Cowley College

Dual Enrollment Program Handbook

for High School Students

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Introduction: Welcome to Cowley College. We are excited to have you experience college before college! Our Dual Enrollment program provides an opportunity for eligible high school students to start earning college credit before graduating from high school. Courses are taught at one of Cowley College's partner schools through CAPSS (Concurrent Academic Partnerships for Secondary Students), at one of Cowley College's locations, or through distance learning, including Online, Online/hybrid, or interactive video (ITV)/synchronous learning.

- **Dual Enrollment:** College coursework is being taken before the student's high school graduation.
- **Dual Credit:** College-level courses taught to high school students for which the students receive both high school and college credit. The application of credit toward meeting high school requirements is at the discretion of the school district.
- **Concurrent Enrollment:** Is a subset of dual credit and means enrollment of high school students in dual credit courses, under a dual credit cooperative agreement. High school teachers teach classes during the regular high school day, and students receive both high school and college credit for completing the course.

Enrollment Process: To begin and continue coursework in the Dual Enrollment program, prospective students must complete the following series of steps, which involve their high school counselor, principal, and parents or guardians. Enrollment criteria guidelines must also be met and maintained for program enrollment and continuance.

1. Complete Cowley's free *Concurrent High School Application*
2. Contact the high school counselor regarding the interest in enrolling. **Homeschooled students** may complete this step and obtain the principal's signature from the individuals acting in this position within the homeschool.
3. Students must meet the following criteria to enroll
   a. Be a high school sophomore, junior, or senior, or a "gifted" 9th grade student with supporting IEP documentation recommending college coursework.
   b. Meet GPA and placement score guidelines to be eligible
      i. General Education Coursework: Minimum 2.75 high school GPA *with* an Accuplacer Reading Assessment score of 255 or greater *or an* ACT Reading score of 18 or better. The Reading assessment requirement may be waived for students with a GPA of 3.0 or higher who have completed college-preparatory coursework. Math and English coursework require additional assessments. (See Placement chart)
      ii. Career and Technical Education Coursework: Minimum of 2.0 GPA *with* an Accuplacer Reading score of 224 or better *or an* ACT Reading score of 16 or better.
4. Complete the **Dual Enrollment permission form** with the high school counselor, who will then submit this to Cowley College for enrollment to be completed. The permission form covers enrollment for each semester of the academic year in which it was submitted (Ex, *fall, spring, or summer).* Students must complete a new permission form each semester to continue their enrollment.
5. Make payment arrangements for the costs of enrolled courses before the first day of class.
6. Obtain textbooks and/or other required course materials
7. Attend/Complete a High School Orientation Session. (Most are scheduled per your high school.)

Program Requirements: Participants in the *Dual Enrollment* program are expected to meet and maintain academic criteria to continue enrollment.

1. Remain in good academic standing
   a. Maintain a minimum 2.0 college GPA. Falling below a 2.0 may result in being placed on Academic Probation, which limits the student as to the number of credit hours they may enroll in in future terms.
   b. Maintain the minimum high school GPA standards as are required for initial enrollment.
      i. General Education coursework: 2.75
      ii. Career and Technical Education coursework: 2.00

Course Placement: Once the enrollment requirements have been fulfilled, high school students are ready to enroll in many of Cowley's general education courses. However, specific courses require that the prerequisites be fulfilled before enrollment can occur. Please refer to the placement grid at the end of this document or online at https://cowley.edu/learn-at-cowley/classes-and-registration/placement-testing/index.html further details.

Drops/Withdraws: Schedule changes may be made after a class has begun. High school students must first consult with their high school counselor before making changes and completing the drop/withdrawal form. Completed forms should be submitted to the High School Dual Enrollment Advisor by the counselor, who will then initiate the change with the Registrar's office.

- **Drop**: A student may request to drop a class if within the refund period of the course. A "dropped" course refunds any charges and removes the course from the student's transcript. Drop dates are listed by course on the student schedule and by term or session on the add/drop calendar. Both may be found in the "Student" tab of Cowley Connect. Cowley College refunds are issued by mailed check to the student's address on file.
- **Withdrawal**: A withdrawal occurs if a student requests removal from a course after the refund period. Charges for the course are still incurred. Courses remain on the student transcript, denoted with a "W". Withdrawals do not impact GPAs. Refer to the add/drop calendar for course and session-specific withdrawal dates.
- **No-Show Drops:** Students who do not attend class or do not submit work online within the class's drop period are at risk of being dropped as a no-show. Students may be reinstated to their class(es) with the instructor, high school counselor, and advisor's permission.

