



**A place  
where everybody  
knows your name**

Dear Cowley Student:

We are glad you chose to attend Cowley College to continue your education. We are committed to empowering you with the skills necessary to be successful. The faculty, staff, administration, and Board of Trustees are here to serve you. Please feel free to call on us at any time.

I encourage you to participate in all aspects of campus life. Actively working with others will pay big dividends when you begin your professional career. Your involvement in both the classroom and campus life will enhance the quality of your experience at Cowley.

Thank you for becoming a part of the Cowley family. If you have any suggestions on how to make Cowley a better place for students, please do not hesitate to contact any of our employees. My office in Galle-Johnson is always open to you.

A handwritten signature in black ink that reads "Patrick J. McAtee". The signature is written in a cursive style with a large initial "P" and a stylized "M".

Patrick J. McAtee, Ph.D.  
President

IF FOUND, PLEASE RETURN TO:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

### **COWLEY CREW INFORMATION**

Captain Name: \_\_\_\_\_

Co-Captain Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**MY preferred LEARNING STYLE is:** \_\_\_\_\_

If you would like more information about learning styles, visit the website at  
<http://www.cowley.edu/student/orientation/assignments.html>

### **ADVISOR INFORMATION**

Advisor Name: \_\_\_\_\_

Office Location: \_\_\_\_\_ Office Hours: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### **□ TIPS FOR STUDYING FOR AUDITORY LEARNERS**

1. Join a study group to assist you or work with a "study buddy" to review information and prepare for exams.
2. When studying by yourself, talk out loud to aid recall. Get yourself in a room where you won't be bothering anyone and read your notes and textbook out loud.
3. Tape-record your lectures (with professor's permission). Use the 'pause' button to avoid taping irrelevant information. Use a tape recorder equipped with a 3-digit counter. At the beginning of each lecture, set your counter to '000.' If a concept discussed during lecture seems particularly confusing, glance at the counter number and jot it down in your notes. Later, you can fast forward to that number to review the material that confused you during lecture. Making use of a counter and pause button while tape recording allows you to avoid the tedious task of having to listen to hours and hours of lecture tape.
4. Use audio tapes such as commercial books on tape to aid recall. Or, create your own audio tapes by reading notes and textbook information into a tape recorder. When preparing for an exam, review the tapes on your car tape player or on a "Walkman" player whenever you can.
5. When learning mathematical or technical information, "talk your way" through the new information. State the problem in your own words. Reason through solutions to problems by talking out loud to yourself or with a study partner. To learn a sequence of steps, write them out in sentence form and read them out loud.

### **□ TIPS FOR STUDYING FOR VISUAL LEARNERS**

1. Make flashcards of key information that needs to be memorized. Draw symbols and pictures on the cards to facilitate recall. Use high lighter pens to highlight key words and pictures on the flashcards. Limit the amount of information per card, so your mind can take a mental "picture" of the information.
2. When learning mathematical or technical information, make charts to organize the information. When a mathematical problem involves a sequence of steps, draw a series of boxes, each containing the appropriate bit of information in sequence.
3. Use large square graph paper to assist in creating charts and diagrams that illustrate key concepts.
4. Use the computer to assist in organizing material that needs to be memorized. Using word processing, create tables and charts with graphics that help you to understand and retain course material. Use spreadsheet and database software to further organize material that needs to be learned.
5. As much as possible, translate words and ideas into symbols, pictures, and diagrams.

### **□ TIPS FOR STUDYING FOR TACTILE/KINESTHETIC LEARNERS**

1. To help you stay focused on class lecture, sit near the front of the room and take notes throughout the class period. Don't worry about correct spelling or writing in complete sentences. Jot down key words and draw pictures or make charts to help you remember the information you are hearing.
2. When studying, walk back and forth with textbook, notes, or flashcards in hand and read the information out loud.
3. Think of ways to make your learning tangible, i.e. something you can put your hands on. For example, make a model that illustrates a key concept. Spend extra time in a lab setting to learn an important procedure. Spend time in the field (e.g. a museum, historical site, or job site) to gain first-hand experience of your subject matter.
4. To learn a sequence of steps, make 3 x 5 flashcards for each step.
  - Arrange the cards on a table top to represent the correct sequence.
  - Put words, symbols, or pictures on your flashcards -- anything that helps you remember the information.
  - Use high lighter pens in contrasting colors to emphasize important points.
  - Limit the amount of information per card to aid recall.
  - Practice putting the cards in order until the sequence becomes automatic.
5. Learn and practice new material by relying on your sense of touch.
  - Copy and paraphrase notes
  - Use your computer as much as possible
  - Trace words with your finger or the eraser end of a pencil

