/academics/goldentigers](http://www.cowley.edu/academics/goldentigers) for more information.

### **Customized Business & Industry Training**

Business & Industry Training, a branch of Cowley College, is committed to providing working partnerships for every business and industry we serve from manufacturing, to professional business services, to retail and beyond. Training modules are tailored to meet your special needs to improve skills, increase productivity, promote safety, and encourage the application of new technologies in the workplace. For more information, email [bitraining@cowley.edu](mailto:bitraining@cowley.edu).

### **Speakers Bureau**

We have assembled a list of presenters with expertise in a wide range of topics that would be delighted to speak to school groups, businesses, civic organizations, or other interested parties.

## Admissions Information

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### ADMISSIONS POLICY

Cowley College welcomes students from across the United States and around the world. Admission to Cowley College is open to all individuals who can academically benefit from its educational programs. However, Cowley College reserves the right to deny a student admission or readmission if it is determined to be in the best interests of the college community to do so or if the college is unable to provide the services, courses or program(s) needed to assist the student in meeting educational objectives.

### NEW STUDENTS

Before full admission can be granted, students must:

1. Complete a free Application for Admission. To Apply Online, go to [www.cowley.edu/admissions/apps.html](http://www.cowley.edu/admissions/apps.html).
2. Submit final high school transcript or GED results to the Admissions Office.
3. Provide ACT scores, if available.
4. Unless exempt from assessment based on ACT scores, take course placement assessment at one of Cowley's Students Services' location prior to enrolling at any of our campus/center locations. Contact Students Services for time and location of testing.  
If you are an online students and unable to visit a Cowley College campus/center in person, special arrangements can be made if placement assessment testing is necessary. Contact us to make other arrangements. Email [admissions@cowley.edu](mailto:admissions@cowley.edu) or call 620.441.6335.
5. Enroll with an Admissions Representative at any of our locations. Locations information is listed above. Instructions for enrolling are below in the ENROLLMENT section.
6. Applicants may be provisionally admitted for a maximum of twelve (12) credit hours pending submission of the required documents.

### RETURNING COWLEY STUDENTS

If your last date of attendance at Cowley College was prior to 1991, you must complete a new [Online Application](#). If you are returning since 1991, please contact the admissions staff to update your information before enrolling.

### TRANSFER STUDENTS

In addition to completing all required steps for New Students, Transfer Students should submit official transcripts for all college coursework.

### GUEST STUDENTS

Students of other colleges and universities and other applicants not seeking a degree from Cowley College should submit the [Online Application](#). Guest students may earn a maximum of twelve (12) credit hours. To enroll in additional hours, the student must first be fully admitted by following the steps for New Students.

Guest students who have completed a college degree will be exempt from the credit hour limit. Students in this category are considered non-degree seeking and will not declare a major.



## HIGH SCHOOL STUDENTS

High School students who wish to be concurrently enrolled with Cowley College will need to complete the on-line application as well as a CAPSS (Concurrent Academic Partnership for Secondary Students) form. Students also are required to obtain written permission from their high school principal.

Two categories of high school students can take college-level courses at Cowley College prior to graduating from high school:

1. High school sophomores, juniors, seniors, or other students who are classified as educationally “gifted” and who have a current Individual Education Plan (IEP) may qualify for concurrent enrollment.
2. High school juniors and seniors that are interested in a Career and Technical Education program may qualify for the tuition-free program.

For more information regarding High School concurrent enrollment and the requirements of the program, go to [www.cowley.edu/admissions/capss](http://www.cowley.edu/admissions/capss).

## INTERNATIONAL STUDENTS

Cowley College welcomes and accepts for admission students from around the world that are able to meet certain academic, language, financial requirements, and U.S. Citizenship and Immigration Services (USCIS) requirements.

An international student (new or transfer) must successfully complete all steps for Admissions to Cowley College, including:

1. Complete an Application for Admission
2. Arrange for approved payment terms
3. Provide Transcripts, Diploma
4. Demonstrate English Proficiency
5. Submit a Cowley College Affidavit of Sponsorship
6. Carry Current Health Insurance

When an international student (new or transfer) arrives at Cowley College, the student must complete these steps:

1. Present their I-20
2. Present their I-94 Departure Record
3. Show their Passport
4. Give payment of tuition and fees
5. Complete a Course Assessment Placement test in Math and English
6. Take a Quantiferon TB test with the campus nurse

All International Students, including those students that have attended another college in the USA, should go to [www.cowley.edu/international/i\\_20.html](http://www.cowley.edu/international/i_20.html) for step-by-step procedures for gaining admission to Cowley College.

International students interested in attending Cowley College, please email [international@cowley.edu](mailto:international@cowley.edu).

**NOTICE:** Please be aware, Cowley College is an open admission college, and we have NO FORMAL agreements with any outside organization or individuals to assist you with gaining admission.

## COURSE PLACEMENT ASSESSMENT

Cowley College offers many programs, services, and classroom activities to promote and support student connections and success in the learning process. To ensure student success, Cowley College offers courses to students with a variety of skill levels. To help place students into appropriate level courses, Course Placement Assessments determine a student's skills in reading, writing, and mathematics.

Mandatory assessment and placement in basic skills courses is an important first step. Ensuring that students begin academic courses at the appropriate level is critical in helping students succeed. Such placement allows students to connect with other students with common academic challenges and abilities as well as build the necessary academic skills to move forward.

1. Students who are seeking a degree or certificate or are registering for twelve (12) or more credit hours are required to complete placement tests in English reading, English writing, and mathematics.
2. Students registering for fewer than twelve (12) credit hours are required to complete placement tests in English reading, English writing, and mathematics prior to registering for English composition or math courses or after attempting twelve (12) credit hours. Once the student has attempted twelve (12) credit hours, they will be put on "Assessment Hold" and not allowed to enroll until assessment requirements are fulfilled. All or part of testing may be waived by providing documentation of one of the following:
  - For English writing: An ACT English score of 20.
  - For English reading: An ACT Reading score of 18.
  - For Mathematics: An ACT Mathematics score of 19.
  - A college degree from an accredited institution. Appropriate mathematics and English courses must have been taken.
  - An official college transcript from the last three years listing the writing, math, or reading prerequisite courses completed with a grade of a C or better.
  - Assessment results within the last three years from another institution.
3. After students are assessed, they are placed into the appropriate course. Students must successfully complete the required course(s) to move to the next level of coursework. Once a student begins a math course sequence, they cannot retest or skip a course level. Placement is enforced through the student registration system. It is also monitored after grades are posted at the end of each semester. Students who do not complete required coursework with a grade of C or better are notified and required to re-register for the course.
4. Cowley College provides students with the opportunity to retest one time at the beginning of their course sequence if they feel their initial assessment results do not adequately reflect their ability. The fee for retesting is \$5. If the student still feels the placement is inaccurate, they may appeal to the Student Affairs Committee. This committee will review any evidence submitted by the student and make a final decision regarding the student's appropriate placement. The decisions made by the Student Affairs Committee will be final.

## PROGRAMS WITH SELECTIVE ADMISSION

### **Career and Technical Education:**

Accommodations cannot be made for students who are colorblind.

### **Cosmetology:**

The clinical experience may require prolonged standing and walking, lifting, carrying, stooping and kneeling; fine motor skills using the wrists, hands and fingers; occasional exposure to chemicals.

### **Home Health Aide:**

Kansas law requires that students enrolling in a medication aide course hold current CNA certification and read at or above the eighth grade level as assessed by TABE.

### **Medication Aide:**

Kansas law requires that students enrolling in a medication aide course hold current CNA certification and read at or above the eighth grade level as assessed by TABE.

### **Mobile Intensive Care Technician:**

The paramedic program has a limited number of openings for each class and has specific entry-level admission requirements that must be met before selection for the program. Three classes must be completed before entering the program: (1) Composition I, (2) Anatomy & Physiology, and (3) EMT. It is highly recommended that all Associate of Applied Science degree pre-requisites be completed prior to entry. Students must contact the program Web site for online application submission.

### **Music Department:**

Auditions required for Concert Choir, Cowley College Singers, Cowley College Singers/Dance, Cowley College Jazz Band, Drum Line, Guitar Ensemble, and Applied Music Lessons.

## PROOF OF RESIDENCY

Students applying for admission to Cowley College must identify their proper residence classification.

Different tuition rates apply to residents of Cowley County, other Kansas counties, Oklahoma, other USA states, and International that take courses on the main campus and/or any of Cowley's Academic Centers.

Residency status is determined by procedures consistent with Kansas statutes. Generally, residency is determined by length of residence in the state and proof of intent to remain in the state. To be classified as a Kansas resident, a student must have lived in the state for a minimum of six months prior to the first day of classes and must produce three of the following:

1. Receipt for purchase of Kansas license tags dated at least six months prior to the first day of the term.
2. Receipt for payment of Kansas property taxes, dated at least six months prior to the first day of the term.
3. Employment verification or payroll check stubs from a Kansas employer or school attendance at a Kansas community college commencing six months prior to the first day of the term.
4. Copy of voter registration in the state of Kansas dated six months prior to the first day of the term.
5. Copy of Kansas driver's license dated at least six months prior to the first day of the term.
6. Consecutive utility receipts and/or rent receipts for the six months prior to the first day of the term.
7. Verification (must be notarized) from a Kansas resident that the student has resided with him/her/them for at least six consecutive months prior to the first day of the term.

Note: Students who were recruited for employment purposes should contact the Registrar's office for further information.

The following persons and their spouses and dependents may be considered residents of the state of Kansas for tuition purposes:

1. Persons who are in active military service of the United States.
2. Persons who are current military personnel, National Guard personnel, veterans, military spouses, and dependents who are attending post-secondary education institutions and are eligible to receive educational assistance under federal law granting such assistance to veterans, regardless of their length of residency in Kansas. The person must be continuously enrolled and file a letter of intent to establish residency in Kansas.
3. Persons who are full-time employees of a community college and their dependents.

Resident aliens are international students who have been granted permanent resident status by the USCIS. To qualify for in-state tuition, a student must present their resident alien card at the time of application for admission. Students who cannot provide this documentation will be classified as non-residents and will be required to pay out-of-state tuition until the resident alien card is presented. Resident aliens may enroll part-time or full-time and are not governed by the regulations for F-1 international students.

