



**Cowley College**  
**Dual Enrollment Program Handbook**  
**for High School Students**  
**2024-2025**

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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 prior to 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 prior to 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. How the credit is applied 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, pursuant to a dual credit cooperative agreement. Courses are taught by high school teachers during the regular high school day and students receive both high school and college credit for completing the course.

**Enrollment Process:** In order to begin and continue coursework in the *Dual Enrollment* program, prospective students need to complete the following series of steps involving their high school counselor and principal, as well as 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 as well as 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” 9<sup>th</sup> 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* ACT Reading score of 18 or better. The Reading assessment requirement may be waived for students with a GPA greater than 3.0 who have completed college-prep 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* 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 along with the course request for the enrollment to be completed. The permission form covers enrollment for the entirety of the academic year in which it was submitted (*Ex: fall through summer of AY 2023-2024*). Students will need to complete and submit a renewed permission form to continue in the next academic year
5. Make payment arrangements for the costs of enrolled courses prior to the first day of class.
6. Obtain textbooks and/or other required course materials
7. Attend/Complete a Concurrent High School Orientation Session.

**Program Requirements:** Participants in the *Dual Enrollment* program are expected to meet and maintain academic criteria in order to continuously enroll.

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, certain courses require that prerequisites are fulfilled prior to enrollment. Please refer to the placement grid at the end of this document or online at <https://www.cowley.edu/current/placement/tables.html> for 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 prior to making changes and to complete the drop/withdraw form. Completed forms should be submitted via the counselor to the High School Concurrent Advisor, who will then initiate the change with the Registrar's office.

- **Drop:** A student may request to drop a class if within the full refund period of the course. A "dropped" course refunds any charges and removes the course from the student transcript. Drop dates are listed by course on the student schedule, as well as by term/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.
- **Withdraw:** A Withdraw 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". Withdraws do not impact GPAs. Refer to the add/drop calendar for course and session specific withdraw 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 re-instated to their class(es) with 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 six digits of your Cowley student ID number. (If your last name includes a hyphen or apostrophe, they will be removed from your username.) For example, John Smith – with the Cowley ID number 1234567 – will have the username: SmithJ234567.

**The log in password must be set by the student 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](mailto: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 taking certain Allied Health or Emergency Medical Services courses will need an ID card.

**Online Services:** High school students utilize three online Cowley College services, which all may be accessed from the Single Sign On at [www.cowley.edu](http://www.cowley.edu). If sign-in assistance is needed, students should email [tech@cowley.edu](mailto: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* prior to being able to access 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](http://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 to the student, and should be checked regularly. Students may also download Microsoft Office applications (Word, Excel, PowerPoint, etc.) for free to compatible devices.

**Textbooks and Supplies:** Students are responsible for obtaining any textbooks, 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](http://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 2023). This will provide a link to the Bookstore’s site which lists the needed books.
    - a. Online textbook orders may be picked 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 course schedule.
- Certain classes and technical programs require additional supplies. Instructors or department personnel will provide supply lists and information for individual course needs if applicable.

**Tuition and Fees:** Participants in the *Dual Enrollment* program incur charges based on residency. Students are responsible for tuition and/or fees applicable to their specific courses as well as the cost of textbooks and materials or supplies. Students are encouraged to make payment or have a payment plan in place by the first day of class. Carrying an unpaid balance through the end of the term prevents enrollment in future term 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 2024-2025) 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 require certain course fees, such as those for licensure, background checks, etc. 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 2024-2025) 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 2024-2025) 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 2<sup>nd</sup> St, Arkansas City, KS67005
3. Pay in person at the following Cowley locations:
  - a. Arkansas City Campus
  - b. Sumner Campus – Wellington
  - c. Mulvane Science Engineering and Academic Center
  - d. Wichita Center
4. Pay using Direct Wire
  - a. Must contact [studentbilling@cowley.edu](mailto:studentbilling@cowley.edu) and request Direct Wire instructions.
5. Pay online at [www.cowley.edu](http://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.
6. 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.
7. 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, providing 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:** New high school students are provided with an orientation 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 the fall 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, withdraw from courses
- Navigating Cowley College online services: Blackboard, Cowley Connect, Office 365 (Student email)
- Obtaining 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, course title, credit hours, elective type, course description, prerequisites/corequisites, and a link to the approved course outcomes/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 has nearly 600 courses approved by the Kansas Board of Regents which coincide with the many pathways and programs of study that lead towards a degree, vocational certificate, or industry recognized credential or skill. Cowley 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 delivery methods available. Some courses are reserved only for high school student enrollment. 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 fully 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 courses 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 at the scheduled day and time. Coursework is submitted online in Blackboard.

