

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, flowing style.

Patrick J. McAtee, Ph.D.
President



Erin Griffiths
President



Devon Tracy
Vice President



Shaelynn French
Secretary



Chris Bales
Treasurer

Cowley College Student Senate welcomes you to Cowley!

We are so happy to have you at Cowley! Student Senate is the group that organizes many of the events on campus. This upcoming year is full of fun activities and will be a blast! We hope to see you at all of the events! I, Erin Griffiths, am the Student Senate President and can't wait to meet you all!

Cowley College has so many opportunities for students! Activities and clubs are everywhere! However, I've realized that your experience here is what you make it. GET INVOLVED! Attend the dances, go to the games, join a club, and HAVE FUN! College should be an experience that you'll look back on and think about all the great times you had. You don't want to look back and think to yourself, "I should've done more." At Cowley, you get what you give. What you put into things is what you get out of them.

Meeting people on campus is easy! Opportunities are everywhere. I hope you have an amazing experience here at Cowley. Just know that the students and staff are very friendly and always willing to help you with anything you need, as are the CCSS officers and Ambassadors. Have a great year! And remember, Cowley is what you make it!

Yours truly,
Erin S. Griffiths
Erin Griffiths
CCSS President

IF FOUND, PLEASE RETURN TO:

Name: _____

Address: _____

Phone: _____

ADVISOR INFORMATION

Advisor Name: _____

Office Location: _____ Office Hours: _____

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>

□ 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 One of the following Summer Sessions:
 - June 8, June 17, June 24, July 13, July 15, July 28, August 3, August 5, August 9, August 11
 - Time: 9 am to 12 pm or 1 pm to 4 pm
 - Location: Webb Brown Room 104

- _____ 2. Attend Mandatory New Student Orientation Follow-up:
 - Date: August 18, Registration-8:00 am to 8:30 am-
ending at 12-noon
 - Location: Brown Center

Must attend both the summer workshop and the mandatory New Student Orientation Follow-up to get the full one credit.