Course Repeats: Students may repeat courses to attempt to raise a previous grade, however it should be noted that the grade and grade points of the most recent attempt are used to determine the course grade (*Ex: if a grade of "C" is earned in the first attempt of a class, and a "D" in the second, the "D" then becomes the final grade).* The grade of the first course attempt will also remain on the transcript.

Student ID Number and Log-in Credentials: Each student is issued a unique 7-digit Cowley ID number. Your Cowley Username will be your last name, the first letter of your first name, and the last four digits of your Cowley student ID number. (If your last name includes a hyphen or apostrophe, it will be removed from your username.) For example, John Smith, with the Cowley ID number 1234567, will have the username: SmithJ4567. (Usernames prior to 2025 will include the last 6 digits of your Cowley Student ID number.)
The student must set the login password via a link emailed by the Cowley College Tech Department at the time of application. If log-in support or password restoration is needed, students should contact tech@cowley.edu for assistance.

Student ID Cards: Student ID cards can be made at any Cowley Admissions office. High school students who plan to purchase or rent books in person at the Cowley Bookstore or who are enrolled in specific Allied Health or Emergency Medical Services courses must present an ID card.

Online Services: High school students utilize three online Cowley College services, all of which can be accessed through the Single Sign-On at www.cowley.edu. If sign-in assistance is needed, students should email tech@cowley.edu.

1. **Cowley Connect:** Provides access to class schedules, textbook needs, financial and billing information, current and final grades, unofficial transcripts, and many other items. The "Student" tab contains the majority of information and resources needed.
2. **Blackboard:** Learning Management System (LMS) for online coursework. Every class, including face-to-face classes, has a Blackboard course shell which instructors utilize to post course materials, assignments, assessments, their gradebook, syllabus, and more. All new students must complete the *Ultra Blackboard Orientation* before accessing other course content. Access to technical assistance on Blackboard is available 24 hours a day, 7 days a week, and 365 days a year. The Blackboard Help Desk can be accessed through the Cowley Help Desk at www.cowley.edu/helpdesk.
3. **Microsoft Office 365:** Provides access to Cowley student email, which serves as the primary means of communication between college staff and instructors with the student, and should be checked regularly. Students may also download Microsoft Office applications (such as Word, Excel, and PowerPoint) for free to compatible devices.

Textbooks and Supplies: Students are responsible for obtaining any books, materials, or supplies required for their courses.

- Textbook needs may be found and obtained in the following ways:
    1. Search the Cowley Bookstore's website at www.cowleycollegebooks.com. Go to "Textbooks", "Buy/Rent Textbooks", then search with the required information, which is provided on the course schedule.
    2. In Cowley Connect, go to the "Student" tab, then to "My Textbooks", and search by the upcoming class term (EX, Fall 2025). This will provide a link to the bookstore's site, which lists the necessary books.
        a. Online textbook orders may be picked up in person at the Bookstore, shipped to home for a flat rate, or delivered for a flat rate to a Cowley outreach location (Mulvane, Wellington-Sumner Campus, or Wichita) for pick up. Online rental returns may be dropped off at the Bookstore, any outreach location, or shipped back. Return shipping labels are provided.
    3. Visit the Cowley Bookstore in Arkansas City for in-person purchases or rentals. Students will be required to present their Cowley ID card and a printed copy of their course schedule.
- Certain classes and technical programs require additional supplies. Instructors or department personnel will provide supply lists and information tailored to individual course needs, if applicable.

Tuition and Fees: Participants in the *Dual Enrollment* program incur charges based on their residency status. Students are responsible for tuition and/or fees applicable to their specific courses, as well as the cost of textbooks, materials, or supplies. Students are encouraged to make payment or establish a payment plan by the first day of class. Carrying an unpaid balance through the end of the term prevents enrollment in future terms and prevents the release of official transcripts.