**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. Exam times/open periods for online coursework will be posted in Blackboard. 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.

**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 in order to receive credit for courses previously completed. There is a small fee 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 coursework completed and degrees conferred.

**Credit Hour:** Each college course is denoted with a certain number of credit hours, usually ranging from one to six. 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 found in Blackboard, which will outline expectations and include information such as class policies, contact information, grading and assessment standards, required texts, and a schedule of assignments.

**Academic Calendar:** Cowley College establishes, publishes, and follows a yearly academic calendar, which provides important information and dates. High school students should follow the College's academic calendar to stay aware of openings and closings. If a student's high school is not in session for a day or period of days, the College may still be, 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://www.cowley.edu/news/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 certain courses, when successfully 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 seen on pages 13-15 of this handbook, as well as at 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. Systemwide Transfer courses transfer to any Kansas public institution offering an equivalent course. The decision of lower division courses to count 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 in order 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 give permission for their release by completing the Parent / 3<sup>rd</sup> Party FERPA Permission in Cowley Connect. Schools may disclose certain information without student consent or to approved individuals 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 provided in a variety of subjects and is available in face-to-face sessions at the Arkansas City and Mulvane campuses as well as distance tutoring via Zoom. Students wishing to utilize tutoring services may find additional information for tutoring services at the following links. Students may also access tutoring services through “Assist” in Blackboard.

- Tutoring Services: <https://www.cowley.edu/tiger-learning-center/index.html>  
**Tiger Learning Center:** located on the Arkansas City Campus, lower level of Renn Memorial Library  
**Mulvane tutoring:** located in the Mulvane Science, Engineering, and Academic Center
- 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.

**Disability Services:** 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.

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.

Possible accommodations may include:

- Note takers
- Tape recording lectures
- Sign Language Interpreters (deaf or hard of hearing)
- Extended test time
- Alternate test environment
- Tests read to student
- Assistive technology (Premier Assistive Technology and Dragon Naturally Speaking software programs)
- Mobility guides

**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 web site and catalog at the following links. Additional information regarding Cowley College is available to students and the public online at the Cowley Website, [www.cowley.edu](http://www.cowley.edu).

- Policy Manual: [cowley.edu/about/administration/policies-and-procedures](http://cowley.edu/about/administration/policies-and-procedures)
- Cowley College Academic Catalog: [catalog.cowley.edu](http://catalog.cowley.edu)

**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 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 and outside the classroom is a definite expectation. Students who compromise the integrity of the academic 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. **Policy 402 will be implemented in process through Procedure ACD002.**

### **403.00 Student Code of Conduct:**

Cowley College is committed to providing an excellent safe learning environment for all students in and outside the classrooms. We believe in fostering a campus climate that promotes physical and mental well-being as well as a safe and orderly campus 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 while on campus and off campus when on a college approved activity in accordance with the Standards of Student Conduct. Acts of incivility or misconduct which interferes with or detracts 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 circumstances where a student is charged with misconduct, they will be processed in accordance with procedures set forth in the Standards of Student Conduct and reflected in the Student Handbook. The student so affected by a student code of conduct violation and disciplinary action shall have the right of appeal through the academic affairs office via policy 405.

The administrator responsible for ensuring student rights and freedoms is the Vice President of Student Affairs. Both the Vice President of Academic Affairs and the Vice President of Student Affairs are responsible for student conduct, responsibilities and due process. **Policy 403 will be implemented in process through Procedure AP403.**

## **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:

Student Accessibility Coordinator  
Cowley County Community College  
Room #103 Brown Center  
125 South 2nd Street  
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*

## **NOTICE OF NON-DISCRIMINATION**

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

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

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

This prohibition against discrimination applies to College employees, students, contractors, or agents of the College and to anyone participating in a College-sponsored event or activity. Inquiries concerning the college's compliance with its non-discrimination policies may be referred to the VP of Student Affairs, (or 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 that colleges provide their students with information regarding their rights as a student concerning the following topics: Drug Free Schools Act, 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 annually. Please take a few minutes to review this important 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 smokeless tobacco are not permitted in college facilities and 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 birth defects; 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. Referral to other treatment providers can be found at 800-662-HELP, or at <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, and expulsion or 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](mailto: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 in order 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:

<https://www.cowley.edu/academics/registrar/access.html>

### **VOTER REGISTRATION**

The Kansas Secretary of State web page at [www.kssos.org](http://www.kssos.org) is the location to find a Kansas voter registration application form. The web page has instructions about registering to vote. The deadline to vote is the fifteenth day prior to any election.