# ORIENTATION CHECKLIST FOR SUCCESS

## Requirements for New Student Orientation course:

- \_\_\_\_\_ 1. Attend ALL Sessions at New Student Orientation
  - August 20<sup>th</sup>
  
- \_\_\_\_\_ 2. Attend the Captain and Crew Luncheon (RSVP through ANGEL)
  - Sept. 16 OR Sept. 17
  - Wright Room
  - 12 noon
  
  - Orientation students are excused from their noon class on their designated luncheon day. If you are unable to attend the luncheon due to work, school or other commitments, you will be required to complete the essay activity. See ANGEL assignments for details.
  
- \_\_\_\_\_ 3. Complete the online follow-up assignments through ANGEL

*Thank you for participating in Cowley's New Student Orientation 2008!*

## Table of Contents

<b>New Student Orientation Information</b> .....	1-5
<b>Cowley College Lingo:</b> .....	6-7
<b>Resources and Services:</b> .....	8-11
<b>Contact Information:</b> .....	12-13
<b>Policy / Procedure:</b> .....	14-17
A complete list of all current college policies can be accessed on the Cowley College website	
<b>Office of Civil Rights</b> .....	18

## COWLEY COLLEGE LINGO

**Add/Drop Form:** To add or remove a course from your official schedule once courses have started, you must fill out the Add/Drop form. This form can be obtained from your advisor, the registrar's office, or the admissions office. Refer to Policy #254, the website, or your planner for the deadline dates for adding and dropping courses.

**Advisor:** Your advisor takes a special interest in you and your educational goals. This person is trained to assist you in planning your program of study, enrollment, transfer information, and to help you with other questions you might have during your time at Cowley.

**Board of Trustees:** This is a six-person corporate body elected by the citizens of Cowley County who work with the President of the college in the management of the institution.

**Campus Connect:** You can use this on-line program to access your transcript, financial status, and other important information. You can log-on to Campus Connect via the Cowley home-page. You must use this program to access your grades.

**Catalog:** This book outlines the programs of study for all majors and provides course descriptions for all classes. The catalog also provides other detailed information regarding policy and procedure. You will be given a catalog in your Orientation course. Be sure to keep this book as it provides vital information regarding Cowley College. The catalog is also available online at [www.cowley.edu](http://www.cowley.edu)

**Classification:** If you have completed fewer than 31 credit hours, you are classified as a freshman. If you have completed 31 or more credit hours, you are classified as a sophomore. Most four-year schools will allow only 60-64 credits as transfer hours, so you should work carefully with your advisor when you are getting ready to transfer.

**Credit Hour:** Each college course you take is denoted with a certain number of credit hours, usually ranging from one to five. The number of credit hours allotted to a course is determined by the number of clock hours students spend in the class each week.

**Degree Check:** This form lists current and former courses you have taken. It also shows your grades, total credits, and your cumulative GPA. It categorizes the courses you have completed as they relate to the requirements for your degree or certificate. You can obtain your Degree Check by using Campus Connect or from your advisor.

**Degree Offerings:** Degree options at Cowley include Associate of Applied Science (AAS), Associate of Arts (AA), Associate of Science (AS), and the Associate of General Studies (AGS). Degree offerings vary depending upon student majors. You should consult your college catalog for degree offerings in your major. Most degrees require at least 62 credit hours for completion. The college also awards certificates to students who complete certain vocational/technical requirements.

**FACTS Tuition Management:** To help you meet your educational expenses, Cowley is pleased to offer FACTS as a convenient budget plan. FACTS is a tuition management plan that provides you with a low cost option for budgeting tuition, housing and other educational expenses. See the business office for more information or visit the Cowley website.