- **Kansas**
    - **Special Tuition Rate**: tuition-only rate for general education coursework of $70 per credit hour (academic year 2025-2026) with all fees waived, excluding course fees. Kansas students will take coursework at either the special tuition rate or through the Excel in CTE initiative.
    - **Excel in CTE**: provides for tuition–free technical coursework for Kansas high school Juniors and Seniors. Students are not responsible for incidental fees; however, some courses may require specific course fees, such as those for licensure or background checks. A complete listing of courses qualifying for Excel in CTE may be found at the following link: https://www.cowley.edu/freetuition/index.html

- **Oklahoma**
  - **Special tuition rate:** tuition only rate of $90 per credit hour (academic year 2025-2026) with all fees waived, excluding course fees.
- **Other state residency:** Students residing outside of Kansas or Oklahoma are out-of-state, and therefore receive Cowley's out-of-state tuition rate of $130 (academic year 2025-2026) per credit hour, as well as incur incidental and Online course fees. A full breakdown of these rates may be found at the following link: https://www.cowley.edu/apply-and-pay/tuition-and-fees/index.html

Payment: Student accounts may be paid in several different ways. Cowley College does not send out bills; however, itemized statements are provided under "Student Financial Account" within the "Student Billing" tab of Cowley Connect.

1. Pay online with a debit or credit card through Cowley Connect through "Student Finances and Payments".
   a. Automatic payment plans through NelNet may also be set up in Cowley Connect.
2. Mail a check or money order to the Cowley Business Office.
   a. Cowley College, ATTN: Business Office, 125 S 2nd St, Arkansas City, KS 67005
3. Pay in person at the following Cowley locations:
   a. Arkansas City Campus
   b. Sumner Campus – Wellington
   c. Mulvane Science, Engineering, and Academic (SEA) Center
   d. Wichita Center
4. Pay online at www.cowley.edu by going to "Apply and Pay", "How to Pay" from the top menu, then "Pay Online" in the following screen. Balance must be known. Payments will reflect on the account the next business day.
5. Pay from the CowleyGo app by accessing Cowley Connect through the Single Sign On or by using the *Pay your Bill* button on the app home screen.
6. Pay by phone by calling 620-441-5586 and pay with a debit or credit card.

   **Past due accounts will incur a 14% fee

Tax Information: Individuals who incur qualified tuition and expenses will be provided a *1098-T* form for tax reporting purposes, provided a **social security number has been provided**. Cowley students may find their *1098-T* under "My 1098-T" within the "Student Billing" tab of Cowley Connect or opt for printed *1098-T* statements.

Orientation: Attend High School Orientation offered during the fall, spring, and summer terms. The course information "*Cowley Success"* is located within the *Ultra Blackboard Student Orientation*, so it is always available for reference. At the beginning of each semester, face-to-face sessions are offered at Cowley College Campuses in Arkansas City, Mulvane, and Wellington. High school counselors can also request 'in-house' orientations at their high school. Orientation topics can include:

- Overview of the Cowley College High School Dual Enrollment program
- Student schedule adjustments: how to add, drop, and withdraw from courses
- Navigating Cowley College online services: Blackboard, Cowley Connect, Office 365 (Student email)
- Obtaining a textbook
- Future enrollment
- Program contact information

Course Descriptions: Approved Cowley College courses are listed in the Academic Catalog by academic discipline (3-digit prefix) and include the course number, title, credit hours, elective type, description, prerequisites/corequisites, and a link to the approved course outcomes and procedures document.

- If applicable, special identifiers next to the course title are identified with **(T►)** if the course qualifies as a Kansas Regents System Wide Transfer Shared Number (KRSN) course or **($)** indicating the course qualifies for the *KS Excel in CTE* funding which provides free tuition to Kansas high school students enrolled in qualifying technical programs and courses.

Course Offerings: Cowley College offers nearly 600 courses approved by the Kansas Board of Regents, which align with the various pathways and programs of study that lead to a degree, vocational certificate, or industry-recognized credential or skill. Dual Enrollment advisors will help you design a program to meet your educational and career goals.

Course Modalities: Cowley College offers course delivery in four different modalities. Specific courses should be referenced to determine the available delivery methods. Some courses are reserved exclusively for high school students. These course codes typically include a numerical indicator of "60, 61, 62…etc." on the course section.