If you have any questions about any of these notices, please feel free to contact the Executive Director of Student Services, at 620-441-5206 or [kristi.shaw@cowley.edu](mailto:kristi.shaw@cowley.edu)

**KANSAS BOARD OF REGENTS: Guaranteed Cowley College Transfer Coursework**



Kansas Regents System Wide Transfer Shared Number (KRSN)

<b>KANSAS PUBLIC POSTSECONDARY TRANSFER COURSE LISTING - COWLEY COMMUNITY COLLEGE</b>		
<b>SWT CODE</b>	<b>COWLEY COLLEGE COURSE TITLE</b>	<b>COWLEY COURSE ID &amp; HOURS</b>
<b>ACC1010</b>	PRINCIPLES OF ACCOUNTING I & PRINC. ACCOUNTING II	ACC1150 (3 Hours) AND ACC1160 (3 Hours)
<b>ACC2010</b>	MANAGERIAL ACCOUNTING	ACC1165 (3 Hours)
<b>ANT1010</b>	CULTURAL ANTHROPOLOGY	ANT6911 (3 Hours)
<b>ANT2010</b>	INTRODUCTION TO LINGUISTICANTHROPOLOGY	ANT6912 (3 Hours)
<b>ART1010</b>	ART APPRECIATION	ART2111 (3 Hours)
<b>ART1020</b>	ART HISTORY - PREHISTORIC TO MEDIEVAL	ART2141 (3 Hours)
<b>ART1030</b>	ART HISTORY - RENAISSANCE TO CONTEMPORARY	ART2142 (3 Hours)
<b>ART1040</b>	FOUNDATION DRAWING I	ART2126 (3 Hours)
<b>ART1050</b>	FOUNDATION DESIGN 2D	ART2130 (3 Hours)
<b>ART2010</b>	FOUNDATION DESIGN 3D	ART2135 (3 Hours)
<b>BIO1010</b>	PRINCIPLES OF BIOLOGY	BIO4111 (5 Hours)
<b>BIO1020</b>	GENERAL BIOLOGY I	BIO4125 (5 Hours)
<b>BIO1030</b>	GENERAL BIOLOGY II	BIO4135 (5 Hours)
<b>BIO1040</b>	ENVIRONMENTAL BIOLOGY WITH LAB	BIO4119 (5 Hours)
<b>BIO1041</b>	ENVIRONMENTAL BIOLOGY	BIO4118 (3 Hours)
<b>BIO1042</b>	NO EQUIVALENT COURSE	NO EQUIVALENT COURSE
<b>BIO2020</b>	HUMAN ANATOMY AND PHYSIOLOGY	BIO4150 (5 Hours)
<b>BIO2030</b>	HUMAN ANATOMY AND PHYSIOLOGY I & HUMAN A & P II	BIO4148 (4 Hours) AND BIO4149 (4 Hours)
<b>BIO2040</b>	MICROBIOLOGY	BIO4160 (5 Hours)
<b>BUS1010</b>	PERSONAL FINANCE	BUS1315 (3 Hours)
<b>BUS1020</b>	INTRODUCTION TO BUSINESS	BUS1311 (3 Hours)
<b>BUS1030</b>	INTRODUCTION TO MARKETING	BUS1430 (3 Hours)
<b>BUS2010</b>	INTRODUCTION TO LEADERSHIP	LED1448 (3 Hours)
<b>BUS2020</b>	INTRODUCTION TO MANAGEMENT	BUS1420 (3 Hours)
<b>BUS2030</b>	BUSINESS LAW	BUS1350 (3 Hours)
<b>CHM1010</b>	CHEMISTRY I	CHM4220 (5 Hours)
<b>CHM1020</b>	CHEMISTRY II	CHM4230 (5 Hours)
<b>CHM1030</b>	GENERAL CHEMISTRY	CHM4211 (5 Hours)
<b>COM1010</b>	PUBLIC SPEAKING	COM2711 (3 Hours)
<b>COM1020</b>	INTERPERSONAL COMMUNICATION	COM2725 (3 Hours)
<b>COM1030</b>	MASS MEDIA AND SOCIETY	MCM2411 (3 Hours)
<b>CSC1010</b>	COMPUTER APPLICATIONS	CAP1516 (3 Hours)
<b>CRJ1010</b>	INTRODUCTION TO CRIMINAL JUSTICE	CRJ5411 (3 Hours)
<b>CRJ2010</b>	CRIMINAL LAW	CRJ5456 (3 Hours)
<b>ECE1010</b>	EARLY CHILDHOOD EDUCATION	CHC5717 (3 Hours)