Students who disagree with their classification as a non-resident for tuition costs may file a written appeal within two weeks of the date of enrollment with the Registrar's office. The payment of tuition as originally assessed shall be a condition of the right to appeal residency classification. Failure to file an appeal within the time and in the manner specified makes classification by the Registrar final.

## Enrollment

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If you have decided on a Degree/Certificate program, the Plan of Study for that program will indicate which courses or electives you should take each semester.

Enrollment for Fall and Summer classes begins in late March and enrollment for Spring classes begins in late October. Class Schedules offered for each semester/session are listed at [www.cowley.edu/schedules](http://www.cowley.edu/schedules). Select a semester. Select a sort by Department, Location, eLearning Mode, Session, and Time. All classes sorted by your criteria will be displayed.

Once a student has completed requirements for admission to Cowley College, registration for classes may begin as soon as enrollment has opened for a semester.

Note: Students who enroll in classes will be held responsible for payment of tuition and fees. Tuition and fees will be credited back to the student's account ONLY if the student officially withdraws from classes prior to the start of the semester or within the refund period. Students should have payment arrangements in place prior to the first day of classes each semester.

## **DEVELOP AN EDUCATIONAL PLAN**

Before you enroll, make a plan that ensures you meet your educational goals. Cowley College offers a wide variety of courses specifically designed for transfer. This enables you to complete your first two years of coursework leading toward a bachelor's degree in virtually any field of study at a four-year college or university.

The keys to a successful transfer are to start planning immediately and to select your coursework carefully. Cowley's academic advisors are available to help you develop an education plan

In addition to the general articulation set forth by the Kansas Board of Regents between community colleges and the Kansas Regent Universities, Cowley College has articulation agreements with major universities for transfer of certain associate degree programs into specific baccalaureate degrees and programs. Articulation agreements include Kansas Universities, Southwestern College, University of Phoenix, American Public University (APU), National American University (NAU), Northwestern Oklahoma State University, Missouri South State University, DeSales University, Ashford University, and Bellevue University.

For more information, go to [www.cowley.edu/academics/transfer/universities.html](http://www.cowley.edu/academics/transfer/universities.html).

## **STUDENT COURSE LOAD**

For financial aid purposes, a student is considered full-time when enrolled in twelve (12) credit hours. However, most students enroll in 15-16 credit hours as full-time students. The standard course load for the summer term is nine (9) credit hours.

Students may petition their advisor to exceed these standards for up to nineteen (19) credit hours upon presentation of justifiable needs and better than average scholastic records. Permission must be obtained from the Vice President of Academic Affairs in order to exceed nineteen (19) credit hours.

## **NEW STUDENTS**

New students need to arrange a meeting with Admissions at any Cowley College location.

Students who plan to take a college level English or mathematics class or who are seeking a degree or certificate may be required to take all or part of the course placement assessment.

Admissions will assist the student in course selection and degree or certificate planning based on career interest and assessment results. Once courses have been selected and entered into the system, the student will receive a printed schedule, which will also include a billing statement.

New First Time, Full Time Freshmen should be enrolled and complete Cowley 101 in their first semester of attendance. Students can ask Admissions or the Director of Student Activities for information.

## **CURRENT STUDENTS**

Current students may be released to enroll themselves online through Campus Connect; however, students are encouraged to meet with an advisor to discuss courses appropriate for their academic goals. It is the students' responsibility to schedule the enrollment appointment with their advisor once enrollment has begun. It is best to enroll as early as possible. Students who do not have an advisor can arrange an enrollment appointment with Admissions at any Cowley College location. Students with unpaid balances will be placed on enrollment hold until balances are cleared.

## RETURNING COWLEY COLLEGE STUDENTS

Returning students need to arrange a meeting with Admissions at any Cowley College location. Admissions will assist the student in course selection and degree or certificate planning. Once courses have been selected and entered into the system, the student will receive a printed schedule and a billing statement.

If you are only taking online classes, you can contact admissions for help with degree selection and enrollment procedure. Email [admissions@cowley.edu](mailto:admissions@cowley.edu) or call 620-441-6334.

When a student returns after three or more years or degree requirements have changed and wants to complete an Associate of Applied Science degree, they will be required to follow graduation requirements that are in effect at the time of re-enrollment.

## TRANSFER STUDENTS

Transfer students need to arrange a meeting with Admissions at any Cowley College location. Admissions will assist the student in course selection and degree or certificate planning. Once courses have been selected and entered into the system, the student will receive a printed schedule, which will also include a billing statement.

If you are only taking online classes, you can contact admissions for help with degree selection and enrollment procedure. Email [admissions@cowley.edu](mailto:admissions@cowley.edu) or call 620-441-6334.

Hours accepted from another institution to Cowley College are reflected on the Cowley College transcript and can be used as hours toward graduation. However, the GPA on a Cowley College transcript reflects the GPA only for hours taken at Cowley College.

Cowley College will accept all Board of Regents approved vocational-technical school postsecondary program credits for evaluation and transfer to college credit.

## GUEST STUDENTS

Once a student has completed requirements for admission to Cowley College, registration for classes may begin as soon as enrollment has opened for a semester.

Guest students need to arrange a meeting with Admissions at any Cowley College location. Admissions will assist the student in course selection and degree or certificate planning. Once courses have been selected and entered into the system, the student will receive a printed schedule, which will also include a billing statement.

If you are only taking online classes, you can contact admissions for help with degree selection and enrollment procedure. Email [admissions@cowley.edu](mailto:admissions@cowley.edu) or call 620-441-6334.

## HIGH SCHOOL STUDENTS

CAPSS (Concurrent Academic Partnership for Secondary Students) is a program that provides an opportunity for qualified high school students to earn college credit prior to graduating from high school. Some high schools allow the college credits earned to also count as dual credit towards their high school requirements.

Cowley College offers two distinctly different programs for high school students.

### **Academic Programs**

High school sophomores, juniors, seniors, or other students who are classified as educationally “gifted” and who have a current Individual Education Plan (IEP) can take academic courses and earn college credit. Students must have a minimum 2.75 grade-point average and meet minimum assessment requirements. Students may enroll in a maximum of 11 credit hours per semester. For more information regarding High School concurrent enrollment and the requirements of the program, go to ([www.cowley.edu/admissions/capss](http://www.cowley.edu/admissions/capss)) or contact the Associate Vice President of Academics and Secondary Partnerships at 620.441.5247.

### **Career and Technical Education programs**

Qualified high school juniors and seniors can enroll in Cowley College’s Career and Technical Education programs. The State of Kansas will pay tuition for qualifying Career and Technical Education classes, so students can take the fast-track toward earning a degree, certificate, industry-recognized credentials, or work-ready skills. Go the [www.cowley.edu/freetuition](http://www.cowley.edu/freetuition) for more information.

Students interested in enrolling in a Career and Technical Education program while in high school should contact their high school counselor for information on the selection process or call the Cowley College Career & Technical Education Department at 620.441.5279.

## INTERNATIONAL STUDENTS

International students need to arrange a meeting with Admissions at any Cowley College location. Admissions will assist the student in course selection and degree or certificate planning. Once courses have been selected and entered into the system, the student will receive a printed schedule, which will also include a billing statement.

If you are only taking online classes, you can contact admissions for help with degree selection and enrollment procedure. Email [admissions@cowley.edu](mailto:admissions@cowley.edu) or call 620-441-6334.

International students who have college or university credit from a foreign country may wish to have the foreign credit evaluated and transferred to United States college credit. There is a fee for this evaluation service. For more information, please contact the Registrar or Admissions.

## Costs

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Cowley College is committed to providing affordable education. The cost to attend Cowley College is significantly less than attending a university or private school. Costs include tuition, fees, books, housing, food, and miscellaneous expenses.

### TUITION AND FEES

To view tuition and fees for the 2016-2017 Academic Year, go to [www.cowley.edu/tuition](http://www.cowley.edu/tuition).

*Note: The Cowley College Board of Trustees has the right to change tuition and fees at any time without notice.*

#### **Cowley Campus/Centers—Tuition and Fees**

Tuition is based on per-credit-hour and a student's legal place of residency. Different tuition applies to residents of Cowley County, other Kansas counties, Oklahoma, other USA states, and International.

In addition, there is a fee based on per-credit-hour or per course.

Some courses have additional fees or expenses for tools and supplies. Most of these additional fees and expenses will be noted in the course listing in the Class Schedule.

#### **Cowley College Online—Tuition and Fees**

Tuition and fees for courses taught exclusively online through Cowley College Online are the same as for courses taught on Cowley Campus/Centers.

Online courses have an additional fee of \$25.00 per credit hour. This rate does not include books or other miscellaneous expenses associated with an individual course.

For tuition and fees for the accelerated online program for Non-Destructive Testing, go to <http://ndt.cowley.edu/tuition-scholarships/>.

### TEXT BOOKS

Cowley College has bookstores on the main campus in Arkansas City KS, in the Wichita Downtown Center in Wichita KS and online. The online bookstore is at [www.cowleycollegebooks.com](http://www.cowleycollegebooks.com). To estimate the costs of textbooks, once you have selected your courses, go to the [Cowley College Online Bookstore](#).

### HOUSING AND MEAL PLANS

The Cowley College Campus, located in Arkansas City KS, has six dormitories that offer residential housing for approximately 482 full-time students. Students can select a housing/meal plan based on their needs. The cost of the plan varies depending on the meal plan selected. For current housing/food costs, go to [www.cowley.edu/student/housing/cost.html](http://www.cowley.edu/student/housing/cost.html).

Dorms provide a complete meal package of your choice, 24-hour security, free wireless internet service and a modem provided in each room, free on-site laundry facilities, free cable, central heating and air-conditioning, free wellness center membership, and computer labs in every dorm.

Students should plan ahead to arrange housing accommodations. Rooms are assigned on a first-come, first-serve basis, and space is limited. Contact the Housing Office at 620.441.5289 or go to [www.cowley.edu/student/housing](http://www.cowley.edu/student/housing) for application procedures, rates, and regulations.



