

**COTTEY COLLEGE  
CATALOG ADDENDUM  
January 1, 2019**

**Make the following additions or corrections:**

**Page 12.**

Under 'Bachelor Degree Requirements for Graduation', change item (2) to read:

Complete the degree requirements that are published in the catalog for either the academic year of the student's first regular enrollment at Cottey College, the academic year in which the student declares her major, or in effect her last year in residence at Cottey College.

Under 'Bachelor Degree Requirements for Graduation', change item (4) to read:

Submit an 'Intent to Graduate' form to the Office of Academic Records no later than the last day of classes one year prior to the anticipated graduation date.

Delete the first NOTE at the bottom of page 12.

Change the second NOTE at the bottom of page 12 to read:

A student who is absent from Cottey College for one year or more and returns to finish her degree may elect to meet the degree requirements in effect the year she returns to the college.

**Page 19.**

Insert the following course under B.A. in Business Administration – Management Major Degree Requirements, Choose three:

BUS 355 Human Resource Management

**Page 45.**

Change 'Science I' to read as follows.

<b>Science I</b>	<b>26</b>
BIO 107/L Principles of Biology	4
BIO 204/L Genetics	4
BIO 207/L Zoology	4

CHE 210/1 General Chemistry 1	5
CHE 212/3 General Chemistry 2	5
<i>(Choose one of the following)</i>	
PHY 101 Introduction to Physics	4
PHY 205 General Physics 1	4

Add BIO 250 to the Science II list of courses.

**Page 48.**

Insert the following Criminology Minor requirements.

**CRIMINOLOGY MINOR**

**Course # Course Title Credit Hrs.**

**Credits Required:**

**Required Core 15**

CRM 101 The Criminal Justice System 3 credits

CRM 201 Criminology 3 credits

SOC 101 Introductory Sociology 3 credits

Choose two of the following:

CRM 275 Corrections 3 credits

CRM 301 Juvenile Justice 3 credits

CRM/WGS 375 Violence Against Women 3 credits

CRM 401 Ethical Issues in Criminal Justice 3 credits

**Electives 3**

*Choose one of the following:*

INR/SOC 330 Poverty and Inequality 3 credits

INR 355 Terrorism 3 credits

POL 131 Public Administration 3 credits

POL 141 Public Policy 3 credits

PSY 335 Drugs and Behavior 3 credits

PSY 350 Abnormal Psychology 3 credits

PSY 430 Conflict Resolution 3 credits

SOC/WGS 235 Race, Class, and Gender 3 credits

WGS 205 Social Justice and Civic Engagement 3 credits

**Total Credits: 18**

**Page 69 and Page 103.**

Change CRM/WGS 375 Violence Toward Women to Violence Against Women

**Page 61 and Page 102**

Change ANT/WGS 204 to ANT/WGS 304

**Page 63** – Substitute the following for AST 101 and AST 101L

**AST 101 Introductory Astronomy**

A course intended for non-science majors that explores telescopes, the solar system, planets, stars, stellar evolution, stellar remnants, galaxies, and history of the universe. The lab portion covers elementary experiments illustrating methods and principles used in astronomy. **4 credits**

**Page 74** – Change ENG 334 to ENG/WGS 334

**Page 93** – Substitute the following for PHY 101

**PHY 101 Introductory Physics**

Prerequisites: None

Fundamentals and applications of conceptual physics. Descriptive explanation of mechanics, heat and thermodynamics, fluid mechanics, waves and sound, electricity and magnetism, light, and atomic and nuclear physics. Topics vary based on students' direction. The lab portion covers basic experimental techniques and physical examples of topics covered in the course. Not open to students with credit in PHY 205 General Physics 1 or PHY 206 General Physics 2. **4 credits**

**Page 115** - Substitute the following for 'WITHDRAWAL FROM COLLEGE'

In order to withdraw from the College, a student must obtain a withdrawal form from the Office of Academic Records and obtain the required signatures. No refund will be given (if applicable) until this form is processed. Withdrawals from the College must be completed no later than the drop deadline for courses. After the drop deadline, the student's transcript will show the grade earned in each course. Students may petition the Vice President for Academic Affairs for a late withdrawal after the drop deadline. Late withdrawals are only granted in the case of circumstances beyond the student's control in which case all current semester grades will be set to 'W'.