<b>ECO1010</b>	PRINCIPLES OF MICROECONOMICS	ECO6114 (3 Hours)
<b>ECO1020</b>	PRINCIPLES OF MACROECONOMICS	ECO6113 (3 Hours)
<b>EDU1010</b>	INTRODUCTION TO THE TEACHING PROFESSION	EDU6211 (3 Hours)
<b>EDU2010</b>	CHILDREN/ADOLESCENT LITERATURE	EDU6270 (3 Hours)
<b>EDU2020</b>	CHILDREN WITH SPECIAL NEEDS	EDU6281 (3 Hours)
<b>ENG1010</b>	COMPOSITION I	ENG2211 (3 Hours)
<b>ENG1020</b>	COMPOSITION II	ENG2212 (3 Hours)
<b>ENG1030</b>	INTRODUCTION TO LITERATURE	LIT2511 (3 Hours)
<b>ENG2010</b>	AMERICAN LITERATURE I	LIT2550 (3 Hours)
<b>ENG2020</b>	AMERICAN LITERATURE II	LIT2551 (3 Hours)
<b>ENG2030</b>	CREATIVE WRITING	ENG2260 (3 Hours)
<b>FRN1010</b>	NO EQUIVALENT COURSE	NO EQUIVALENT COURSE
<b>FRN1020</b>	NO EQUIVALENT COURSE	NO EQUIVALENT COURSE
<b>GCS1010</b>	WOMEN AND HEALTH ISSUES	MIN6440 (3 Hours)
<b>GEO1010</b>	PRINCIPLES OF GEOGRAPHY	GEG6120 (3 Hours)
<b>HSC1010</b>	PRINCIPLES OF NUTRITION	HER5220 (3 Hours)
<b>HSC1020</b>	PERSONAL HEALTH AND COMMUNITY HYGIENE	ALH6312 (3 Hours)
<b>HSC1030</b>	MEDICAL TERMINOLOGY	ALH1655 (3 Hours)
<b>HSC1040</b>	FIRST AID AND CPR	ALH6323 (3 Hours)
<b>HSC1050</b>	INTRODUCTION TO EXERCISE SCIENCE	ALH6396 (3 Hours)
<b>HSC2010</b>	CARE AND PREVENTION OF ATHLETIC INJURIES	ALH6395 (3 Hours)
<b>HIS1010</b>	UNITED STATES HISTORY TO 1877	HIS6411 (3 Hours)
<b>HIS1020</b>	UNITED STATES HISTORY SINCE 1865	HIS6412 (3 Hours)
<b>HIS1030</b>	WORLD HISTORY I	HIS6420 (3 Hours)
<b>HIS1040</b>	WORLD HISTORY II	HIS6421 (3 Hours)
<b>MAT0990</b>	INTERMEDIATE ALGEBRA	MTH4410 (3 Hours)
<b>MAT1010</b>	COLLEGE ALGEBRA	MTH4420 (3 Hours)
<b>MAT1010</b>	COLLEGE ALGEBRA WITH REVIEW	MTH4421 (5 Hours)
<b>MAT1020</b>	ELEMENTARY STATISTICS	MTH4423 (3 Hours)
<b>MAT1030</b>	TRIGONOMETRY	MTH4425 (3 Hours)
<b>MAT1040</b>	CONTEMPORARY MATH	MTH4419 (3 Hours)
<b>MAT1050</b>	CALCULUS FOR BUSINESS AND ECONOMICS	MTH4432 (3 Hours)
<b>MAT2010</b>	CALCULUS I	MTH4435 (5 Hours)
<b>MUS1010</b>	MUSIC APPRECIATION	MUS2611 (3 Hours)
<b>MUS1020</b>	MUSIC THEORY I	MUS2620 (3 Hours)
<b>MUS1030</b>	MUSIC THEORY II	MUS2621 (3 Hours)
<b>MUS1060</b>	CLASS PIANO I	MUS2640 (2 Hours)
<b>MUS1070</b>	CLASS PIANO II	MUS2641 (2 Hours)
<b>PHL1010</b>	INTRODUCTION TO PHILOSOPHY	PHO6447 (3 Hours)
<b>PHL1020</b>	ETHICS	PHO6460 (3 Hours)
<b>PHL1030</b>	NO EQUIVALENT COURSE	NO EQUIVALENT COURSE