## Payment of Tuition, Fees, and Plans

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### PAYMENT POLICY

Students are expected to settle all accounts with the college as they become due and payable. Students with outstanding accounts will not be issued transcripts and/or diplomas and may not enroll for another semester until such accounts have been settled.

Students who enroll early must pay one-hundred-percent of tuition and fees—not covered by scholarships, financial aid, or a monthly payment plan—prior to the first day of classes for a semester.

Students enrolling after the first day of classes for a semester must pay tuition and fees— not covered by scholarships, financial aid, or a monthly payment plan—at the time of enrollment.

Tuition and fees may be paid in person at the Arkansas City campus, Mulvane Center, and Wichita Centers or mailed to 125 S. Second St., Arkansas City KS 67005.

### PAYMENT PLAN FOR UNITED STATES STUDENTS

In an effort to assist you with budgeting your college expenses, Cowley College has made available a payment plan through FACTS Management Company. FACTS give you the option of monthly payments to help make the cost of higher education as affordable as possible. FACTS offers a variety of online payment options, including payment in full, monthly budget payments, or down payments with monthly budget payments. Payments are processed via a credit card or automatic bank payments from checking or savings accounts. The only cost is a \$30 per semester non-refundable enrollment fee to enroll in a payment plan. You may also make a full payment online FREE.

#### How the Payment Plan Works

Go to Cowley College's Web site at [www.cowley.edu](http://www.cowley.edu), click on the [Payment Options](#) link under Current Students.

Choose the number of installments you would like from options authorized by Cowley College. The sooner you sign up, the more options you will have available.

Choose where automatic payments will come from—checking accounts, savings accounts, or credit cards.

Students who are not classified as “international” can use E-Cashier Programs to pay in full or through a monthly payment plan. Go to [www.cowley.edu/current/ecashierpayment.html](http://www.cowley.edu/current/ecashierpayment.html) for instructions.

Pay \$30 per semester for the service.

### PAYMENT PLAN FOR INTERNATIONAL STUDENTS

International students can use peerTransfer. Cowley College has partnered with peerTransfer to offer an innovative and streamlined way to make international tuition payments. Go to [www.cowley.edu/international/peertransfer.html](http://www.cowley.edu/international/peertransfer.html) for instructions.

Students who enroll in classes will be held responsible for payment of tuition and fees. Tuition and fees will be credited back to the student's account only if the student officially drops classes within the refund period by completing an [Add/Drop form](#) and dropping off, mailing or [emailing](#) the form to the Registrar's office or dropping the course through their Campus Connect account.

### RETURNED CHECK POLICY

Checks that are returned due to insufficient funds are electronically processed by a third party company and charged a \$30 NSF fee. An insufficient funds check does not constitute payment and student records will be placed on hold until payment has been received.

## **REFUND OF TUITION AND FEES**

Students may obtain a copy of Policy 410, REFUND OF TUITION AND FEES, online at [www.cowley.edu/policy/policy410.html](http://www.cowley.edu/policy/policy410.html).

## **DROPPING A CLASS**

To drop a class, the student must complete and submit a drop/add form or drop from their Campus Connect account. Classes may not be dropped by telephone. For refund information, check with Admissions.

Refund dates for each class are found on the student schedule.

In rare occasions, a student may need to switch from one section of a class to another to better meet their needs. In such occasions, a drop/add form must be completed by the student and signed by both instructors. If this is requested after the drop/add deadline, it will require the aforementioned completed form and approval from the Vice President of Academic Affairs. The current grade from the first instructor will be transferred to the second instructor.

## **COURSE WITHDRAW**

Students who wish to withdraw from a course after the refund date of the course is over will have a "W" grade recorded on their transcript and will be responsible for one-hundred-percent of their tuition and fees associated with that course.

## **COMPLETE WITHDRAWAL POLICY**

A student who wants to withdraw from all classes, with the intention of not returning to college the following semester, must obtain the official complete withdrawal form from the Registrar's office. The completed form must be submitted to the Registrar's office.

Procedure for a complete withdrawal includes:

1. Obtain a COMPLETE WITHDRAWAL form from the Registrar's office or advisor.
2. Meet with Enrollment Management staff to complete form.
3. Return form to Registrar's office. A "W" grade will be recorded on the student's permanent record if the withdrawal is after one-quarter of the semester has passed.

A complete withdrawal will have an adverse effect on Federal Aid and Veteran's benefits.

## Scholarships

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Scholarships are available for new or continuing full-time students who meet eligibility criteria. Scholarships are available for athletics, activities, academics (including GED from Cowley), and departmental. Cowley College encourages you to apply for all scholarships in which you have an interest and are eligible to receive. \*Students are eligible for only one scholarship per semester with exception to Cowley College Foundation scholarships. We have listed links to individual scholarship application forms for the various departmental and activity scholarships.

### DEPARTMENTAL/ACTIVITY SCHOLARSHIPS

1. New students must apply for admission before being considered for scholarships. If you are a returning Cowley College student, or have already applied for admission, continue to the next step.
2. Visit our Web site for individual online department or activity scholarship applications at [www.cowley.edu/admissions/scholarships/forms.html](http://www.cowley.edu/admissions/scholarships/forms.html)

Select the scholarships you are interested in and complete the individual scholarship application. Scholarship requirements are listed for each scholarship.

3. Send a copy of current college (excluding Cowley College) and high school transcripts.

### COWLEY COLLEGE FOUNDATION SCHOLARSHIPS

1. Visit our website to complete and print the application from the Cowley College Web site: [www.cowley.edu/admissions/scholarships/scholarshipapp.pdf](http://www.cowley.edu/admissions/scholarships/scholarshipapp.pdf)
2. Return completed application and ALL REQUIRED DOCUMENTATION (items listed below) to the Scholarship office.
  - Answer the four questions listed on top of the scholarship application or a personal letter outlining qualifications and educational goals.
  - A letter of recommendation from an employer, instructor, counselor, or principal.
3. Apply for federal financial aid using the FAFSA (Free Application for Federal Student Aid).
4. Send a copy of current college (excluding Cowley College) and high school transcripts.

Cowley College Foundation Scholarships can be stacked with academic, activity and departmental scholarships. They cannot be combined with athletics.

Please read the terms of your scholarship contract carefully as each scholarship has different criteria.

The priority deadline for fall scholarship applications is February 15.

The priority deadline for spring scholarship applications is October 15.

## Financial Aid

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The Financial Aid office will make every effort to meet the college-related costs of each qualified student based on eligibility criteria, satisfactory academic progress, and availability.

### FEDERAL AID

Federal Financial Aid is available to those who qualify.

The Federal Financial Aid programs offered through Cowley College are Pell Grants, Supplemental Education Opportunity Grants (SEOG), Work Study, and the Direct Education Loan Program (Stafford loans). Go to <http://www.cowley.edu/finaid/index.html> for more information.

### FEDERAL AID ELIGIBILITY

Students will be eligible for federal financial aid if they meet several important criteria:

- Demonstrate financial need (except for Unsubsidized Stafford Loans).
- Have a high school diploma, GED, completion of a high school education in a home school setting that is treated as a home school or private school under state law; pass a test approved by the U.S. Department of Education (Ability to Benefit Test).
- Be enrolled as a regular student working toward a degree or certificate in an eligible program. (You may not receive aid for e-learning courses unless they are part of an associate's program.)
- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security number.
- Meet Satisfactory Academic Progress standards set by the college you are attending. Cowley College will award federal aid up to 95 attempted credit hours at Cowley College. See progress policy for further guidance.
- Certify that you will use federal student aid only for educational purposes.
- Certify that you are not in default on a federal student loan and that you do not owe money back on a federal student grant.
- Comply with Selective Service Registration, if required. (Males age 18 through 25 must be registered with Selective Service to receive federal aid.)

### FEDERAL AID APPLICATION PROCESS

Complete the Free Application for Federal Student Aid (FAFSA) with one of three options listed:

- Option #1 APPLY ONLINE The quickest way to apply is online using FAFSA on the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Option #2 DOWNLOAD PDF VERSION Go to [www.FederalStudentAid.ed.gov](http://www.FederalStudentAid.ed.gov) and download a PDF version of the FAFSA.
- Option #3 REQUEST A PAPER COPY BE MAILED TO YOU Call 1-800-4-FED-AID and request a paper application be mailed to you.

Each year the Department of Education selects a percentage of FAFSA applications for verification through a random selection process. Students selected for verification will have to provide additional documentation to the Financial Aid office to complete their financial aid file.

You must reapply for federal aid each new academic year.

## STUDENT LOAN APPLICATION PROCESS

Students must be enrolled in and attending at least six (6) credit hours per semester at Cowley College to receive a Stafford loan. (Summer hours are calculated the same as any other semester. You still will have to have six (6) credit hours to be eligible for a loan.)

### How To Apply for a Direct Stafford Student Loan

1. Complete the Free Application for Federal Student Aid (FAFSA). Available online at [www.fafsa.gov](http://www.fafsa.gov).
2. Complete financial aid file, returning all requested documentation to the Financial Aid Office (if selected for verification).
3. Sign and return your Award Letter to the Financial Aid Office. Be sure to Accept or Decline all aid offered and complete the Student Responsibility Form on the back of it.
4. Complete the online loan steps for Direct Stafford Loans at [www.studentloans.gov](http://www.studentloans.gov). You must complete the Entrance Counseling and the Master Promissory Note (for subsidized/unsubsidized Stafford loans).
5. For Additional Unsubsidized Stafford Funds-Print and complete the request form at [www.cowley.edu/admissions/finaid/forms/addunsub.pdf](http://www.cowley.edu/admissions/finaid/forms/addunsub.pdf) and turn it in to the Financial Aid Office. (This step is optional.) Any funds requested with this form are in addition to the loan(s) offered on your Award Letter. Please borrow responsibly.