1. **Face to Face**: courses are taken in person at a Cowley College campus or designated location. High school concurrent students may be offered face-to-face classes on their high school campus. These are considered "in-house classes". Course codes for face-to-face classes will indicate their location.
   a. CC: Cowley College, Arkansas City Main Campus
   b. MU: Cowley College Mulvane Science, Engineering, and Academic Center
   c. MI: Mulvane Technical Campus
   d. WL: Cowley College Sumner Campus: Wellington or Wellington High School
   e. WF: Winfield Allied Health Campus
   f. High school in-house classes will have special designated course codes based on the school's name.
2. **Online** (OL): courses are taken entirely online in the Blackboard online learning system.
3. **Hybrid**: courses include both face-to-face meeting times, as well as completion of coursework online. Hybrid course codes and schedule descriptions include the physical location in which they meet (CC, MU, WL, etc.) as well as the notation: "HYBRID Coursework in Blackboard; Online"
4. **Synchronous Learning** (SL): students join a live class virtually over Zoom on the scheduled day and time. Coursework is submitted online in Blackboard.

Final Exams: A final examination is required for each course that carries academic credit. 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 scheduled time and date. Exam times and open periods for online coursework will be posted in the Blackboard system. Permission to take a final at a different time may be granted to students who have compelling reasons, not merely for the student's convenience. Permission forms for this can be obtained in the office of the Vice President of Academic Affairs and must be approved before the scheduled final.

Transcript: The College transcript is the official document listing all courses and grades earned through the college. Students transferring to another institution must have a copy of their official transcript sent to the receiving institution to receive credit for courses previously completed. A small fee is associated with obtaining an official transcript. *Unofficial* student transcripts are always available through the "Student Tab" of Cowley Connect.

Registrar: The Registrar's office maintains the official academic records on all students and transcripts of coursework completed and degrees conferred.

Credit Hours: Each college course is assigned a specific number of credit hours, typically ranging from 1 to 6. The number of credit hours allotted to a course is determined by the number of clock hours students spend in the class each week.

Syllabus: Each course will include an instructor-created syllabus, accessible in Blackboard, which outlines expectations and provides information such as class policies, contact details, grading and assessment standards, required texts, and a schedule of assignments.

Academic Calendar: Cowley College establishes, publishes, and adheres to a yearly academic calendar, which provides essential information and key dates. High school students should follow the college's academic calendar to stay informed about openings and closings. If a student's high school is not in session for a day or a period of days, the College may still be in session, and therefore, the student is still expected to attend. The academic calendar may be found in the "Student Tab" of Cowley Connect. Additional calendar resources may be found at the following link: https://cowley.edu/learn-at-cowley/classes-and-registration/academic-calendars/index.html

KBOR: A body that governs the state universities, supervises the community colleges, technical colleges, and Washburn University, and coordinates all postsecondary education in Kansas. All degrees, programs, and courses offered by these institutions are approved through a process with the Kansas Board of Regents.

- **KBOR Guaranteed Transfer**: KBOR has established that specific courses, when completed at a Kansas public university, community college, or technical college, will be guaranteed to transfer to any Kansas public postsecondary institution offering an equivalent course. The KBOR guaranteed transfer list may be on the following link: https://www.kansasregents.org/students/transfer-articulation
- The Kansas Regents Transfer KS portal provides information on Systemwide Transfer (SWT) courses for Kansas public colleges and universities. System-wide Transfer courses are accepted by any Kansas public institution offering an equivalent course. The decision to count lower-division courses toward upper-division credit hours is at the discretion of the receiving institution.

HLC: Higher Learning Commission – The accrediting agency for higher education institutions, which sets standards that must be adhered to be an accredited college.

FERPA/Buckley Amendment: The Family Educational Rights and Privacy Act of 1974 and the Buckley Amendment were established to protect the privacy of your educational records. Your student records are to be kept confidential unless you permit their release by completing the Parent / 3rd Party FERPA Permission in Cowley Connect. Schools may disclose specific information without a student's consent or to approved individuals as required by law. High school concurrent students should follow the same FERPA guidelines as non-high school students. FERPA information is also indicated on the FastTrack permission form.