**Page 116** – Substitute the following for ‘INCOMPLETE’

A student who has done satisfactory work for at least 80% of the term (12 weeks for spring and fall semesters) but because of illness or other circumstances beyond her control is unable to complete all course requirements, may request an incomplete. The instructor, not the student, makes the decision to grant an incomplete. At the end of the term, the instructor will enter a grade of ‘I’ for the student. An Incomplete Contract Form will be completed outlining the additional work to be accomplished, the timeframe for completion, and the grade the student will earn if the additional work is not completed. The Incomplete Contract Form will be submitted to the Academic Records Office by the grade entry deadline. Incompletes must be completed no later than eight weeks into the subsequent term (excluding the summer term). After evaluating the additional coursework, the instructor will change the student’s grade accordingly.

**Page 117** – Substitute the following for ‘ACADEMIC APPEALS AND PETITIONS’

**ACADEMIC APPEALS AND PETITIONS** Academic appeals fall under two categories, course grade re-evaluation and academic dishonesty sanctions. The Academic Appeals Board considers both types of appeal petitions. In the case of a course grade re-evaluation petition, the board makes a recommendation to the vice president for academic affairs (VPAA). In the case of an academic dishonesty sanction appeal hearing, the decision of the Academic Appeals Board is final. It is the choice and responsibility of the student to file an appeal petition. The student is also encouraged to consult with the student’s advisor or the VPAA.

**COURSE GRADE RE-EVALUATION APPEAL** Such appeals must be based either on clerical or bookkeeping errors or on allegations of capricious, illogical, unjust or unprofessional grading. No appeal can be made until a final course grade is assigned. Prior to beginning a course grade re-evaluation petition, the student must first review their assignments with the course instructor to determine if a clerical or bookkeeping error has occurred. If the student cannot be physically present for the review conference, other forms of communication are acceptable. If it is determined that a clerical or bookkeeping error has occurred, the course instructor will submit a grade correction to the registrar. If, after the assignment review, the final course grade is still in dispute, the student may choose to prepare a course grade re-evaluation petition.

## COURSE GRADE RE-EVALUATION PETITION PROCESS

- The student will inform the Office of the Academic Affairs of intent to file a course grade re-evaluation petition no later than the end of the fourth week of the semester following the course grade in question.
- The Office of Academic Affairs will then inform the chair of the Academic Appeals Board and the course instructor that an intent to appeal a course grade has been submitted. If the chair is involved with the case, the chair must recuse themselves and another chair appointed by the VPAA.

The student will select one or two full-time faculty members to sit on the Academic Appeals Board. It is the student's option to select one or two. Faculty members may decline to serve. The chair will contact members of the volunteer full-time faculty pool for two or three additional members. All four members of the board should have no involvement with the grade re-evaluation case.

- The student must submit all petition materials to the Office of Academic Affairs within two weeks of submitting the intent to petition. See the "Course Grade Re-evaluation Petition" on My Cottey, under "Forms." The petition requires the student to provide a rationale for appeal.
- When all student petition materials are received by the Office of Academic Affairs, they are shared with the course instructor and the Academic Appeals Board.
- The course instructor has two weeks to prepare materials for board consideration.
- The board will consider only the materials which have been submitted to the Office of Academic Affairs.
- The Academic Appeals Board will submit their recommendation to the VPAA no later than the end of the twelfth week of the semester in which the petition was submitted.

**Page 118** – Add the following sentence to the end of the first paragraph under 'PROBATION'

A student on probation may not withdraw from a course or request an Incomplete in a course.

Substitute the following for 'ACADEMIC ASPECTS OF THE HONOR CODE'

ACADEMIC ASPECTS OF THE HONOR CODE The following items are considered examples of academic dishonesty.

1. Dishonest preparation of course work. In the preparation of assignments, intellectual honesty demands that a student not copy from another student's work. When writing a paper, it is proper to acknowledge all sources of information.
2. Dishonest examination behavior. The unauthorized giving or receiving of information during examinations or quizzes (this applies to all types, such as written, oral, lab or take-home) is dishonest examination behavior. Unauthorized use of books, notes, papers, etc. is not acceptable.
3. Papers borrowed or purchased. It shall be considered an act of dishonesty for a student to submit to a teacher any paper which has been borrowed or purchased from any source whatsoever. Such a work is not the true work of the student who submits the paper, and such action is as reprehensible as copying from another paper during a test.
4. Excessive Help. It shall also be considered an act of academic dishonesty for a student to receive excessive help with the preparation, writing, or revision of any assignment which is to be submitted to an instructor. Excessive help shall be held to exist when a student receives input on an assignment that goes beyond brainstorming, feedback, or revision suggestions. Excessive help includes (but is not limited to) having another student rewrite a passage of an essay or using another's exact words as if they were the student's own. In short, excessive help is when the helper rewrites all or any portion of an assignment. Students should remember that when it comes to defining the parameters of excessive help, the preferences of individual instructors may vary. When in doubt, students should consult with the individual instructor. Finally, students should also be aware that the assistance they receive from the Cottey College Writing Center does not under normal circumstances constitute excessive help. Students should think of the Writing Center as a collaborative resource to further their development of a wide array of rhetorical skills and not merely as a proofreading or editing service.
5. Plagiarism. Plagiarism is a form of stealing in which another person's ideas or even their very words are borrowed without acknowledgement or credit being given. Plagiarism may go all the way from directly copying an entire paper from a single source to a merging together of quotations from many sources; it exists when these sources are not properly identified and when quoted material is not put in quotation marks or indented. Even when the student paraphrases the ideas of another writer, the student is obligated to credit that writer.