Once all of the above steps have been completed, the Department of Education (DOE) will send Cowley College notification of a loan to certify for that student. The Financial Aid Office will process the loan. The Department of Education will send the first disbursement of the Direct Stafford loan to the college via EFT (Electronic Funds Transfer) according to the disbursement dates requested by the school. The DOE will notify the student of the loan details by mailing them a Disclosure Statement. Funds will be credited to the students' accounts and will pay unpaid charges in the following order: tuition, fees, books, dorm, and any other remaining charges. Any excess loan funds due to the student after the account is paid in full will be mailed to the student. (Make sure your address is current with the Business Office)

All student loans are processed in two disbursements. If the student is borrowing for only one semester, the loan will be disbursed in two checks within that one semester, with the second disbursement being at midterm. If the student is borrowing for the academic year (two semesters), the loan will be disbursed in one check each semester. Each disbursement will have an origination fee and a guarantee fee deducted by the DOE.

A disbursement schedule will be provided in your Award Letter packet. The dates listed on the disbursement schedule are the dates the refund checks will be placed in the mail. (The disbursement dates listed on the disclosure statement are the dates funds are made available to the school for processing) No refund checks will be released prior to the disbursement schedule dates. Loans processed after the initial disbursement schedule date will be mailed every Friday thereafter.

All student loan borrowers are subject to the Satisfactory Academic Progress Policy established by Cowley College. A copy is included with your Award Letter. Students, who drop below six (6) credit hours before a loan is disbursed, will not receive that disbursement. The loan will be returned to the lender and cancelled.

Cowley College policy on loan limits per academic year (two semesters): Freshman (1-30 completed hours) \$3500 year. Sophomore (31-or more completed hours) \$4500 year. If a student applies for a loan for a single semester, the maximum allowed will be ½ of the yearly limit.

If a student wishes to borrow less on a Stafford Loan than the amount offered on the Award Letter, simply write in the amount desired.

Additional Unsubsidized Direct Stafford Loan funds are available to “Dependent” and “Independent” students. To request Additional Unsubsidized Direct Stafford funds, complete the request form (step #5 on previous page) and submit it to the Financial Aid Office. This can be done at the same time you return your original Award Letter. Maximum limit on Additional Unsubsidized Funds is \$2000 per academic year for dependent students and \$6000 per academic year for independent students. Eligibility for additional unsubsidized Stafford funds is determined on the students cost of attendance minus all other aid. Some students may not qualify for the full amount requested.

### **FINANCIAL AID AND PAYMENT OF ACCOUNT**

Students who wish to have their federal aid (Pell Grants and/or Student Loans) considered for payment of tuition and fees must apply for federal aid and have complete financial aid files by August 1 for the fall semester, December 1 for the spring semester, and May 1 for the summer semester. Students whose files are not complete by the deadline will be required to pay all enrollment costs by the payment due date for the semester and will be reimbursed once eligibility is established.

Financial aid will be applied toward the enrollment costs of tuition, fees, books, and on-campus housing first. Any remaining financial aid funds will be refunded to the student. If the amount of the financial aid awarded is not enough to cover the enrollment costs, the student is responsible for payment of the balance on their account. The student also will be responsible for payment of the balance on their account if they do not receive official written notification from Cowley College Financial Aid office awarding financial aid. Financial assistance may still be awarded after tuition has been paid.

### **SATISFACTORY ACADEMIC PROGRESS POLICY FOR FEDERAL AID RECIPIENTS**

Cowley College recognizes the need to provide financial assistance to qualified students. Federal regulations require students receiving federal aid to make "satisfactory academic progress" in order to continue receiving federal aid. Progress of all students on federal aid will be measured at the end of each semester based on final grades and hours completed. The following procedures will be used to determine eligibility and the awarding of federal aid:

1. A student's eligibility for federal financial aid will be evaluated on approved need, enrollment in a degree or a certificate program, satisfactory academic progress, and availability of funds.
2. Any student who has exceeded 95 attempted credit hours at Cowley College is not eligible to receive Title IV aid at Cowley College regardless of whether or not financial aid had been used by the student previously.
3. Satisfactory Academic Progress (SAP) is defined as follows: The student must complete a minimum of 67% of the hours attempted with a grade point average of 1.75 or above each semester. The following cumulative GPA requirements must also be met:

Hours Attempted	Cumulative GPA Required
1-30	1.75
31+	2.00

4. The Financial Aid Office reserves the right to use professional judgment in monitoring cumulative GPA's if a student has made satisfactory progress within the current semester.

5. Students who fail to meet SAP will be placed on financial aid warning status. Federal aid warning status is defined as a semester in which the student must achieve satisfactory progress or they will then be placed on financial aid denial in the following semester. Students who have been placed on warning status will not receive their federal aid during the warning semester until they have completed the Warning Acknowledgement Form, the Academic Plan, and the Financial Literacy Quiz.
6. Students receiving federal financial aid who do a complete withdrawal from courses or who fail all enrolled courses will be placed immediately on financial aid denial status. Denied students are not eligible for financial aid of any kind, including Federal Direct student loans.
7. The student's warning status for federal financial aid eligibility will be automatically removed after he/she meets satisfactory academic progress during the warning semester. It is the student's responsibility to reapply for federal financial aid each year.
8. Students on federal financial aid denial will not be eligible for further federal aid funds at Cowley College until they have successfully completed and paid for six (6) credit hours without any financial aid.
9. Students have the right to appeal federal financial aid denial by completing the Financial Aid Appeal form and submitting it to the Student Affairs Committee. Committee meetings are held monthly and appeals are decided upon at that time. Students will be notified of the committee decision in writing within five business days of the committee meeting.

If you have questions regarding this policy, you may contact the Financial Aid Office.

### **APPEAL PROCESS**

Students receiving federal financial aid have the right to appeal a financial aid decision if they feel their academic performance or complete withdrawal can be attributed to special circumstances. The appeal process is as follows:

- Complete the Financial Aid Appeal Form and submit a letter of appeal to the Executive Director of Student Affairs.
- The appeal will then be presented before the Students Affairs Committee for review.
- After the Student Affairs Committee reviews the appeal, the committee will make a decision.
- The student will be notified by mail within a reasonable amount of time as to the committee's decision to either reinstate financial aid or uphold the suspension.
- Questions regarding the Satisfactory Academic Progress policy may be directed to the Financial Aid office.

### **REPAYMENT POLICY**

Title IV recipients may be subject to repayment of federal aid as a result of official or unofficial withdrawals.

## VERIFICATION POLICY FOR FEDERAL AID RECIPIENTS

All FAFSAs selected by the Central Processing System (CPS) will be verified 100% by the Financial Aid Office. Any FAFSA with an asterisk beside the EFC number on the Student Aid Report (SAR) has been selected.

Documentation required for verification (but not limited to) will be:

1. IRS Tax Return Transcript (for both the student and parents if applicable). Order this transcript at [www.IRS.gov](http://www.IRS.gov). (Copies of tax returns and W-2's cannot be accepted)
2. Untaxed income such as deferred compensation, child support received and/or paid out, or workers compensation.
3. Student Certification Form (Print from your Campus Connect)
4. Verification Worksheet (Print from your Campus Connect)
5. High School Transcript, GED, or Home School Diploma.

The Financial Aid Office will inform the student by email and mail of the verification process and what items will be needed to complete their file. Students will access their Campus Connect accounts to view documentation needed and print forms needed.

The Financial Aid Office reserves the right to select any file for verification that appears to have conflicting or incorrect information listed.

Students may turn in paperwork to complete their files in person, by email, mail, or fax to the following locations:

Admissions	Ark City Campus	<a href="mailto:admissions@cowley.edu">admissions@cowley.edu</a>	620.441.6335
Admissions -	Mulvane Center	<a href="mailto:admissions@cowley.edu">admissions@cowley.edu</a>	316.777.3050
Admissions -	Wichita Downtown Center	<a href="mailto:admissions@cowley.edu">admissions@cowley.edu</a>	316.683.6013
Financial Aid	Ark City Campus	<a href="mailto:financialaid@cowley.edu">financialaid@cowley.edu</a>	620.441.5248
International	Ark City Campus	<a href="mailto:international@cowley.edu">international@cowley.edu</a>	620.441.5245

## CONSORTIUM AGREEMENT POLICY

A Consortium Agreement is an agreement entered between two colleges for the purpose of determining and disbursing federal aid for a student who is enrolled in both colleges within the same semester. Only one college can disburse aid to a student within the same semester. The Consortium Agreement allows the “home” institution to include the hours and costs at the “host” institution when determining the student’s federal aid eligibility for the semester.

To initiate a Consortium Agreement, the student must provide a copy of their enrollment at the “host” institution to the Financial Aid office at the “home” institution. The “home” institution is the college that will be disbursing aid to the student. The “home” institution will send the Consortium Agreement to the Financial Aid office of the “host” for verification of enrollment and costs. The tuition and fee portion of the student budget will be adjusted to reflect the respective tuition rate for courses taken at each institution. The student’s aid eligibility will be determined based on the total number of hours enrolled and costs of the two colleges.



The student will be responsible for payment at the “host” institution according to their payment policy and deadlines. Cowley College will not send payments to the other college. All aid will be disbursed to the student according to Cowley College’s disbursement schedules.

Satisfactory progress will be monitored and administered according to the progress policy of Cowley College for the semester indicated in the agreement.

The student will be responsible for providing a completed grade transcript from the “host” college to Cowley College upon completion of the semester included in the agreement. Failure to provide transcripts of completed courses will result in the student’s records being placed on hold at Cowley College. No further aid will be processed at Cowley College until all transcripts of grades are received.

Students receiving Stafford Loans only must be enrolled in at least six (6) credit hours at Cowley College to initiate a Consortium Agreement.

Consortium Agreements must be renewed each semester. It is the student’s responsibility to initiate the process by informing the Financial Aid office of their enrollment.

### **STUDENT EMPLOYMENT PROCESS**

Applicants must complete a Work Study Application and submit it to the Admissions Office.

Applicant must complete the Free Application for Federal Student Aid (available in the Financial Aid office or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)). International students are exempt from this requirement. Work study positions are not guaranteed and are based on student eligibility of federal work study funds, available funds available for positions, and supervisor selections for open positions.

Student must complete required paperwork for payroll. This paperwork must be completed prior to their start date. Two forms of I.D. are required from the student. See the I-9 form for details on acceptable I.D. (Most common forms are a current Driver’s License and the Social Security Card). A Work Study Orientation will be held the week of student orientation. Students can complete the payroll paperwork at this session. Students are not to begin work until all payroll paperwork has been completed.