**FERPA/ Buckley Amendment:** The Family Educational Rights and Privacy Act of 1974 and the Buckley Amendment were established to protect the privacy of your education records. Your student records are to be kept confidential unless you give written permission for their release. Schools may disclose certain information without student consent or to approved individuals by law. For a complete copy of FERPA and the Buckley Amendment, see the website.

**Final Exams:** A final examination is required for each academic credit course. Final exams occur on designated days at the end of the semester. A schedule of final exams will be posted. Off campus locations may follow a different final schedule. You must take your final at the time and date scheduled. Permission to take a final at a different time may be granted to students who have compelling reasons – not merely for the convenience of the student. Permission forms for this can be obtained in the office of the Vice President of Academic Affairs and must be approved prior to the scheduled final.

**Full-time Status:** For financial aid and registration purposes, you must be enrolled in at least twelve credit hours to be considered a full-time student.

**Grading System:** Your GPA is the tangible measure of your academic progress as a student. Once a grade is on your transcript, it is on there forever. Your GPA is the measure by which honors, scholarship, suspension, financial aid, and future college admissions are determined. The GPA is figured on a system where grades are given numerical value. The point values are as follows:

A = 4 points	F = 0 points	I = 0 points
B = 3 points	XF = 0 points	S = 0 points
C = 2 points	W = 0 points	U = 0 points
D = 1 point	AW = 0 points	

To calculate your GPA: multiply the credit hours of each class by the grade points you earned for that class. After adding these new numbers together, divide the sum by the total credit hours attempted.

**Graduation:** Degree candidates who have completed a minimum of 30 graded hours in residence are considered for graduation with scholastic honors as follows:

<u>Honor</u>	<u>GPA</u>
Summa cum laude.....	4.00
Magna cum laude.....	3.950-3.999
Cum laude .....	those remaining in the upper 10% of the graduating class

Honors are based on the student’s final grade point average, including all transfer hours, and including a minimum of 30 resident Cowley hours.

**Honor Rolls:** If you are enrolled in and complete at least twelve credit hours, you may qualify for one of the two honor rolls published each semester. The President’s Honor Roll includes those students who complete a GPA of 4.0. The Dean’s Honor Roll is for students who have a GPA of 3.5 – 3.99. A single grade lower than a “C” automatically disqualifies you from the honor rolls.

**Pell Grant:** This federal grant can award aid each year to use for college expenses. You must fill out a FAFSA form each year to apply for this aid.

**Semester System:** At Cowley, there are three semesters to each year: Fall, Spring, and Summer. There is also a special pre-session prior to the beginning of the spring and fall semesters. Each semester you will enroll in new classes.

**State Residency:** To be considered for in-state tuition, you must meet certain criteria established by the state of Kansas. The list of requirements for in-state residency can be obtained from the registrar’s office.

**Student ID:** You can obtain your student identification card in the admissions office. You are required to carry your Cowley ID at all times while on campus. ID’s can be used for admission to student and athletic events, as well as discounts at area businesses.

**Transcript:** This is an official form which documents the courses you have completed in college. If you plan to transfer to another institution, you must have a copy of your official transcript sent. This is done through the registrar’s office. Transcripts requests are \$5.00 and may be faxed or mailed. Rush delivery (overnight) or priority mailed transcripts require an additional fee.

## **RESOURCES AND SERVICES**

**1. Bookstore:** The Sid Regnier Bookstore is Cowley headquarters for required textbooks, computer software and school supplies. Becoming a Tiger fan is easy when you visit the Sid Regnier Bookstore with a large selection of Cowley apparel and gifts. The Bookstore is open Monday through Friday from 7:30 a.m. to 4:30 p.m. and at other designated times during January and August.

Phone: 441-5277

Location: 207 West Fifth Avenue

**2. Business Office:** Students can pay their bills, check their bills, make changes to their FACTS online payment agreement, get change for vending machines, and purchase stamps. All checks will be mailed to students. Any student who has a question about their bill is encouraged to visit with business office personnel.

Phone: 441-5586

Location: Student Services Wing, Main Level of Galle Johnson Hall

**3. Campus Security:** Cowley College is committed to providing students with a safe and secure environment. Twenty-four hour security is provided by security cameras, security officers, escorts to vehicles in the evenings, and emergency phones on campus. Each year campus crime statistics are published on line. Students may also obtain a hard copy of the report from campus security or the Student Life office.