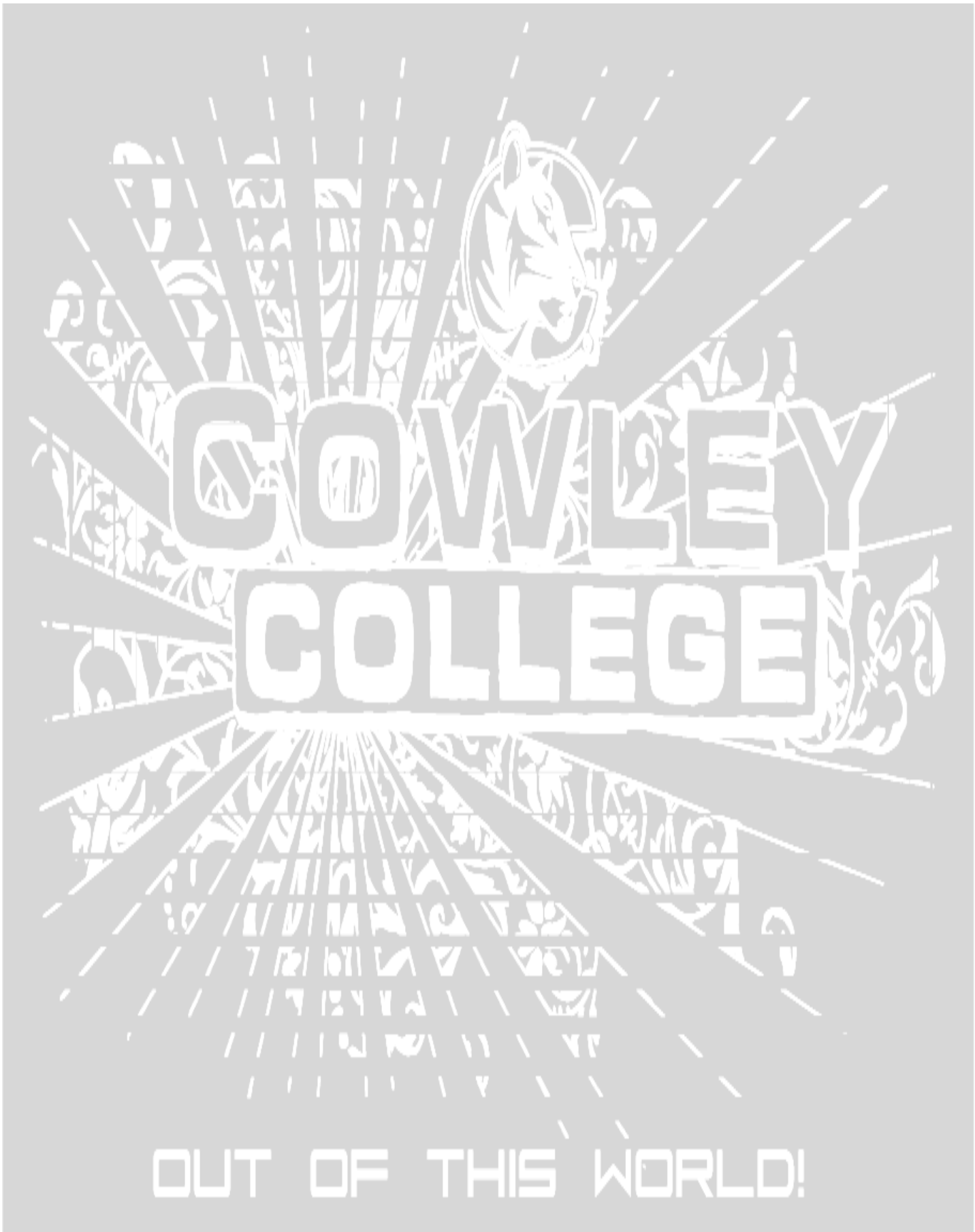


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COWLEY COLLEGE LINGO

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. The catalog is available online at www.cowley.edu/academics

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.

E-Cashier Payment Plan: To help you meet your educational expenses, Cowley is pleased to offer FACTS Management as a convenient budget plan. FACTS is an e-cashier payment 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. If you are a dorm student, your ID is also your meal card. You must present it at every meal.

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. Transcript 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. Advising Services: Every student at Cowley has the right to an academic advisor. Advisors assist students in developing an educational plan for their academic goals.

Phone: 441-5574

Location: Room # 203, Nelson Student Center

2. 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. from August – May. During the summer months of June and July the bookstore is open Monday through Thursday from 8:00 a.m. to 5:00 p.m. and on Friday from 8:00 a.m. to 12:00 p.m.

Phone: 441-5277

Location: 207 West Fifth Avenue

3. 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 loan, pell and miscellaneous refund 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

4. 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.

Phone: 441-5599

5. 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: Renn Memorial Library

6. 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)	Students Honoring All Diverse Ethnicities (SHADE)
Academic Excellence Challenge (AEC)	Skills USA / VICA
Act One Drama Club	Student Ambassadors
Art and Design Club	Varsity Athletics
Fellowship of Christian Athletes (FCA)	Athletic Training
College Democrats	Baseball
College Republicans	Basketball (men)
Cowley Activity Awareness Team (C.A.A.T.)	Basketball (women)
Cowley College Student Senate (CCSS)	Cross Country (men / women)
Creative Claws	Soccer (men / women)
Film Club	Softball
Instrumental Music	Spirit Squad (men / women)
Concert Band	Tennis (men)
Jazz Band	Tennis (women)
Intramurals	Tigerette Danceline
Kansas National Education Association (KNEA-SP)	Track & Field (men / women)
Math and Science Club	Volleyball (women)
Multicultural Scholars Program	Vocal Music
Mu Alpha Theta Honor Society	CC Singers Show Choir
Phi Beta Lambda Business Club (PBL)	Concert Choir
Phi Theta Kappa Honor Society (PTK)	

7. 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

8. 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

Location: 206 S. 4th Street

9. 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

10. 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 certifies educational benefits through the Veteran's Administration. Students must file a FAFSA form each year to determine eligibility for federal student aid. 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

11. 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 and ping-pong tables are available for all students and staff. In addition, students may check out DVD games, game equipment, movies and other board games from the student life center.

Phone: 441-5206

Location: Jungle, Nelson Student Center

12. 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, flu vaccines, etc.) All services are confidential.

Phone: 441-5236

Location: Room #207, Nelson Student Center

13. 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

14. 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

15. 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 3rd St.

16. 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

17. 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

18. 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: Main Level of Galle Johnson Hall

19. Student Publications: The Cowley Press newspaper is a student generated publication. It is published every two weeks both online and print. 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; brainstorming story ideas writing and editing articles, taking pictures, designing and laying out pages, shooting and editing videos, publishing to the web, distributing the newspaper as well as developing and advertising base, selling and designing ads.

Phone: 441-5555

Location: Room # 104-A, Kerr Center

20. 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

21. Tutoring: Free tutoring is available in various subject areas to all students.

Phone: 441-5312

Location: Renn Memorial Library

22. 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. Open 7 days per week. 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. 5th Avenue

INFORMATION CENTRAL

Cowley Web site: www.cowley.edu

ARKANSAS CITY CAMPUS (main campus)

All Arkansas City / Winfield area codes are 620

Local(620) 442-0430

Department Numbers

Allied Health221-3392
Business, Computers, and Information Technology441-5283
Career and Technical Education.....441-5279
Humanities.....441-5252
Natural Science.....441-5297
Social Science.....441-5313

Administrative Offices

President's Office441-5234
Executive VP of Business Services.....441-5207
VP of Academic Affairs441-5580
VP of Student Affairs441-5274
VP of Research and Technology441-5264

Student Services and Resources

Advising441-5574
Athletic Office441-5268
Bookstore.....441-5277
Business Office.....441-5586
Campus Security.....441-5599
Career Services.....441-5312
Clubs and Organizations441-5206
Cosmetology.....441-5284
Counseling.....441-5228
Disability Services.....441-5557
Financial Aid441-5585
Game Room / TV Room441-5206
Health Services.....441-5236
IMPACT441-5253
Library441-5280
Maintenance441-5299
Registrar's Office441-5242
Scholarships.....441-5294
Student Publications441-5555
Tiger Deli441-6332
Tutoring441-5312
Wellness Center.....441-5222