6. Aiding and Abetting. Aiding and abetting, that is participating in any way in cheating, is considered academic dishonesty and shall be treated with the same consequences.

7. Unauthorized Collaboration. A test or assignment is given to the individual with the expectation that it be completed independently without assistance from another student or outside sources of information unless collaboration with others or use of resource materials is specified by the instructor.

8. Translation Programs in Foreign Language Classes. The use of computer, on-line translation programs or/and pocket translators are NOT permitted in any Foreign language course and is considered cheating, academic misconduct and a violation of Cottey College's Honor Code.

The above-mentioned items are not the only violations to be considered. The Cottey College community maintains that any violation of the spirit of the Honor Code is a violation. If a student is in doubt about some practice, the student should consult their advisor and/or instructor.

#### Disciplinary Action for Honor Code Violations Including Academic Dishonesty

Students who violate the Honor Code are subject to a grievance being filed against them. The grievance will be reviewed by the Judicial Board of the College. The exception is the case of academic dishonesty.

With respect to academic dishonesty, faculty members of Cottey College are responsible for determining if a situation has risen to the level of academic dishonesty (cheating) and for the discipline of students whom they believe to be guilty of academic dishonesty in their classrooms.

The consequence of academic dishonesty at Cottey College will depend on whether the violation is a single incident in a class or is the result of multiple violations that occur in one or more than one class. The result of a single violation in a class should be appropriate to the level of the violation. In cases that seem such problems as somewhat careless or uninformed failures to cite sources appropriately, the instructor may opt for a mild consequence or even just a warning and a careful explanation. However, in cases in which the violation was clearly intentional and knowingly deceptive, the consequence should be more serious. In such a case, an instructor may choose to give either no credit on the work that was involved in the violation (with no possibility of redoing that work) or may even choose to give the student a course grade of F and expulsion from the course. A student found to have violated the Honor Code in a class may not withdraw from that class to avoid a reduced grade.

Any student found to have committed an act of academic dishonesty will be reported by the faculty member to the vice president for academic affairs. If it is determined by one or more members of the faculty that a student has been responsible for academic dishonesty more than once during enrollment at Cottey, the vice president, at their discretion, will determine, in consultation with the faculty members in whose classes the academic dishonesty occurred, whether the consequences for the dishonesty will exceed those for the individual class or classes. Depending on the severity of the violations, the vice president for academic affairs, at their discretion, reserves the right to expel the student committing the offenses from the College.

Students are ethically responsible under the terms of the Honor Code for reporting occurrences of academic dishonesty to the faculty member in whose classes the alleged cheating may have occurred.

#### Procedures for Academic Appeals for Academic Dishonesty

Any student who has had sanctions imposed by a faculty member and/or the vice president for academic affairs may appeal the case before an Academic Appeals Board. The Academic Appeals Board will be chaired by a faculty member elected by vote of the faculty each year, who will serve in a nonvoting capacity except in cases of a tie vote. If the chair is involved with the case, the chair must recuse themselves and another chair will be appointed by the VPAA or the Assistant VPAA, if the VPAA is involved in the case.

In addition to the chair, four additional full-time faculty members, not involved in the case, will serve on the board. The student will select one or two full-time faculty members to sit on the board. It is the student's option to select one or two. Faculty members may decline to serve. The chair will contact members of the volunteer full-time faculty pool for two or three additional members. All four recruited members of the board should have no involvement with the academic dishonesty case.

The decision of the Academic Appeals Board will be final.