Phone: 441-5599

**4. Career Services:** The Career Center is available to students who are undecided about their college major or who just want to research their declared major further. There are computerized career programs, a full career resource library, and on-line career resources available. Transfer information as well as several 2 and 4-year college catalogs are on file and available for students to use. Contact Career Services for information regarding off campus employment.

Phone: 441-5312

Location: The Underground, Lower Level of the Nelson Student Center

**5. Clubs/Organizations:** Students who involve themselves in campus life are more likely to enjoy their experience at Cowley as well as enrich their lives personally and professionally. There are several activities and organizations in student life for students to join. Visit the website for detailed information about on-campus groups.

Phone: 441-5206

Location: Room #201, Nelson Student Center

### Clubs and Organizations at Cowley include:

Academic Civil Engagement through Service (ACES)	Phi Beta Lambda Business Club (PBL)
Academic Excellence Challenge (AEC)	Phi Theta Kappa Honor Society (PTK)
Act One Drama Club	Students Honoring All Diverse Ethnicities (SHADE)
Art and Design Club	Skills USA
Association of Non-Traditional Students (ANTS)	Skills VICA
Black Student Union (BSU)	Student Ambassadors
Campus Christian Fellowship (CCF)	Student Government Association (SGA)
Chess Club	Tyger Tawk Communications
College Republicans	Varsity Athletics
Cowley Crazy's / TNT	Baseball
Creative Claws	Basketball (men)
Film Club	Basketball (women)
Instrumental Music	Cross Country (men / women)
Concert Band	Soccer (men / women)
Jazz Band	Softball
Pep Band	Spirit Squad (men / women)
Regional Symphony	Tennis (men)
Intramurals	Tennis (women)
Journalism Club	Tigerette Danceline
Kansas National Educators Association (KNEA)	Track & Field (men / women)
Math and Science Club	Volleyball (women)
Multicultural Scholars Program	Vocal Music
Mu Alpha Theta Honor Society	CC Singers Show Choir
Peers Advocating Wellness for Students (PAWS)	Concert Choir

**6. Counseling:** The Student Life Counselor provides professional mental health services designed to support students in the effective management of educational and personal challenges. All currently enrolled students of Cowley College are eligible for services, which include counseling, assessment, referral, education, and crisis intervention. There is no charge for services and all services are confidential.

Phone: 441-5228

Location: Room #204, Nelson Student Center

**7. Dining Hall:** The Patrick J. McAtee Dining Center is open to all students and staff at Cowley. Several dining options are available and meals may be purchased individually or with coupon books.

Phone: 441-5271      E-mail: [foodservice@cowley.edu](mailto:foodservice@cowley.edu)

Location: 206 S. 4<sup>th</sup> Street

**8. Disability Services:** Students who have a documented disability and need accommodations in the classroom should file for services with the Disability Services program. In compliance with the Americans with Disability Act of 1990, Cowley ensures that facilities and instructional programs are accessible to all people and provide reasonable accommodations according to the law. It is the policy of Cowley College that no individual shall be discriminated against on the basis of disability, and all students shall have the right to enjoy full and equal goods, services, facilities, privileges, and advantages or accommodations at the college.

Phone: 441-5557

Location: Room # 107, Lower Level of Renn Memorial Library

**9. Financial Aid:** The financial aid programs include Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work Study, Campus Employment, Scholarships, and Student loans. Cowley also provides educational benefits through the Veteran's Administration. Students must file a FAFSA form each year to determine eligibility. Students may use the FACTS Management Plan to assist with a payment plan.

Phone: 441-5585

Location: Student Services Wing, Main Level of Galle Johnson Hall

**10. Game Room/TV Room:** Students who would like to unwind should visit the Nelson Student Center. The game room provides students with a variety of entertainment options. Pool, ping-pong, and arcade games are available for all students and staff. In addition, students may check out chess sets, cards, and other board games.

Phone: 441-5206

Location: Jungle, Nelson Student Center

**11. Health Services:** Health information and medical services are available to all Cowley students and staff. Over the counter medications, blood pressure checks, basic first aid, and clinic referrals are some of the services we provide. Most services are free. There is a minimal fee for lab tests (strep throat screens, pregnancy tests, etc.) and immunizations (TB skin tests, tetanus shots, etc.) All services are confidential.