<b>PSI1010</b>	PHYSICAL SCIENCE	PHS4511 (5 Hours)
<b>PSI1030</b>	GEOLOGY	GEO4311 (5 Hours)
<b>PSI1031</b>	NO EQUIVALENT COURSE	NO EQUIVALENT COURSE
<b>PSI1032</b>	NO EQUIVALENT COURSE	NO EQUIVALENT COURSE
<b>PSI2010</b>	NO EQUIVALENT COURSE	NO EQUIVALENT COURSE
<b>PSI2011</b>	NO EQUIVALENT COURSE	NO EQUIVALENT COURSE
<b>PSI2012</b>	NO EQUIVALENT COURSE	NO EQUIVALENT COURSE
<b>PHY1010</b>	GENERAL PHYSICS I	PHS4550 (5 Hours)
<b>PHY1020</b>	INTRODUCTORY ASTRONOMY	PHS4530 (5 Hours)
<b>PHY1021</b>	DESCRIPTIVE ASTRONOMY (NON-LAB)	PHS4535 (3 Hours)
<b>PHY1022</b>	NO EQUIVALENT COURSE	NO EQUIVALENT COURSE
<b>PHY1030</b>	ENGINEERING PHYSICS I	PHS4560 (5 Hours)
<b>PHY2020</b>	GENERAL PHYSICS II	PHS4551 (5 Hours)
<b>PHY2030</b>	ENGINEERING PHYSICS II	PHS4561 (5 Hours)
<b>POL1010</b>	NO EQUIVALENT COURSE	NO EQUIVALENT COURSE
<b>POL1020</b>	AMERICAN NATIONAL GOVERNMENT	POL6611 (3 Hours)
<b>POL1030</b>	NO EQUIVALENT COURSE	NO EQUIVALENT COURSE
<b>POL2010</b>	NO EQUIVALENT COURSE	NO EQUIVALENT COURSE
<b>POL2020</b>	STATE AND LOCAL GOVERNMENT	POL6612 (3 Hours)
<b>PSY1010</b>	GENERAL PSYCHOLOGY	PSY6711 (3 Hours)
<b>PSY2020</b>	DEVELOPMENTAL PSYCHOLOGY	PSY6712 (3 Hours)
<b>PSY2030</b>	DEVELOPMENT OF THE YOUNG CHILD	CHC5711 (3 Hours)
<b>REL1010</b>	COMPARATIVE RELIGIONS	REL6430 (3 Hours)
<b>REL1020</b>	SURVEY OF THE OLD TESTAMENT	REL6432 (3 Hours)
<b>REL1030</b>	SURVEY OF THE NEW TESTAMENT	REL6434 (3 Hours)
<b>SOC1010</b>	PRINCIPLES OF SOCIOLOGY	SOC6811 (3 Hours)
<b>SOC1020</b>	INTRODUCTION TO SOCIAL WORK	SOC6821 (3 Hours)
<b>SOC2010</b>	SOCIAL PROBLEMS	SOC6816 (3 Hours)
<b>SOC2020</b>	MARRIAGE AND FAMILY RELATIONS	SOC6823 (3 Hours)
<b>SOC2030</b>	NO EQUIVALENT COURSE	NO EQUIVALENT COURSE
<b>SPA1010</b>	SPANISH I	FOL2330 (5 Hours)
<b>SPA1020</b>	SPANISH II	FOL2331 (5 Hours)
<b>SPA2010</b>	SPANISH III	FOL2332 (5 Hours)
<b>THT1010</b>	THEATRE APPRECIATION	THE2730 (3 Hours)
<b>THT1020</b>	ACTING	THE2735 (3 Hours)
<b>THT1030</b>	STAGECRAFT	THE2742 (3 Hours)
<b>THT1040</b>	THEATRE PRACTICUM I	THE2743 (1 Hour)
<b>THT1040</b>	THEATRE PRACTICUM II	THE2744 (1 Hour)
<b>THT1040</b>	THEATRE PRACTICUM III	THE2745 (1 Hour)
<b>THT1040</b>	THEATRE PRACTICUM IV	THE2746 (1 Hour)
<b>THT1050</b>	VOICE AND DICTION	THE2736 (3 Hours)
<b>THT2010</b>	ADVANCED ACTING (ACTING II)	THE2737 (3 Hours)