Scheduling of work hours will be at the discretion of the supervisor and subject to the allocated hours for that department. The work-study academic year is based on a 30-week schedule. Pay periods will be September, October, November, December, February, March, April, and May. Students are not required to work during finals, holidays, or spring break. Payroll checks are issued on the last business day of each month in the business office.

## Veterans' Education Benefits

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Veterans and others who are eligible for education benefits must contact the Coordinator of Military Services at [veterans@cowley.edu](mailto:veterans@cowley.edu). Veterans are assisted in obtaining benefits for their selected benefit programs and in providing certification to the Veterans Administration.

Cowley College is approved for Veterans Administration training. Prospective students who are eligible for veterans' benefits should file the proper forms with the VA to establish their eligibility. Each semester veterans must complete the Request for Certification form found on the Cowley College Web site, <http://www.cowley.edu/va/index.html>. Veterans who terminate college, withdraw from, or add classes during the semester should make certain that the Coordinator of Military Services is notified immediately. The veteran is responsible for providing the Coordinator of Military Services with complete information regarding current enrollment status. Failure to follow the adopted procedures of the VA or the college may result in the VA seeking financial recoupment from the veteran.

### Veteran's Standard of Progress Policy

The veteran must earn the following cumulative grade point average (GPA), depending upon the student's total hours attempted:

Hours	Cumulative GPA
1-30	1.75
31+	2.00

### Veteran's Probation

Veterans who do not earn the required GPA will be placed on probation for the following semester. The veteran must complete a minimum of six (6) credit hours in a subsequent semester with a semester GPA of 2.00 in order to be removed from probation.

### Veteran's Suspension

Suspension will occur if a probationary veteran does not meet the probation requirements for reinstatement.

### Veteran's Reinstatement

A veteran will be reinstated upon the satisfactory completion of at least six (6) credit hours in a subsequent semester from which they were suspended with a semester GPA of 2.00 or better. In addition, there may be additional requirements by the Registrar that must be completed satisfactorily that are intended to help the veteran become a successful student. It is the veteran's responsibility to reapply for benefits and to notify the certifying official that satisfactory progress has been met. The veteran has the right to appeal according to terms outlined in Cowley College Policy Handbook, policy 432.00.

## Registration Guidelines

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### ASSESSMENT AND COURSE PLACEMENT

Cowley College offers many programs, services, and classroom activities to promote and support student connections and success in the learning process. Mandatory assessment and placement in basic skills courses is an important first step. Ensuring that students begin academic courses at the appropriate level is critical in helping students become involved in the learning process. Such placement allows students to connect with other students with common academic challenges and abilities as well as build the necessary academic skills to move forward.

1. Students who are seeking a degree or certificate or are registering for twelve (12) or more credit hours are required to complete placement tests in English reading, English writing, and mathematics. Students registering for fewer than twelve (12) credit hours are required to complete placement tests in English reading, English writing, and mathematics prior to registering for English composition or math courses, or after attempting twelve (12) credit hours. Once the student has attempted twelve (12) credit hours, they will be put on "Assessment Hold" and not allowed to enroll until assessment requirements are fulfilled. All or part of testing may be waived by providing documentation of one of the following:
  - For English writing: An ACT English score of 20.
  - For English reading: An ACT Reading score of 18.
  - For Mathematics: An ACT Mathematics score of 19.
  - A college degree from an accredited institution. Appropriate mathematics and English courses must have been taken.
  - An official college transcript from the last three years listing the writing, math, or reading prerequisite courses completed with a grade of a C or better.
  - Assessment results within the last three years from another institution.
2. After students are assessed, they are placed into the appropriate course. Students must successfully complete the required course(s) to move to the next level of coursework. Once a student begins a math course sequence, they cannot retest or skip a course level. Placement is enforced through the student registration system. It is also monitored after grades are posted at the end of each semester. Students who do not complete required coursework with a grade of C or better are notified and required to re-register for the course.
3. Cowley College provides students with the opportunity to retest one time at the beginning of their course sequence if they feel their initial assessment results do not adequately reflect their ability. The fee for retesting is \$5. If the student still feels the placement is inaccurate, they may appeal to the Student Affairs Committee. This committee will review any evidence submitted by the student and make a final decision regarding the student's appropriate placement. The decisions made by the Student Affairs Committee will be final.

### STUDENT COURSE LOAD

For financial aid purposes, a student is considered full-time when enrolled in twelve (12) credit hours. However, most students enroll in 15-16 credit hours as full-time students. The standard course load for the summer term is nine (9) credit hours.

Students may petition their advisor to exceed these standards for up to nineteen (19) credit hours upon presentation of justifiable needs and better than average scholastic records. Permission must be obtained from the Vice President of Academic Affairs in order to exceed nineteen (19) credit hours.

## ADDING AND DROPPING A CREDIT CLASS

### Adding a Credit Class

Students who wish to add a class after the beginning of the semester must do so within seven calendar days of the first class meeting for nine to 16 week classes, and within three calendar days of the first class meeting for eight-week classes. The last day to add a class less than eight weeks in length will be determined by the Registrar and published each semester. Students may not attend a course unless officially registered for the course.

### Dropping a Class

To drop a class, the student must complete and submit a drop/add form or drop from their Campus Connect account. Classes may not be dropped by telephone. For refund information, check with Admissions.

Refund dates for each class are found on the student schedule.

In rare occasions, a student may need to switch from one section of a class to another to better meet their needs. In such occasions, a drop/add form must be completed by the student and signed by both instructors. If this is requested after the drop/add deadline, it will require the aforementioned completed form and approval from the Vice President of Academic Affairs. The current grade from the first instructor will be transferred to the second instructor.

### Course Withdraw

Students who wish to withdraw from a course after the refund date of the course is over will have a “W” grade recorded on their transcript and will be responsible for one-hundred-percent of their tuition and fees associated with that course.

## COMPLETE WITHDRAWAL POLICY

A complete withdrawal is defined as a student withdrawing from all their courses for a given semester and not having plans of returning the subsequent semester. Procedure for a complete withdrawal from all classes:

1. Obtain a **COMPLETE WITHDRAWAL** form from the Registrar’s office or advisor.
2. Meet with Enrollment Management staff to complete form.
3. Return form to Registrar’s office. A “W” grade will be recorded on the student’s permanent record if the withdrawal is after one-quarter of the semester has passed.

A complete withdrawal will have an adverse effect on Federal Aid.

### **Adding/Dropping a Class—Effects on Tuition and Fees**

If a student-initiated schedule change reduces the total amount of tuition and fees, 100 percent of the difference will be refunded as per the refund policy.

After the expiration of the refund period, an even exchange in tuition may be granted in the following situations:

- Change in section for the same 16-week class.
- Change in section for the same short-term class that begins during the same week and extends over the same number of weeks.
- Change from a higher-level Math or English class to a lower-level Math or English class in the same 8- or 16-week term.

If a student drops a class and adds a different class after the expiration of the refund period, the student will be required to pay the additional tuition and fees.

Students may obtain a copy of Policy 410, REFUND OF TUITION AND FEES, online at [www.cowley.edu/policy/policy410.html](http://www.cowley.edu/policy/policy410.html).

## Academic and Student Support Services

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The following services are provided free-of-charge to currently enrolled Cowley College students.

### FREE TUTORING

#### Online Tutoring

Tutors are available 24/7 to help you with your coursework. You can work with tutors in a live, one-to-one environment to address questions about assignments and delve into applications of the concepts, or now you can drop your paper and GO!

The tutoring service can be accessed from any internet-enabled computer or mobile device by logging into ANGEL and going to [www.tutor.com/cowley](http://www.tutor.com/cowley).

#### Tutoring Services on Ark City Campus

- Group sessions
- Available for mathematics, writing, science, and computer applications
- Additional subject areas vary with semester and tutor availability

For schedules and more information, go to [www.cowley.edu/tutoring](http://www.cowley.edu/tutoring).

#### Tutoring Services at the Mulvane Center

- Available for mathematics, writing, science, and computer applications
- Additional subject areas vary with semester and tutor availability

For schedules and more information, go to [www.cowley.edu/mulvane/tutor.html](http://www.cowley.edu/mulvane/tutor.html)

### COMPUTER LABS

Cowley College has computer labs that include computers with word processing software and internet access. Most computer labs have printers. On the Ark City Campus, computer labs are in the library and scattered around the campus. The Mulvane Center and Wichita Downtown Center also have computer labs.

### CAREER SERVICES

The Ark City Campus has a Career Planning Center to help students investigate career choices. These services include:

- Access to Learning Express and other career planning programs
- Career Planning Resources
- Online Job Board [www.cowley.edu/student/career/job\\_postings.pdf](http://www.cowley.edu/student/career/job_postings.pdf)
- Online assessments to help determine career interests
- Detailed occupational information
- Information on careers within your major
- Job interview tips and resources

For more information go to [www.cowley.edu/student/career](http://www.cowley.edu/student/career)

## IMPACT STUDENT SUPPORT SERVICES—TRIO PROGRAM

The IMPACT program is a federally funded grant program that is available through application to 160 students who meet federal eligibility guidelines. Eligibility requirements are:

Must be planning to graduate with a degree from Cowley College and/or transfer to a four-year university

Must show academic need for services. (Call or stop by the IMPACT office for more information on academic need.)

Students must meet the two guidelines listed above and at least one of the following categories:

- First Generation College Student (neither parent graduated with a bachelor's degree or higher.)
- Meet Income Guidelines (Pell Grant recipient)
- Documented Disability (learning or physical)

All services are free of charge to students. Services provided include:

- Free one-on-one tutoring
- Academic advising
- Transfer visits
- Cultural Events
- Supplemental Grant Aid (extra Pell money to qualifying students)
- IMPACT Cowley College math and English classes
- Financial Literacy

The IMPACT program is located in the Underground on the Arkansas City campus. For more information on the IMPACT program, go to [www.cowley.edu/academics/impact](http://www.cowley.edu/academics/impact)

## ACCESS SERVICES FOR STUDENTS WITH DISABILITIES

Students with special needs, or those who desire individual support services due to a disability, should contact the Student Accessibility Coordinator at 620.441.5557 or through the Kansas Relay Operator at 1.800.766.3777.