Phone: 441-5236

Location: Room #207, Nelson Student Center

**12. Housing:** Cowley prides itself on providing students with affordable and quality housing options. There are five spacious, full-service dormitory facilities, which can accommodate 430 students. Dorm room availability operates on a first-come, first-served basis.

Phone: 741-1773

Location: Central Avenue Dorm

**13. IMPACT:** This program is a federally funded, Student Support Services TRIO Program which is designed to assist eligible students in successfully reaching their goal of graduation from college. Services are free to individuals who are enrolled in the program. Students must also meet at least one of the following categories to be eligible for the program. First Generation College Student; Meet Income Guidelines; Documented Disability.

Phone: 441-5253

Location: The Underground, Lower Level of Nelson Student Center

**14. Library:** Renn Memorial Library is open Sunday through Friday and has over 26 thousand print volumes, numerous periodicals, and extensive on-line databases. Computers, printers, access to the Internet, reference books, a scanner, inter-library loan material, and a copy machine are all available for student use.

Phone: 441-5334

Location: 131 South 3<sup>rd</sup> St.

**15. Registrar:** The registrar is an officer of the college who keeps records on the enrollment and academic standing of Cowley students. Students may obtain a copy of their transcripts, add or drop a course, file for graduation, or update demographic information.

Phone: 441-5242

Location: East Hallway, Main Level of Galle Johnson Hall

**16. Salon / Cosmetology:** The Cosmetology School provides services to all students and staff at a 15% discount. Professional products may also be purchased at a 15% discount. The services include hair, nails, facials, and spa treatments.

Phone: 441-5284

Location: North Entrance, Lower Level of Ireland Hall

**17. Scholarships:** A variety of athletic, academic and activity scholarships are available to students who qualify. Students are encouraged to visit with the coach, sponsor, or scholarship office if they are interested in applying for a scholarship. Several endowment scholarships are available to students as well.

Phone: 441-5294 OR 441-5319

Location: Admissions Office, Main Level of Galle Johnson Hall

**18. Student Publications:** The Cowley Press newspaper is a student generated publication. It is published every two weeks. The Press covers campus sports, clubs, activities, opinions, editorials, and other general campus news, as well as special student interest stories. Students are involved in the total publication process including writing, photography, page layout, and design.

Phone: 441-5555

Location: Room # 104-A, Kerr Center

**19. Tiger Deli:** The Tiger Deli serves miscellaneous concession food including hot dogs, nachos, soft drinks, and a variety of other foods. The snack bar is open to all students and staff.

Phone: 441-6332

Location: Jungle, Nelson Student Center

**20. The Underground:** This center specializes in assisting students by providing a variety of services designed to promote and enhance academic success. Services available include computerized instruction in a variety of subjects, and computer, printer, and Internet access. Additional services available include peer tutoring for all skill levels. All services are available free of charge to Cowley students.

Phone: 441-5293

Location: Lower Level of Nelson Student Center

**21. Wellness Center:** The Ben Cleveland Wellness Center is a full service health club complete with cardiovascular machines, a free weight room, an aerobic circuit, weight machines, a warm up area, and locker rooms. Students and community members are encouraged to become members. Full-time students can join for a fee of \$25 each semester or enroll in physical conditioning as a class for credit. Students who live in the dormitories are given a free membership.

Phone: 441-5222

Location: 201 W. 5<sup>th</sup> Avenue

## **INFORMATION CENTRAL**

Cowley Web site: [www.cowley.edu](http://www.cowley.edu)

### **ARKANSAS CITY CAMPUS (main campus)**

All Arkansas City area codes are 620

Local .....(620) 442-0430

#### **Department Numbers**

Allied Health..... 441-6581  
Business, Computers, and Information  
    Technology..... 441-5283  
Career and Technical Education ..... 441-5279  
Humanities ..... 441-5252  
Natural Science ..... 441-5297  
Social Science ..... 441-5313

#### **Administrative Offices**

President's Office..... 441-5234  
Executive VP of Business Services .. 441-5207  
VP of Academic Affairs..... 441-5580  
VP of Student Affairs..... 441-5274