Source: KHEDS COURSE INVENTORY

**COWLEY COLLEGE PLACEMENT/ASSESSMENT CRITERIA**

This guide should be followed from left to right as the preferred method of placement.  
 Students are highly encouraged to take placement testing as opposed to utilizing high-school criteria.  
 (Criteria used must be within the last 3 years)

<b>WRITING / ENGLISH READING</b>				
<b>Cowley College Course Placement</b>	<b>ACT Score</b>	<b>SAT Score</b>	<b>ACCUPLACER Next-Generation Score</b>	<b>High School Criteria (3 years)</b>
EBE2208 English Composition Supplemental Seminar	Student must Assess	Student must Assess	224-254 (223 or below refer to ABE)	Student must Assess
ENG2211 Composition I	20+ English 18+ Reading	480 In SAT ERW	255 or above	Successful completion of English IV with at least a C and a cumulative GPA of 3.0 or higher  CONCURRENT STUDENTS: Successful completion of English III or higher-level English course with at least a B and have a cumulative GPA of 3.0 or higher
ENG2212 Composition II	<ul style="list-style-type: none"> <li>An ACT Score of 31 or higher in English or SAT score of 730 allows the student to place directly into Composition II. Students with qualifying scores may have 3 credits awarded for ENG2211 Composition I as "CR" credit on the student's transcript through a request to the Registrar's office.</li> </ul>			
<b>MATH</b>				
<b>Cowley College Course Placement</b>	<b>ACT Score</b>	<b>SAT Score</b>	<b>ACCUPLACER Next-Generation Score</b>	<b>High School Criteria</b>
EBM4405 Elementary Algebra	Student must Assess	Student must Assess	230-249 (229 or below refer to ABE)	Student must Assess
MTH4410 Intermediate Algebra or MTH4421 College Algebra w/ Review	17 - 20	470 – 520	250 - 262	Successful completion of Algebra 2 with at least a C and a Cumulative GPA 3.0 or higher or GED test score 165
MTH4419 Contemporary Math	19 – 20	510 - 520	250 - 262	Successful completion of Algebra 2 with at least a C and a Cumulative GPA 3.0 or higher or GED test score 165
MTH4420 College Algebra	21+	530 or above	263 and above	Successful completion of Algebra 2 with at least a B and a Cumulative GPA 3.0 or higher
<ul style="list-style-type: none"> <li>For transfer purposes, College Algebra is the lowest math level a high school student can enroll in with the exception of Technical Math for CTE program students. (MTH4421 College Algebra with Review is not available to HS Students)</li> <li>An ACT Score of 31 or higher in Math or SAT score of 730 allows the student to qualify for 3 credits awarded for MTH4420 College Algebra as "CR" credit on the student's transcript through a request to the Registrar's office if they have completed 2 years of Algebra and 1 year of Geometry with a B in high school.</li> </ul>				
MTH4425 Trigonometry	23+	550 or above	266 and above	Successful completion of Algebra 3 or Pre-Calculus with at least a B and a Cumulative GPA of 3.0 or Higher
MTH4423 Elementary Statistics	Placement scores do not directly place a student in Statistics as completion of MTH4420 College Algebra course with at least a "C" is required as a pre-requisite for Elementary Statistics			-----
MTH4432 Calculus for Business/Econ	2 3	550 or above	266 and above	-----
MTH4435 Calculus	ACT: 25+ SAT: 590+	To enroll in Calculus I, students should have a minimum grade of C or better in MTH4425 Trigonometry, or minimum grade of C or better in MTH4420 College Algebra or MTH4432 Calculus for Business and Economics with recent trigonometry in high school, or satisfactory course placement assessment of 25 ACT math score with recent trigonometry in high school		-----
<b>HIGH SCHOOL DUAL ENROLLED STUDENTS and TECHNICAL EDUCATION STUDENTS</b>				
<ul style="list-style-type: none"> <li>NOTE: High school students enrolling in academic general education coursework require a 255 Next-Generation Reading score or 18 ACT Reading score as well as meet minimum GPA requirement of 2.75.</li> <li>Career &amp; Technical Education (CTE) program students and C.N.A. students require at least a 224 Next-Generation Reading Score and must meet GPA requirements set by each program. Some programs have minimum age requirements and a higher assessment score requirement.</li> </ul>				



**COWLEY COLLEGE CONTACT INFORMATION:**

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Revised 5/113/2024