If a student wants to appeal sanctions for academic dishonesty imposed by a faculty member(s) or the vice president for academic affairs (VPAA), the student must submit a written appeal, in the form of a letter (electronic or hard copy), any other documents or evidence to support her the case, and the names of any supporting witnesses to the chair of the Academic Appeals Board within three business days of the sanctions being

imposed. The chair will contact the faculty member(s)/VPAA and request relevant documents, evidence, and names of witnesses which should be given to the chair within two business days of the request.

If the student does not provide a written appeal, any other documents or evidence, and names of witnesses within three business days, there will not be a hearing. If the faculty member(s)/VPAA do not provide relevant documents, evidence, and names of witnesses within two business days of the request from the chair, the hearing will go forward without these items.

The chair will convene the academic appeals board and set a hearing date within three business days of receiving the written appeal and accompanying documents from the student. Invitations to the hearing will be sent, in writing (electronic or hard copy), to the student, faculty member(s)/VPAA, and any witnesses identified. The student is encouraged to attend the hearing, and may be accompanied by an advocate. The advocate will sit with the student, but may not comment on the proceedings. The faculty member(s)/VPAA who imposed the sanctions is also encouraged to attend the hearing. The proceedings will be audio-recorded. **All aspects of this process are to be kept confidential.**

Academic appeals hearing procedures are available on [my.cottey.edu](http://my.cottey.edu)

### **Add the following courses**

#### **BIO 250 Ecology**

Prerequisites: BIO 207

An introduction to the interactions between living organisms and their physical, chemical, and biological environment. Several levels of ecological organization are examined including the study of different types of populations, communities, and ecosystems. Topics include population structure and growth, species interaction, nutrient cycling, and applications to current environmental management issues. The laboratory portion provides practical applications of topics in ecology including population structure and growth, species interaction, nutrient cycling, and environmental management issues. **4 credits**

#### **CRM 275 – Corrections**

Prerequisite: CRM 101 The Criminal Justice System

This course focuses on the history, theories, policies, and practices inherent to corrections. Students will learn about philosophies of punishment and social control, examine the intricacies of both institutional and community corrections, study inmate

culture, and explore the difficulties inherent to community reintegration post-incarceration. **3 credits**

### **CRM 401 – Ethical Issues in Criminal Justice**

Prerequisites: CRM 101 and PHI 205 or with the permission of the instructor

This upper division course examines ethical issues inherent to the study and practice of criminology and criminal justice. Students will identify and critically assess ethical issues at individual, community, organizational, and societal levels as well as analyze specific ethical dilemmas faced by those working within the field. **3 credits**

### **CRM 490 – Senior Capstone in Criminology**

Prerequisite: Open only to senior Criminology majors.

Students will consolidate their understanding of the criminology field by conducting research and/or completing a significant experiential learning project. The work will culminate in a paper and oral presentation to the faculty. The project will be completed with support of a Criminology faculty member. **3 credits**

### **DAN 250 – Yoga Asanas Practice**

Prerequisites: DAN 150 Beginning Yoga Asanas or Instructor permission

Ongoing, informed practice of yoga postures (asanas). This course, while respecting and peripherally touching on the other aspects of yoga, will focus on the physical practice of postures. The course will emphasize safe body alignment and personalizing one's practice. Participation in this course will lead to increased strength, flexibility, and balance. New poses, beyond the Beginning Yoga Asanas course, will be introduced. May be repeated for credit. **1 credit**

### **ENG 373 (Dickens)**

Prerequisite: ENG 103, any 200-level ENG course (except ENG 290) and WGS 105, or permission of instructor

Exploration of the development of Charles Dickens' literary career, focusing primarily on his novels and criticism. Fulfills post-1900 B.A. English and writing-intensive requirement. **3 credits**

### **MAT235 Linear Algebra**

Prerequisite: MAT202 Calculus 2

This is a course for students of science, engineering and mathematics. Topics include the system of linear equations, matrices and matrix algebra, determinants, vector spaces, linear transformations, eigenvalues and eigenvectors. In this class, we will focus on the

mathematical theories and methods of linear algebra and will introduce some applications of linear algebra in software if time is allowed. **3 credits**

**WGS 305 Women's Health**

Prerequisite: None

An interdisciplinary approach to the topic of women's health. Students are expected to complete a significant amount of reading, speak frequently in class, and complete a college-level research paper. Students are also expected to have facility with the basic terms of women, gender and sexuality studies. The laboratory portion covers the topics introduced in the Women's Health Lecture from a biological perspective. Topics include reproductive anatomy and physiology, human development, STI and pregnancy diagnostics, sex hormones, and hormonal birth control. **4 credits**

**WGS/ENG 334 Poetry as Protest**

See course description under "ENGLISH" **3 credits**