### Notice of Non-discrimination

Cowley County Community College and Area Vocational-Technical School is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, genetic information, marital status, political affiliation or other legally protected category.

The college will provide all qualified individuals reasonable accommodations in the work and educational environment and ensure equal access to all College programs, activities and facilities.

The College does not discriminate in admissions, educational programs, or employment on the basis of any factor outlined above or prohibited under applicable law.

This prohibition against discrimination applies to College employees, students, contractors, or agents of the College and to anyone participating in a College-sponsored event or activity. Inquiries concerning the college's compliance with its non-discrimination policies may be referred to the Executive Director for Student Affairs or the Director of Human Resources at 125 S Second St, Arkansas City, KS 67005 or by calling 620-442-0430.

## **Americans with Disabilities Act of 1990**

It is the intention of the college to work toward full compliance with the Americans with Disabilities Act and to make its facilities accessible to students, staff, and visitors and to make the various instructional programs accessible to all people, or to provide reasonable accommodations according to the law.

It is Cowley College policy that no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations at the college.

## **ADVISEMENT**

Cowley College advisors assist students by guiding them in planning a course of study, preparing them for graduation, exploring transfer options, and providing them with job search information. Students will become acquainted with their advisor during initial enrollment or New Student Orientation. The advisor is a key resource person. Students should contact their advisor on a regular basis to ensure that they are on the road to success at Cowley College.

## **RENN MEMORIAL LIBRARY**

Renn Memorial Library houses more than 26,000 print volumes and offers a wide range of research options. The library collection includes multiple online informational databases, print resources, daily newspapers, popular and professional periodicals, scientific journals, and more. Additional materials are available through interlibrary loan. A special room has been reserved for a Kansas Collection and some college archives. Other student services include access to the Internet, Microsoft Office Applications, instructional software, scanner, photocopier, and microfilm reader/printer.

Services Include:

- Reference and Research Assistance
- Library Skills Instruction
- Quiet Environment for Academic Study
- Tables/Chairs
- Interlibrary Loan
- Computer and Internet Access
- Microsoft Office Applications Access
- Computerized Training and Supplemental Instruction
- Photocopier (10 cents per page)
- Scanner (library staff scans materials for patrons)
- Microfilm Reader/Printer
- Make-up Testing
- Instructor Reserves
- Kansas Library Cards
- Reset Student Account Passwords

Visit the library Web site at [www.cowley.edu/library](http://www.cowley.edu/library) or call the library at 620.441.5334.



## BOOKSTORES

### **SID L. REGNIER BOOKSTORE, Arkansas City**

The Sid Regnier Bookstore, located at 207 West Fifth Avenue on the Arkansas City campus, is Cowley headquarters for required textbooks, computer software and a large selection of school supplies. Becoming a Tiger fan is easy when you visit the Sid Regnier Bookstore with a wide variety of Cowley apparel and gift ideas. The Bookstore is usually open Monday through Friday; however, the bookstore has extended hours during prime buying and selling times. Go to [www.cowleycollegebooks.com](http://www.cowleycollegebooks.com) or call 620.441.5277 for updated hours of operation.

### **WICHITA DOWNTOWN CENTER BOOKSTORE, Wichita**

The Bookstore at Wichita Downtown is located at 532 South Market Street in Wichita. This full service bookstore serves Cowley students in the Mulvane and greater Wichita areas. In addition to required textbooks, students are also able to purchase computer software, school supplies and Cowley apparel. The Wichita Downtown Bookstore is open Monday through Thursday from 8:00 a.m. to 6:00 p.m. and on Friday from 8:00 a.m. to 4:30 p.m. For more information, please visit our website at [www.cowleycollegebooks.com](http://www.cowleycollegebooks.com) or call the bookstore at 316.683.6013 ext. 107.

### **COWLEY ONLINE BOOKSTORE**

Unable to visit one of our convenient bookstore locations? No problem! Visit our online bookstore 24/7 at [www.cowleycollegebooks.com](http://www.cowleycollegebooks.com) has a complete listing of textbook requirements for all Cowley College classes. Students will find course requirement information including textbook title, author, edition, ISBN, and current new and used prices. Orders may be submitted on the secure website and shipped via UPS right to your front door!

### **TEXTBOOK COSTS**

Full-time students can expect to pay an average of \$600 per semester for textbooks. Required textbooks may be purchased at the Sid Regnier Bookstore on the Ark City campus, at the Wichita Downtown Center Bookstore in Wichita, or online at [www.cowleycollegebooks.com](http://www.cowleycollegebooks.com).

Students who qualify for scholarship and financial aid may charge their textbook purchases at any one of the Cowley Bookstores using available funds. Students who have established an automatic payment plan with Cowley College are also eligible to charge their textbook purchases at one of the Cowley Bookstores.

### **TEXTBOOK REFUND POLICY**

Students whose class has been cancelled or who have withdrawn from class are entitled to a 100% textbook refund according to the college tuition and textbook refund policy. The last day for refund is printed underneath each course on all students' class schedules.

### **TEXTBOOK BUYBACK**

Students may return textbooks at the conclusion of the semester during the bookstore's posted buyback period. Textbooks adopted for the following semester will be bought back at 50 percent of the new textbook price. If the textbook will not be used at Cowley College during the next semester, current wholesale market value will be offered.

## COUNSELOR SERVICES

The Student Life Counselor provides professional mental health services designed to support students in the effective management of educational and personal challenges. All students currently enrolled at Cowley College are eligible for the free services, which include counseling, assessment, referral, education, and crisis intervention. All services are confidential. Appointments are available between 8 a.m. and 4:30 p.m., Monday through Friday, or by arrangement. To make an appointment, call the Student Life Counselor at 620.441.5228, visit the Counseling Services at [www.cowley.edu/student\\_services/counsel](http://www.cowley.edu/student_services/counsel).

In a mental health emergency after hours or on weekends, it is recommended that Cowley County Mental Health be contacted at one of its emergency numbers: 620.442.4554 or 620.221.9686. In Sedgwick County, the COMCARE Crisis Services number is 316.660.7500.

## COSMETOLOGY SALON

Students can receive hair, nail, and skin services at the cosmetology salon. These services provided at a nominal fee, include hair-related treatments, as well as facials, and manicure services. All services are provided by students under the supervision of a licensed cosmetology instructor. Contact the cosmetology program at 620.441.5284 for appointment times.

## DINING SERVICES

### Patrick J. McAtee Dining Center

The Patrick J. McAtee Dining Center is the central location for on-campus dining. All housing students select a meal plan that best suits their needs. Several dining options are also available for non-resident students, faculty, staff, and the public. Meals may be purchased individually.

Cowley College's food service provider is equipped to handle all catering needs such as weddings, picnics, receptions, company dinners, or any other specialized dining needs.

Contact the Food Service Director at 620.441.5271 for more information.

### The Tiger Deli

The Tiger Deli offers a variety of options for lighter appetites or dinners on the go. The deli is located in the heart of The Jungle in the Nelson Student Center.

## HEALTH SERVICES

The goal of Health Services is to assist and encourage students to maintain an optimum state of physical and mental wellness. Cowley College's Health Services provides health care on an outpatient basis to all students enrolled at the college. We provide medical treatment for ill and injured students and have a comprehensive referral service that ensures access to community health care resources. Guidance and education in health matters to promote good health and prevent diseases also is provided. Health Services is staffed by a registered nurse and a consulting physician. All medical records are strictly confidential. Health Services is located in the Nelson Student Center in Room 207.

## HOUSING AND MEAL PLANS

The Cowley College Campus, located in Arkansas City KS, has six dormitories that offer residential housing for approximately 483 full-time students. Students can select a housing/meal plan based on their needs. The cost of the plan varies depending on the meal plan selected. For current housing/food costs, go to [www.cowley.edu/student\\_services/housing/cost.html](http://www.cowley.edu/student_services/housing/cost.html).

Dorms provide a complete meal package of your choice, 24-hour security, free wireless internet service and a modem provided in each room, free on-site laundry facilities, free cable, central heating and air-conditioning, free wellness center membership, and computer labs in every dorm.

Students should plan ahead to arrange housing accommodations. Rooms are assigned on a first-come, first-serve basis, and space is limited. Contact the Housing Office at 620.441.5289 or go to [www.cowley.edu/student\\_services/housing](http://www.cowley.edu/student_services/housing) for application procedures, rates, and regulations.

## SECURITY SYSTEM AND EMERGENCY WARNINGS

It is important for our students, faculty, and staff to be aware of weather developments, campus closings, security alerts, and other notifications provided by the college. Sign up to receive alert messages via email, text message, and/or voice message.

Go to [www.cowley.edu/alerts](http://www.cowley.edu/alerts) for detailed instructions about signing up for emergency and closure alerts.

## WELLNESS CENTER

The Ben Cleveland Wellness Center, located at 201 West Fifth Avenue, Arkansas City, features an aerobic circuit, cardiovascular machines, warm-up area, locker rooms, a full free weight room, and classroom. The goal of the center is to enhance a person's cardiovascular and respiratory endurance and increase muscle strength, tone, and flexibility. The center is open to Cowley College students and adults within the community. The Wellness Center offers classes in Zumba, Weight Lifting, and isolated muscle work out. Personal Trainers are available upon request at the front desk.

## Involvement Opportunities

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### ALUMNI ASSOCIATION

The college welcomes former students to visit campus to keep abreast of changes and to be aware of what is available for continued enrichment and growth. All alumni are asked to keep in touch with the college in order to receive information on opportunities available for alumni. A file of current addresses is maintained, and a semi-annual Tiger Alumni News is mailed out and can be accessed on the Web. Class reunions are held periodically, and an Outstanding Tiger Alumnus is honored each year at Commencement.

To keep in touch with us or to update your mailing addresses go to [www.cowley.edu/alumni](http://www.cowley.edu/alumni).