#### **Student Services and Resources**

Athletic Office.....441-5268  
Bookstore .....441-5277  
Business Office .....441-5586  
Campus Security .....441-5599  
Career Services.....441-5312  
Clubs and Organizations .....441-5206  
Cosmetology.....441-5284  
Counseling.....441-5228  
Disability Services.....441-5557  
Financial Aid .....441-5585  
Game Room / TV Room .....441-5206  
Health Services.....441-5236  
IMPACT .....441-5253  
Library .....441-5280  
Maintenance .....441-5299  
Registrar's Office .....441-5242  
Scholarships .....441-5294  
Student Publications .....441-5555  
Tiger Deli .....441-6332  
Underground.....441-5293  
Wellness Center.....441-5222

**Outreach Centers**

Mulvane Bloomenshine .....	(316) 777-3050
Mulvane Industrial Technology	
Automotive and Machine Tool .....	(316) 777-3181
Welding.....	(316) 777-4259
Winfield Allied Health Center .....	(620) 441-6581

**FAX numbers**

Main Campus	
Athletic Office .....	(620) 441-5355
Business Office .....	(620) 441-5350
Registrar’s Office.....	(620) 441-5250
Student Life Office .....	(620) 441-5249
Mulvane Bloomenshine .....	(316) 777-3055
Winfield Allied Health Program.....	(620) 221-6589

**Notice of Non-Discrimination**

Cowley College is committed to a policy of non-discrimination involving equal access to education and employment opportunity to all regardless of sex, race, age, religion, color, national origin, handicap or veteran status.

This administration further extends its commitment to fulfilling and implementing the federal, state and local laws and regulations as specified in Title IX, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act.

If you desire special needs or support services, contact the ADA Coordinator at 620.442.0430 ext. 5557 or Kansas Relay Operator. Section 504 Coordinator -- Mark A. Richardson, 620.441.5557. Title IX Coordinator - - Sue Saia, 620.441.5274. Employment contact -- Janice Neagle, 620.441.5214.

## **POLICY AND PROCEDURE**

The development of institutional policies and procedures is a continuous process. It is also a cooperative venture requiring the participation of Trustees, administrators, faculty, and students. Policy recommendations may be initiated by individual faculty members, administrators, operating committees, or the Student Government Association. All policies must be reviewed and recommended to the Board of Trustees for approval. A complete list of all current college policies can be accessed on the Cowley College website.

### **402.00 ACADEMIC CODE OF CONDUCT**

Cowley College is committed to instilling in its students a high level of academic integrity. Integrity in the classroom is a definite expectation. Students who compromise the integrity of the academic process are subject to disciplinary action by the college.

A violation of academic honesty includes, but is not limited to:

#### **A: Plagiarism**

Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. The incorporation of another person's work into one's own requires appropriate identification and acknowledgment, regardless of the means of appropriation. The following are considered to be forms of plagiarism when the source is not noted:

1. Word-for-word copying of another person's ideas or words
  - a. Submitting another's published or unpublished work, in whole, in part, or in paraphrase, one's own without fully and properly crediting the author with footnotes, citations or bibliographical reference.
  - b. Submitting as one's own, original work, material obtained from an individual or agency without reference to the person or agency as the source of material.
  - c. Submitting as one's own, original work, material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

#### **B. Cheating**

Cheating involves the possession, communication, or use of information, materials, notes, study aids, or other devices not authorized by the instructor in any academic exercise, or communication with another person during such an exercise. Examples of cheating are:

1. Use and/or possession of unauthorized material or technology during an examination (any written or oral work submitted for evaluation and/or grade), such as tape cassettes, note tests, calculators, cell phones, or computer programs.
2. Obtaining assistance with or answers to examination questions from another person with or without that person's knowledge.
3. Furnishing assistance with or answers to examination questions to another person.
4. Possessing, using, distributing, or selling unauthorized copies of an examination, or computer program.
5. Representing as one's own an examination, paper or project taken by another person.
6. Taking an examination in place of another person or turning in another's work on a paper or project.
7. Obtaining unauthorized access to the computer files of another person or agency, and/or altering or destroying those files.

### C. Fabrication and Falsification

Fabrication involves inventing or counterfeiting information, i.e., creating results not obtained in a study or laboratory experiment. Falsification, on the other hand, involves the deliberate alteration or changing of results to suit one's needs in an experiment or other academic exercise.