Tutoring and Student Support Resources: Cowley College offers and encourages the use of free tutoring services and workshops to all students, including our high school dual-enrolled students. Tutoring is available in a variety of subjects. It is offered in both face-to-face sessions at the Arkansas City and Mulvane campuses, as well as distance tutoring via Zoom. Students wishing to utilize tutoring services can find additional information at the following links. Students may also access tutoring services through "Assist" in Blackboard.

- Tutoring Services: https://cowley.edu/learn-at-cowley/academic-support/tiger-learning-center/index.html
    Tiger Learning Center: located on the Arkansas City Campus, lower level of Renn Memorial Library
- Fully online services: https://online.cowley.edu/support-services/tutoring/

Students needing research resources may also take advantage of free access to online databases and resources provided by Cowley's Library services. These may be accessed through the "Student Tab" of Cowley Connect.

Accessibility Services: In compliance with the Americans with Disabilities Act of 1990, Cowley ensures that its facilities and instructional programs are accessible to all individuals and provide reasonable accommodations as required by law. It is the policy of Cowley College that no individual shall be discriminated against based on disability, and all students shall have the right to enjoy full and equal goods, services, facilities, privileges, and advantages or accommodations at the college.

High school dual-enrolled students with qualifying IEP accommodations may seek services via their district's Disability Coordinator, who may work hand-in-hand with the College's Student Accessibility Coordinator to provide accommodations.

Student Policy & Procedure: The Cowley Academic catalog and institutional policies serve as the official rules of record, which govern student activity in admission, enrollment, coursework, and behavior. All college policies and procedures can be accessed via the Cowley website and catalog at the following links. Additional information regarding Cowley College is available to students and the public online at the Cowley Website, cowley.edu

- Policy Manual: cowley.edu/about/administration/policies-and-procedures
- Cowley College Academic Catalog: catalog at a glance

Development of Policy & 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 Cowley College Student Senate. All policies must be reviewed and recommended to the Board of Trustees for approval. A comprehensive list of all current college policies is available 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 and outside the classroom is a definite expectation. Students who compromise the integrity of the educational process are subject to disciplinary action by the college. The student so affected by an academic integrity violation and disciplinary action shall have the right of appeal through the academic affairs office. AP402 Academic Code of Conduct, Associated Board Policy: 402.00

403.00 Student Code of Conduct:

Cowley College is committed to providing an excellent and safe learning environment for all students, both in and out of the classroom. We believe in fostering a campus climate that promotes both physical and mental well-being, as well as a safe and orderly environment. Students who compromise the student code of conduct are subject to disciplinary action by the college.

Cowley College students are expected to conduct themselves as responsible individuals at all times, both on and off campus, when participating in a college-approved activity, by the Standards of Student Conduct. Acts of incivility or misconduct that interfere with or detract from the learning-centered environment are not permissible. A charge of misconduct may be made against a student for violating provisions of published College regulations and policies. In cases where a student is charged with misconduct, they will be processed in accordance with the procedures outlined in the Standards of Student Conduct, as reflected in the Student Handbook. The student affected by a student code of conduct violation and disciplinary action shall have the right to appeal through the academic affairs office, as outlined in 405.00 ADMINISTRATIVE WITHDRAWALS AND EXPULSION APPEALS.

The administrator responsible for ensuring student rights and freedoms is the Vice President of Student Affairs (or designee). Both the Vice President of Academic Affairs and the Vice President of Student Affairs are responsible for student conduct, responsibilities, and due process. AP403 Student Code of Conduct, Associated Board Policy: 403.00

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 based on 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 ensuring that 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 believe they have been subjected to discrimination by the local education agency.

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

<div align="center">

Student Accessibility Coordinator,
Cowley County Community College,
Nelson Student Center 202
125 South 2nd Street,
Arkansas City, Kansas 67005
620-441-5557

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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

NOTICE OF NON-DISCRIMINATION

Cowley County Community College and Area Vocational-Technical School is committed 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 any other protected category under applicable law. The college will provide all qualified individuals with reasonable accommodations in the work and educational environment, ensuring equal access to all College programs, activities, and facilities.