### ATHLETICS

#### Intercollegiate Athletics

The college is a member of the Kansas Jayhawk Community College Conference and the National Junior College Athletic Association. Fifteen intercollegiate sports are offered: Volleyball, men's and women's Cross Country, men's and women's Basketball, men's and women's Indoor Track, Baseball, Softball, men's and women's Tennis, men's and women's Outdoor Track and Field, Tigerette Dance Line, and Spirit Squad.

Cowley College Tigers are respected competitors each year in all programs as the awards displayed in W.S. Scott Auditorium will attest. All 15 Cowley College sports programs are successful in the conference, the region, and at the national level.

College athletes are expected to be students first, with their participation in athletics a part of a well-rounded educational experience. Their personal conduct is expected to be in the highest tradition of amateur athletics. To be eligible for competition in events sponsored by the college, the athlete must conform to the rules of the NJCAA and of the KJCCC. Athletes must be a high school graduate or have received a high school equivalency diploma, or be certified as having passed a national test such as the GED.

### **Intramural Athletics**

An extensive program of intramural sports is offered through the office of the Director of Student Life. All students are eligible to compete in intramural activities, which include both team and individual sports. Some of the intramural activities which have been provided are coed softball, coed volleyball, flag football (men), powder-puff football (women), men's and women's basketball, golf, tennis, swimming, soccer, beach volleyball, bowling, ping pong, foosball, air hockey, dodge ball, and pool tournaments.

### **CLUBS AND ORGANIZATIONS**

Opportunities to participate in college activities are provided to enhance student and academic life and to encourage the development of performance and leadership skills. Clubs and organizations at Cowley College main campus include:

Academic Excellence Challenge (AEC)	Fellowship of Christian Athletes
Academic Civic Engagement through Service (ACES)	Intramural Athletics
Act One Drama Club	Jazz Band
Art and Design Club	Kansas national Education Association (KNEA)
Cowley Activity Awareness Team (CAAT)	Math and Science Club
Cowley College Student Senate	Media Club
Concert Band	Movie Club
Concert Choir	Multi-Cultural Scholars Program
Cowley College Singers	Phi Theta Kappa Honor Society (PTK)
Creative Claws	Spirit Squad
Cowley Tigerettes	Skills USA
DECA	Student Ambassador Organization
Diverse Tiger Club	Young Democrats

For more information or an application for chartering a new club or organization, contact the Student Life office at 620.441.5206.

### **STUDENT ACTIVITIES**

A well-rounded program of intramural sports and recreational activities is offered at Cowley College. The activities program provides opportunities for fun, exercise, skill development, and socialization for college students, faculty, and staff. Some of the activities provided are professional performances, dances, winter homecoming activities, Intramurals, free movie nights, and free bowling nights. The Cowley College Student Senate works in conjunction with the activities director to establish the monthly activities. New activities may be added during the year as the demand and popularity dictate.

## **COWLEY COLLEGE STUDENT SENATE**

The Cowley College Student Senate (CCSS) is an important and necessary group in the operation of student and college activities. Students are represented on key policy developments through CCSS members. With the assistance of a sponsor, CCSS organizes and sponsors a variety of student activities, represents students on faculty-college committees, charters student organizations, conducts all student elections, and provides an avenue for student opinion in the area of curriculum development. CCSS is the official voice of the student body and is composed of the President, the Vice President, the Secretary, and the Treasurer, representatives from each college student organization, and members-at-large. The four officer positions are elected each spring by the student body, faculty, and staff.

## **Degree Requirements**

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Cowley College awards the Associate of Arts, Associate of Science, Associate of General Studies, and the Associate of Applied Science degrees, as well as the College Certificate. A student must complete at Cowley College a minimum of 15 credit hours that count toward a degree or certificate, to qualify for a degree or certificate. If the student does not maintain continuous enrollment (excludes summer) for the AA, AS, or AGS degree, the student will be required to follow the graduation requirements that are in effect at the time of re-enrollment. When a student enrolled in an AAS or Certificate program returns after three (3) or more years and/or degree requirements have been changed, the student will be required to follow the graduation requirements that are in effect at the time of re-enrollment.

Those receiving the associate degree are expected to demonstrate the ability to communicate both orally and in writing, possess knowledge of mathematics and the physical world, and be aware of past and present cultures.

It is the student's responsibility to see that graduation requirements are met.

## **ASSOCIATE DEGREES**

Associate of Arts, Associate of Science, and Associate of General Studies degrees are awarded when a student completes a minimum of 62 credit hours and has a cumulative grade-point average (GPA) of 2.0 or higher on all course work (including transfer hours) in an approved educational program. If a student does not maintain continuous enrollment (excludes summer), the student will be required to follow the graduation requirements that are in effect at the time of re-enrollment. In order to qualify for either the degree or certificate at Cowley College, a student must complete, at this institution, a minimum of 15 hours, which count toward the degree or certificate. Developmental courses cannot be used to fulfill degree requirements. The Associate of Arts or Associate of Science degrees as listed may not meet the requirement of the Transfer and Articulation Agreement.

## **ASSOCIATE OF APPLIED SCIENCE DEGREES**

When a student returns after three (3) or more years or after degree requirements have changed and wants to complete an AAS degree, they will be required to follow the graduation requirements that are in effect at the time of re-enrollment.

If the student has worked in the trade, they can apply for Life Experience credit. Students may complete a competency test for vocational class credit and pay the appropriate fees. Test fees are \$50.00 per test.

## Degree Requirements for Graduation

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### ASSOCIATE OF ARTS

The 62 credit hours necessary to complete the Associate of Arts degree:

#### BASIC SKILLS

ENG2211 Composition I	3
ENG2212 Composition II	3
COM2711 Public Speaking (or)	
COM2725 Interpersonal Communication	3
MTH4420 College Algebra or higher level course	3

#### COMPUTER LITERACY (one of the following)

CAP1516 Computer Applications	3
CAP1517 Advanced Computer Applications	
CIS1715 Introduction to Computer Science	
CIS1868 Java Programming	
CIS1876 C Programming	
CGA2014 Intro to Computer Graphics	
CAP1722 Microsoft Word	
CAP1749 Microsoft Excel	
CAP1752 Microsoft Access	

**HUMANITIES** (from 3 different departments) 9

**SOCIAL SCIENCES** (from 3 different departments) 9

**NATURAL SCIENCE** (1 lab science) 5

**HEALTH & PHYSICAL EDUCATION** 1

**GENERAL ELECTIVES** 23

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### ASSOCIATE OF SCIENCE

The 62 credit hours necessary to complete the Associate of Science degree:

#### BASIC SKILLS

ENG2211 Composition I	3
ENG2212 Composition II	3
COM2711 Public Speaking (or)	
COM2725 Interpersonal Communication	3
MTH4420 College Algebra or higher level course	3

#### COMPUTER LITERACY (one of the following)

CAP1516 Computer Applications	3
CAP1517 Advanced Computer Applications	
CIS1715 Introduction to Computer Science	
CIS1868 Java Programming	
CIS1876 C Programming	

**HUMANITIES** (from 2 different departments) 6

**SOCIAL SCIENCES** (from 3 different departments) 6

**NATURAL SCIENCES & MATH** (1 lab science) 20

**HEALTH & PHYSICAL EDUCATION** 1

**GENERAL ELECTIVES** 14

### ASSOCIATE OF GENERAL STUDIES

The 62 credit hours necessary to complete the Associate of General Studies degree:

#### BASIC SKILLS

ENG2211 Composition I	3
ENG2212 Composition II 3	
COM2711 Public Speaking (or)	
COM2725 Interpersonal Communication	3
MTH4410 Intermediate Algebra or higher level course	3

#### COMPUTER LITERACY (one of the following)

CAP1516 Computer Applications	3
CAP1517 Advanced Computer Applications	
CIS1715 Introduction to Computer Science	
CIS1868 Java Programming	
CIS1876 C Programming	
CGA2014 Intro to Computer Graphics	
(Art, Graphic Design, and Mass Comm Majors)	

**HUMANITIES** (from 2 different departments) 6

**SOCIAL SCIENCES** (from 2 different departments) 6

**NATURAL SCIENCE** (1 lab science) 5

**HEALTH & PHYSICAL EDUCATION** 1

**GENERAL ELECTIVES** 32

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### ASSOCIATE OF APPLIED SCIENCE

The 62 credit hours necessary to complete the Associate of Applied Science degree:

#### GENERAL EDUCATION

Communications (as specified by the program)	3
Humanities (as specified by the program)	3
Social Science (as specified by the program)	3
General Education Electives (as specified by the program)	6

#### COMPUTER LITERACY (one of the following)

CAP1516 Computer Applications	3
CAP1517 Advanced Computer Applications	
CIS1715 Introduction to Computer Science	
CIS1868 Java Programming	
CIS1876 C Programming	
CGA2014 Intro to Computer Graphics	
(Graphic Design majors)	

**TECHNICAL ELECTIVES** (as specified by the program) 44

## Courses to Fulfil General Education Requirements

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To develop breadth of knowledge, general education courses acquaint students with the methods of inquiry of the various academic disciplines and the different ways these disciplines view the world. To develop expressive skills, the general education curriculum requires courses that enhance written and oral communication and quantitative reasoning skills..

### HUMANITIES

(from three departments)

No more than one course from each department will count towards the specific general education requirements. Studio and performance courses cannot be included.