### D. Multiple Submission

This is the submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.

### E. Misuse of Academic Materials

The misuse of academic materials includes, but is not limited to, the following:

1. Stealing or destroying library or reference materials or computer programs
2. Stealing or destroying another student's materials in one's possession without the owner's permission
3. Receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor.
4. Illegitimate possession, disposition, or use of examinations or answer keys to examinations
5. Unauthorized alteration, forgery, or falsification of academic records
6. Unauthorized sale or purchase of examinations, papers, or assignments

### F. Complicity in Academic Dishonesty

Complicity involves knowingly contributing to another's acts of academic dishonesty. If a student is ever in doubt about the specific guidelines governing individual or group work with respect to a particular course or assignment, be sure to ask the instructor for clarification.

### G. XF Grade

In accordance to the Academic Code of Conduct, an XF grade may be given to: Students who are guilty of academic misconduct on tests or major assignments. Students who knowingly facilitate classmates in academic misconduct on tests or major assignments (will be based upon the decision of the Appeals Committee). Students who commit repeat violations of the Academic Code of Conduct on any class assignments. The Academic Code of Conduct will be used to define academic misconduct. If an instructor determines a student should receive an XF grade: The instructor will meet with the student and follow the Academic Code of Conduct to ensure that the student has an initial opportunity to respond. If the instructor still believes the student should receive an XF grade, the instructor will notify the Instructional Office and complete an XF form. The student will then be notified of his/her right to appeal by the Appeals Committee, which will be scheduled as needed. If the student chooses to appeal the X portion of the grade, the Appeals Committee (which includes the Chief Academic Officer, faculty, staff and an SGA officer) will have the final authority. The student will have the opportunity to remain in the class until the appeal process has been completed. Formal withdrawal from the class will not prevent the student from receiving a grade of XF. A student may not withdraw from a class after receiving a grade of XF. The decision of the Appeals Committee will be the final decision. The student, teacher and advisor will be notified within 4 business days. To have the first XF grade removed from his/her transcript, the student must perform 20 hours of community service and successfully complete a short course on academic honesty by the end of the following semester. The community service will be arranged through A.C.E.S. and will be completed at the discretion of the A.C.E.S. sponsor. The short course will be for one credit hour at the student's expense with no financial aid or scholarship assistance. The instructional office may keep internal records that show the student received an XF grade that was later converted to an F after completion of the required community service and short course on academic honesty. If a student receives an XF grade for a second time, that grade will remain on his/her transcript with no opportunity for removal. An XF grade cannot be erased from the Academic Fresh Start program.

## Academic Misconduct

### First Level Resolution

The original jurisdiction of any case involving academic misconduct shall be with the faculty member whose course the alleged misconduct occurred. If a faculty member suspects a student of academic misconduct, he/she must inform the student without unnecessary delay of the alleged misconduct and provide the student the opportunity to respond before taking any action. Students suspected of academic misconduct, whether acknowledging involvement or not, shall be allowed to continue the course without prejudice pending disciplinary actions. If the faculty member takes no action within 10 days after informing the student, the allegations shall be considered dismissed. The faculty member may take one or more of the following actions: alter a grade or assign a grade of "F" in the assignment, examination or the course/ and or recommend an additional sanction up to and including suspension and/or dismissal from the course. The action taken by the faculty member should be reported to their department chair and the instructional office. The student so affected shall have the right of appeal through the Vice President of Academic and Student Affairs.

### Second Level Resolution

If a second offense of academic misconduct occurs during the student's academic career this WILL result in administrative withdrawal from the institution for a period of one academic year. The student so affected shall have the right of appeal through the Vice President of Academic and Student Affairs.

### Third Level Resolution

After one academic year the affected student may re-enroll with the understanding if a violation of the Academic Code of Conduct occurs during their tenure at Cowley College the result will be permanent expulsion from the institution with no right of appeal.

Adopted June 20, 2005

Revised April 16, 2007

*"The key question you must always ask yourself; what is the right thing to do?"*

*Author Unknown*

## **403.00 STUDENT CODE OF CONDUCT**

Students attending Cowley College are expected to conduct themselves as responsible individuals at all times while on campus. Acts of incivility or other behavior which interferes with or detracts from the learning-centered environment are not acceptable. In addition, student actions which violate school policies or local, state, or federal laws are not tolerated and may result in dismissal from the college or other disciplinary action.