The College does not discriminate in admissions, educational programs, or employment based on any factor outlined above or prohibited under applicable law. This prohibition against discrimination applies to all College employees, students, contractors, and agents of the College, as well as to anyone participating in a College-sponsored event or activity. Inquiries concerning the college's compliance with its non-discrimination policies may be directed to the VP of Student Affairs (or their designee) or the Director of Human Resources at 125 S. Second St, Arkansas City, KS 67005, or by calling 620-442-0430.

ANNUAL STUDENT NOTIFICATION

Dear Student,

The Federal government requires colleges to provide their students with information regarding their rights as students concerning the following topics: the Drug-Free Schools Act, the Family Educational Rights and Privacy Act (FERPA), and voter registration information. This notification will explain how the Drug Free Schools Act is complied with at Cowley College, what FERPA means to you as a student, and how you can register to vote in the county for national, state, and local elections.

Drug Free Schools Act

U.S. Department of Education regulations require that all students and employees of Cowley College be provided with the following information on an annual basis. Please take a few minutes to review this critical material.

Standards of Conduct

Cowley College supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989. No alcoholic or cereal malt beverages and/or illegal drugs shall be allowed on the campus or at school-sponsored functions. Smoking and the use of smokeless tobacco are not permitted in college facilities or vehicles. Students and employees are expected to abide by all applicable alcohol and drug laws and to abstain from use of alcohol and illegal drugs while on campus and during school-sponsored activities.

Applicable Legal Sanctions

Local, state, and federal laws relate to the unlawful possession, use, or distribution of illicit drugs and alcohol. These laws govern such issues as: public drunkenness; purchase, consumption, possession, or transportation of alcohol by a minor; selling or furnishing alcohol to minors; manufacturing, selling, or carrying a false ID; driving under the influence; and illegal trafficking and possession of controlled substances. Penalties for violation of alcohol and drug laws can include fines, court costs, diversion costs, treatment costs, community service, loss of driver's license, and jail time.

Health Risks Associated with the Abuse of Alcohol or Use of Illicit Drugs

Health risks associated with chemical use include (but are not limited to): heart disease; cancer; obstructive lung diseases; spontaneous abortion, pre-term birth, low birth weight, and congenital disabilities; impaired judgment, coordination, and memory; organ damage; insomnia; paranoia; delusions and hallucinations; seizure; elevated blood pressure; stroke; anxiety and mood disturbances; respiratory depression; brain damage; sexual side effects; physical and psychological dependence; coma; and death.

Drug and Alcohol Programs

All students are eligible for assessment, treatment, and referral by the Student Life Counselor, who can be contacted at 620-441-5228. Employees who choose to contact the Student Life Counselor regarding substance-related issues are eligible for consultation and referral. Referrals to other treatment providers can be found at 800-662-HELP, or http://findtreatment.samhsa.gov.

Disciplinary Sanctions

Cowley College will impose disciplinary sanctions on students and employees for violations of the standards of conduct outlined above. These sanctions may include fines, suspension, counseling, intensive supervision, expulsion, termination of employment, and referral for prosecution.

Questions or Comments

Any questions or comments regarding this notification may be directed to the Executive Director of Student Services at 620-441-5206 or kristi.shaw@cowley.edu.

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 to release any information from a student's record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under certain conditions. For a complete listing of those conditions and more information regarding FERPA, go to: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://cowley.edu/_resources/assets/pdf/apply-and-pay/right-to-know/cowley-college-annual-ferpa-student-notification.pdf

VOTER REGISTRATION

The Kansas Secretary of State's website, www.kssos.org, is the location to find a Kansas voter registration application form. The web page provides instructions on how to register to vote. The deadline to vote is the fifteenth day before any election.

If you have any questions about any of these notices, please do not hesitate to contact the Executive Director of Student Services at 620-441-5206 or kristi.shaw@cowley.edu.

COWLEY COLLEGE CONTACT INFORMATION

<u>Dual Enrollment & Advising</u>
(620) 441-5368 / (620) 441-6565
DualEnrollment@cowley.edu

<u>Technical Education Support Specialist (CTE)</u>
Jessica Dorman – (620) 441-5279
Jessica.dorman@cowley.edu

<u>Director of Dual Enrollment & Partnership</u>
Brandon Burke – (620) 441-5368
Brandon.burke@cowley.edu or DualEnrollment@cowley.edu