- ART2111 Art Appreciation
- ART2141 Art History I
- ART2142 Art History II
- FOL2330 Spanish I
- FOL2331 Spanish II
- FOL2343 Chinese Language and Culture I
- HIS6411 United States History to 1877
- HIS6412 United States History since 1865
- HIS6420 World History I
- HIS6421 World History II
- HUM2921 Integrated Humanities
- LIT2511 Introduction to Literature
- LIT2531 African American Literature
- LIT2550 American Literature I
- LIT2551 American Literature II
- LIT2560 English Literature I
- LIT2561 English Literature II
- LIT2563 Gender And Genre: Women's Literature Past And Present
- LIT2565 Dramatic Literature
- LIT2567 Ethnicity And Identity: Native American Literature
- MIN6440 Women and Health
- MIN6442 Cultural Minorities in the United States
- MUS2611 Music Appreciation
- MUS2619 World Music
- PHO6447 Introduction to Philosophy
- PHO6460 Ethics
- REL6430 Comparative Religions
- REL6432 Survey of the Old Testament
- REL6434 Survey of the New Testament
- REL6436 Life and Teaching of Christ
- THE2730 Theatre Appreciation

### SOCIAL SCIENCES

(from three departments)

- ANT6911 Cultural Anthropology
- ECO6113 Principles of Macroeconomics
- ECO6114 Principles of Microeconomics
- GEG6120 Principles of Geography
- POL6611 American National Government
- POL6612 State and Local Government
- PSY6711 General Psychology
- PSY6712 Developmental Psychology
- SOC6811 Principles of Sociology
- SOC6816 Social Problems
- SOC6817 Human Sexuality
- SOC6823 Marriage & Family Relations

### HEALTH AND PHYSICAL EDUCATION

- ALH5211 Basic First Aid
- ALH6312 Personal Health & Community Hygiene
- ALH6323 First Aid and CPR
- ALH6324 Basic First Aid and CPR
- HPR6325 Lifetime Fitness
- Any Physical Education activity course

### NATURAL SCIENCES & MATH

(5 credit hours including 1 lab science)

- BIO4111 Principles of Biology
- BIO4118 Environmental Biology
- BIO4125 General Biology I
- BIO4135 General Biology II
- BIO4148 Human Anatomy and Physiology I
- BIO4149 Human Anatomy and Physiology II
- BIO4150 Human Anatomy and Physiology
- BIO4151 Anatomy and Physiology Enhancement
- BIO4160 Microbiology
- CHM4211 General Chemistry
- CHM4220 Chemistry I
- CHM4230 Chemistry II
- CHM4250 Organic Chemistry I
- CHM4251 Organic Chemistry II
- GEO4311 Geology
- GEO4312 Meteorology
- PHS4511 Physical Science
- PHS4530 Introductory Astronomy
- PHS4550 General Physics I
- PHS4551 General Physics II
- PHS4560 Engineering Physics I
- PHS4561 Engineering Physics II
- MTH4420 College Algebra or higher level course (AA, AS)



## Graduation Process

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### GRADUATION APPLICATION

Students must fill out a Degree Application to graduate and file it in the Registrar's office by the following dates:

- October 1 for Fall degree completion
- March 1 for Spring degree completion
- July 1 for Summer degree completion

Forms are available in the Admissions office on the main campus in Arkansas City, at all outreach centers, or online at [www.cowley.edu/academics/registrar/degreeapp.html](http://www.cowley.edu/academics/registrar/degreeapp.html).

Students must be a high school or GED graduate to qualify for an associate degree.

Cowley College awards the Associate of Arts, Associate of Science, Associate of General Studies, Associate of Applied Science degrees, and the College Certificate.

Those receiving the associate degree are expected to demonstrate the ability to communicate both orally and in writing, possess knowledge of mathematics and the physical world, and be aware of past and present cultures.

In order to qualify for either the degree or certificate at Cowley College, a student must complete a minimum of fifteen (15) credit hours at Cowley College, which counts toward the degree or certificate. Developmental courses cannot be used to fulfill degree requirements.

The Associate of Arts or Associate of Science degrees as listed may not meet the requirement of the Transfer and Articulation Agreement. Students who plan to complete an associate's degree and transfer as a junior in their major should achieve the following goals:

Complete the Associate in Arts (AA) or Associate in Science (AS) degree.

1. Fulfill the lower-division (freshman/sophomore-level courses) general education requirements of the institution you plan to attend.
2. Every four-year college or university has different general education requirements. Transfer guides summarizing these requirements for the colleges and universities popular with Cowley College students are available at <http://www.cowley.edu/academics/transfer>.

For other schools, students should consult their catalog and/or contact the intended transfer institution for additional information. In most cases, if you select your general education coursework carefully, you can simultaneously satisfy the general education requirements for both Cowley College and the transfer institution.

3. Fulfill the lower-division requirements in your major field of study.
4. You should familiarize yourself with the criteria for admission into the specific program major at the college where you plan to transfer. In many cases, specific lower-division coursework is required. Ask for transfer guides for specific majors and/or consult the catalog of your transfer school.
5. When you are ready to transfer, obtain a Request for Transcript form from the Registrar or Admissions.



6. Complete the form, requesting that a transcript of your Cowley College coursework be sent to your transfer school. Be certain to verify that your transfer institution has received the transcript. If you experience difficulty in transferring any of your courses, contact the Registrar.

Generally, when a college official intercedes on behalf of the student, he or she is able to facilitate the resolution of transfer problems. Students need to work with their advisor to ensure proper transfer of credit to private and public four-year colleges and universities located out of state.

#### **Associate of Arts Degree (AA)**

This degree is designed to specifically meet the student's educational objectives and needs through the completion of the general education distribution requirement. The courses are equivalent to lower-division courses offered at Kansas Regent's universities.

#### **Associate of Science Degree (AS)**

This degree is designed to prepare students for transfer with advanced standing to 4-year colleges or universities. These programs are for students who plan to major in a science related discipline.

#### **Associate of General Studies (AGS)**

This degree is designed to provide students with the opportunity to develop knowledge, skills, attitudes, and greater philosophical appreciation for lifelong learning.

#### **Associate of Applied Science (AAS)**

This degree is designed to prepare students for entry into an occupation or closely related cluster of occupations. The objective of the AAS degree is to enhance employment opportunities.

## **College Overview & Notices**

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### **MISSION STATEMENT**

Cowley College is committed to providing opportunities for learning excellence, personal achievement, and community engagement.

### **VISION STATEMENT**

Champion the relevance of two-year colleges in higher education through holistic learning and workforce development opportunities.

### **CORE VALUES**

Cowley College is dedicated to the continual pursuit of excellence by embracing our Core Values, the fundamental principles that guide our actions.

#### **People**

- We emphasize the importance of human relationships, diversity, and a sense of community.
- We provide student-centered instruction.
- We provide a safe learning environment where joy, humor, and teamwork are embraced.
- We encourage open communication and the sharing of ideas.

### **Accountability**

- Our students will receive a quality education.
- The College will provide students the opportunity to take an active role in their success.
- All employees are responsible and committed to excellence.
- We are accountable to the community to educate students and to sustain and improve society.

### **Integrity**

- We regard honesty, trust, and respect as essential principles in our academic, personal, and professional standards.

### **Leadership**

- We provide a positive atmosphere that fosters personal and professional growth.
- We empower students and employees to be innovative and visionary.
- We are an ethical leader in the field of education.

## **IDENTIFICATION INFORMATION**

Cowley College

125 South Second, Arkansas City, Kansas 67005

### **Legal Names / Academic Terms**

1980-present: Cowley County Community College & Area Vocational-Technical School

1966-1980: Cowley County Community Junior College

1922-1966: Arkansas City Junior College

*An Equal Opportunity / Affirmative Action Employer*

## **DISCLAIMER STATEMENT**

The information in this catalog is accurate as of the date of publication. For most current information, refer to the online catalog at [www.cowley.edu](http://www.cowley.edu).

Cowley County Community College has made every effort to determine that statements in this catalog are accurate at the time of publication. However, the College reserves the right to change, modify, or alter without notice all fees, charges, tuition, expenses, and costs of any kind, policy and procedure changes, and the College reserves the right to add or delete, without notice, any course offering or information contained in this catalog.

Since the information contained herein is subject to change, this College Catalog is not considered to be a contract between the college and student.

## **NOTICE OF NON-DISCRIMINATION**

Cowley County Community College and Area Vocational-Technical School is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, genetic information, marital status, political affiliation or other legally protected category.

The college will provide all qualified individuals reasonable accommodations in the work and educational environment and ensure equal access to all College programs, activities and facilities.

The College does not discriminate in admissions, educational programs, or employment on the basis of any factor outlined above or prohibited under applicable law.

This prohibition against discrimination applies to College employees, students, contractors, or agents of the College and to anyone participating in a College-sponsored event or activity. Inquiries concerning the college's compliance with its non-discrimination policies may be referred to the Executive Director for Student Affairs or the Director of Human Resources at 125 S Second St, Arkansas City, KS 67005 or by calling 620.442.0430.

## **TITLE IX COMPLIANCE**

Students, their parents, and employees of Cowley College are hereby notified that the college does not discriminate on the basis of sex and is required by Title IX of the Education Amendments of 1972 not to discriminate on the basis of sex in its educational activities and employment practices. Any person having inquiries concerning Cowley College compliance with Title IX is directed to contact the Executive Director for Student Affairs, Cowley County Community College, 125 South Second Street, Arkansas City, KS 67005, 620. 442.0430, who has been designated by the college to coordinate the institution's efforts to comply with Title IX.

## **FERPA**

The Family Educational Rights & Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, is a federal law that protects the privacy of student education records. Schools must have written permission from the student in order to release any information from a student's record.

A student has the right to file a complaint if the college fails to comply with the requirements of this law. A copy of the college's policy may be obtained from the Registrar's office. If Cowley College closes, access to academic and financial records will be kept on file with the Kansas Board of Regents. The college will assist current students in researching and locating an institution that meets their academic progress need.

## **ACCREDITATION AND RECOGNITION**

Cowley County Community College and Area Vocational-Technical School is fully accredited by the Higher Learning Commission and by the Kansas Board of Regents (KBOR).

Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
800.621.7440

For more information, email Cowley College at [accreditation@cowley.edu](mailto:accreditation@cowley.edu).

In addition, individual programs are accredited by associated professional organizations.

The Automotive Service Technology program is accredited by the National Automotive Technicians Education Foundation (NATEF) for both secondary and post-secondary students and is an educational member with the Automotive Service Association (ASA).

Cosmetology is accredited by the Kansas Board of Cosmetology.

The Cowley College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs

1361 Park Street

Clearwater, FL 33756

727-210-2350

[www.caahep.org](http://www.caahep.org)

To contact CoAEMSP:

8301 Lakeview Parkway Suite 111-312

Rowlett, TX 75088

214-703-8445

FAX 214-703-8992

[www.coaemsp.org](http://www.coaemsp.org)

The College is a member in good standing of the Kansas Association of Community Colleges, the Council of North Central Junior Colleges and the American Association of Community and Junior Colleges.