The Chief Academic Officer (CAO), who is charged with the responsibility for maintaining a College atmosphere which is conducive to academic development and social growth, shall be empowered with due authority to suspend, expel, or to specify and enforce other disciplinary measures for students who violate College policies or commonly accepted standards of conduct. "Due Process" shall be available as defined in policy 405.00 to students who are suspended or expelled. In the absence of the CAO, the designated shall assume the above-described responsibilities.

1. **Intoxicating Beverages and/or Illegal Drugs:** No alcoholic or cereal malt beverages and/or illegal drugs shall be allowed on the campus or at school-sponsored functions.
2. **Tobacco:** Smoking is not permitted in College facilities. This includes smokeless tobacco.
3. **Dress and Appearance:** Students are expected to be clean and dress within the limits of general trends of dress at this college. Additionally, dress must be in accordance with all laws pertaining to health, sanitation, and insurance.
4. **Classroom Expectations:** Students are expected to behave in a civil and professional manner in the classroom. Instructions shall not permit the continued presence of disruptive behavior in class.
5. **Visitors and Children:** Only students who are enrolled in classes are allowed to attend. Children and visitors must have prior approval from administration to attend class sessions. While on campus, children and visitors must adhere to all school policies. All children under the age of 16 must be under direct supervision of a parent or guardian while on campus.
6. **Destruction of Property and/or Theft:** Students are expected to respect the rights and property of other students, faculty, staff, etc. Destruction of property and/or theft violates expected student conduct.
7. **Student Identification Cards:** All enrolled students at Cowley College are required to obtain a student ID card. Students must carry their current ID card with them at all times on campus.
8. **Electronic Devices:** Cellular phones, pagers and other electronic devices shall not be used in a manner that causes disruption in the classroom, library or within any college-owned or college-operated facilities. This includes abuse of cellular devices with photographic capability. Utilizing these devices for the purposes of photographing test questions or other forms of academic misconduct or illegal activity is prohibited, as is photographing individuals in secured areas such as lavatories or locker rooms. Taking photographs of any individuals against their will is strictly prohibited.

Cowley College believes in fostering a campus climate that promotes physical and mental well-being as well as a safe and orderly campus environment. In the event that a student is referred to the CAO or designee for mental health concerns, and the CAO or designee reasonably determines that a student is or may be a danger to himself or others, the student shall be required to undergo a mandatory mental health assessment with the Student Life Counselor or other pre-approved counselor. The purpose of said assessment is to determine if intervention, treatment, and/or a counseling program is necessary. Along with the assessment, the student shall agree to sign release documents which allow the CAO or designee access to information regarding the assessment results, the treatment plan, and progress reports if there are continued sessions with a counselor. The student may be withheld from attending classes until such mandatory assessment is complete and a plan of action is in place. If a student refuses to comply with the assessment or treatment plan, the student may be removed from the college.

Revised July 18, 2005

# Office of Civil Rights

## Civil Rights Comprehensive Notification for COWLEY COUNTY COMMUNITY COLLEGE

In compliance with the Executive Order 11236; Title II of the Education amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX – Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Cowley County Community College of Arkansas City, Kansas, shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Cowley County Community College, Arkansas City, Kansas, to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, procedures, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency.

Specific complaints of alleged discrimination under Title IX (gender) and Section 504 (handicap) should be referred to:

<b>TITLE IX COORDINATOR</b>	<b>SECTION 504 COORDINATOR</b>
Sue Saia Vice President of Student Affairs  Administration Wing, Galle Johnson Cowley County Community College Arkansas City, Kansas 67005 (620) 441-5274	Mark Richardson Disability Services Coordinator  Room # 107, Lower Level of Renn Memorial Library Cowley County Community College Arkansas City, Kansas 67005 (620) 441-5557

Title VI, Title IX, and Section 504 complaints can also be filed with the Regional Office for Civil Rights. Address correspondence to:

**U.S. Department of Education, Region VII  
Office for Civil Rights  
10220 N. Executive Hills Blvd.  
Kansas City, MO 64153**