OUTREACH CENTERS

E-Learning.....	(316) 683-6013
Mulvane Bloomenshine.....	(316) 777-3050
Mulvane Career & Tech Education:	
Automotive and Machine Tool.....	(316) 777-3181
Welding.....	(316) 777-4259
West Side Center.....	(316) 722-2787
Winfield Allied Health Center.....	(620) 221-3392

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
E-Learning.....	(316) 683-6517
Mulvane Bloomenshine.....	(316) 777-3055
Mulvane Career & Tech Education.....	(316) 777-0137
West Side Center.....	(316) 722-2791
Winfield Allied Health Center.....	(620) 229-5989

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 Cowley's ADA Coordinator / Disability Services Coordinator / Section 504 Coordinator at (620) 441-5557, or the Kansas Relay Operator.

If you have a discrimination complaint, contact the following individuals: For a gender discrimination complaint, contact the Title IX Coordinator, Sue Saia at (620) 441-5274. For an employment complaint, contact the Title VI Coordinator, Janice Neagle at (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 Cowley College Student Senate. 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.

Any Cowley College student who assists another student in an act of academic dishonesty will be subject to disciplinary action whether or not the complicit student is enrolled in the class for which the dishonest act occurred. The complicit student will be notified by the Vice President of Academic Affairs that he or she has been involved with an academic integrity issue and subject to disciplinary action.

Institutional Academic Integrity Misconduct Disciplinary Action

The college is committed to academic integrity; students must take this issue very seriously. The intent of this policy is not one of punishment but rather the promotion of ethical, professional and honest behaviors. However, if an academic code of conduct violation is found, this policy was developed to provide a consistent method for institution action. Students who are unclear about the rules governing any aspects of academic integrity should ask the instructor for clarification or guidance.

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 or she must inform the student without unnecessary delay of the alleged misconduct and provide the student the opportunity to respond before taking any action. If convinced that an academic integrity violation occurred, the instructor must complete an academic integrity incident report and forward it to the Vice President of Academic Affairs. The student will receive a zero for the assignment. If a student was aided in the academic integrity event by student who is not in the class, the instructor must also complete an academic integrity incident report for that student and forward it to the Vice President of Academic Affairs.

The process of completing an academic integrity incident report and subsequent discussion with the student is completed by the faculty member for each occurrence. If convinced that an academic integrity violation occurred, the instructor must complete an academic integrity incident report and forward it to the Vice President of Academic Affairs. The student will receive a zero for the assignment. If a student was aided in the academic integrity event by student who is not in the class, the instructor must also complete an academic integrity incident report for that student and forward it to the Vice President of Academic Affairs.

The Vice President of Academic Affairs shall track all academic integrity violations and act in the following manner:

First Violation and Resolution

The student's first violation at the college will result in a zero for the assignment. The student will be notified of the violation by the Vice President of Academic Affairs and reminded about the importance of academic integrity at this institution. If a student was complicit in the event and not enrolled in the course where the violation occurred, he or she will be notified of the importance of academic integrity and seriousness of the violation.

Second Violation and Resolution

The student's second violation at the college will result in an XF grade for the course. The student will be notified of the violation by the Vice President of Academic Affairs and reminded about the importance of academic integrity at this institution. If a student was complicit in the event and not enrolled in the course where the violation occurred, he or she will be notified of the importance of academic integrity and seriousness of the violation.

The XF grade is noted on the student transcript and denotes a failing grade due to a violation of the academic integrity policy. It is possible to have the XF grade changed to an 'F' if desired by the student. To have the XF grade removed from his or 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 academic integrity course is one credit hour of length and will be at the student's expense with no financial aid or scholarship assistance. The academic affairs 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. An XF grade cannot be erased from the Academic Fresh Start program.

Third Violation and Resolution

The third offense of academic misconduct will result in administrative withdrawal from the institution for a period of one academic year.

Due Process

The student so affected by an academic integrity violation and disciplinary action shall have the right of appeal through the academic affairs office. Students suspected of academic misconduct, whether acknowledging involvement or not, shall be allowed to continue the course without prejudice pending disciplinary actions. The student must notify the Vice President of Academic Affairs within 10 days of the event. An appeal hearing committee will be appointed by the Vice President of Academic Affairs which will include two faculty member and the faculty member's department chair, one student government representative and others as deemed necessary. Students will receive written notification of the appeal decision within eight days of the hearing. The appeal committee decision is final.

Adopted June 20, 2005
Revised April 16, 2007
Revised July 21, 2008

403.00 STUDENT CODE OF CONDUCT

Students attending Cowley College are expected to conduct themselves as responsible individuals at all times while on campus or at college sponsored events. 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:

TITLE IX COORDINATOR	SECTION 504 COORDINATOR
Sue Saia Vice President of Student Affairs	Mark Richardson Disability Services Coordinator
Administration Wing, Galle Johnson Cowley County Community College Arkansas City, Kansas 67005 (620) 441-5274	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**