

ACADEMIC POLICIES AND RESOURCES

LIBRARY SERVICES

The Ross Library is a student-centered hub for information and collaboration, open daily for over 85 hours per week. The flag-draped Information Commons provides a dynamic learning environment for student interaction, staff assisting with questions or problems, library research sessions, and both group and individual study areas. Abundant natural light, computers, wireless access for personal devices, traditional quiet study carrels, comfortable seating areas, and group meeting rooms appeal to diverse student learning styles. The on-campus Library Web site links to very large databases of scholarly resources including Academic Search Complete, JSTOR, Business Source Premier, Hoover's Environment Complete, Humanities International Complete, PsycINFO, and Public Affairs Index as well as news articles from NewsBank's Access World News. Along with books, movies, and music found using Cottey's library catalog at <http://www.cottey.edu/future-students/library>, Cottey students enjoy free access to books found in the MOBIUS library consortium catalog of over 23,000,000 items. Materials outside the MOBIUS system are also available to students through the Library's interlibrary loan service. Cottey's Library staff frequently work with student organizations, faculty, and the Cottey community to host special events, meetings, and educational programming.

ACADEMIC COMPUTING AND INFORMATION TECHNOLOGY

Cottey is committed to preparing students for a world with rapidly emerging technological challenges and opportunities. The College provides a giga-bit ethernet fiber-optic network environment and all members of the College community have access to computing and multimedia technology. Networked computers are located in academic computer labs, laboratories, computer suites in the residence halls, Ross Library, smart classrooms, and other general areas. There is one computer to every four students. More than half of the students connect their personal computers via the wireless network to the campus intranet and the Internet on the main campus. An electronic mail system facilitates the flow of information and Moodle, the Web-based course management system, enhances learning on campus.

ACADEMIC ADVISING

At Cottey College, academic advising assists each student in the developmental process of clarifying and achieving her educational goals. Each student is assigned a full-time faculty member as an academic advisor.

It is the responsibility of the student to work closely with her academic advisor throughout the advising process. The more clearly a student can articulate her vision and goals, the more productive the relationship will be. Together the advisor and student devise a balanced academic program. The advisor reviews all registration decisions, including changes made after the beginning of a semester. After consultation with her advisor, it is the student's responsibility to choose and implement her academic program. In addition to aiding in the selection of courses, the advisor reviews the advisee's academic progress and may suggest major, transfer, and/or career options. At the student's request, the advisor may refer her to other resources on and off campus.

ASSESSMENT

Cottey's academic assessment program is designed to evaluate progress toward achieving those goals related to the academic program. The measures to assess these goals and their related objectives are found in course syllabi where appropriate and otherwise in documents describing the assessment program. Students attending Cottey support this effort by participating in activities designed to assess specific courses and programs as well as the overall academic program. These activities are aimed at evaluating the effectiveness of and improving the academic program.

COTTEY COLLEGE LEARNING CENTER

Located in the lower level of the Ross Memorial Library, the Cottey College Learning Center (CCLC) houses the Tutoring and Writing Centers. The CCLC is a place where students can meet with learning specialists (math and reading) and trained peer tutors in a variety of subjects to enhance their learning experience.

The CCLC also doubles as a learning space where students can work independently or collaboratively with peers. We have open work areas as well as study rooms for working one-on-one with peer tutors or individually. The space is specifically designed to be a welcoming learning environment, and we strive to maintain a professional, educationally-centered atmosphere.

Though our services change from semester to semester depending on peer tutors' schedules, we typically offer assistance with all levels of math, chemistry, biology, Spanish, French, art history, psychology, and writing in all disciplines.

CAREER COUNSELING

Career planning information and counseling are available at the Kolderie Academic Assistance Center. The transfer and career planning coordinator helps students explore their interests, skills, values and personality preferences related to career goals through individual and group counseling. Students use the many resources available to identify majors and careers which include current publications on careers, majors, internships, study abroad and scholarships. The career lab hosts an interactive computer program

that allows students to relate their interests and values to career planning. Workshops on résumé preparation, interviewing skills and major selection are offered throughout the academic year. Opportunities for community volunteering, part-time and summer employment, study abroad and internships are also available.

STUDENT DISABILITY SERVICES

Cottey College is dedicated to providing qualified students with disabilities equal access to college programs, services, and activities under the Americans with Disabilities Act of 1990 (ADA), as amended by the ADA Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973. The College community, through reasonable accommodations, ensures that no otherwise qualified person with a disability be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination with regard to any program or activity offered by the College. Each qualified person shall receive the reasonable accommodations needed to ensure equal access to educational opportunities, programs, and activities in the most integrated setting feasible. Students seeking accommodations for a disability may contact the Coordinator for Student Disability Services in the Kolderie Center (RBAC 164) or by calling (417) 667-8181, ext. 2131.

ACADEMIC RECORDS

The registrar and the Office of Academic Records provide service and support to students and alumnae. The registrar is responsible for all aspects of student registration and records. These responsibilities include: course scheduling, registration and course enrollment changes; grade reporting and transcript service; enrollment and athletic eligibility certification, as well as Veterans benefits certification; interpretation and application of academic rules and regulations; transfer credit evaluation; and certification of degrees.

INTERNATIONAL STUDENT COORDINATION

Cottey College is authorized under federal law to enroll nonimmigrant students. Please contact the International Education Coordinator in the Kolderie Academic Assistance Center for assistance with matters relating to U.S. Citizenship and Immigration Service policies and procedures.

SEMESTER STUDY ABROAD PROCESS AND ELIGIBILITY

Students interested in studying abroad for a semester should consult with academic advisors and meet with the International Education Coordinator in the Kolderie Academic Assistance Center to discuss options.

Students planning to study abroad will submit the Study Abroad Application to the International Education Coordinator's office. Students who meet the study abroad eligibility requirements will be notified of their conditional approval to study abroad.

Next, students must complete the Study Abroad Program Approval Form and Permission to Transfer Credit Form. Students should discuss possible programs with the International Education Coordinator. Students will then work with their academic advisors to discuss degree requirements that must be met while studying abroad. The academic advisor will need to pre-approve courses taken abroad, indicating how they will transfer back to Cottey.

Upon pre-approval of courses, students apply directly to their approved study abroad program. Students will need to follow the admission requirements and deadlines for their chosen study abroad programs.

All students will need to attend a study abroad pre-departure session at the end of the semester immediately preceding their study abroad experience. A study abroad administrative fee of \$400 will be assessed to students who study abroad.

While abroad, students must enroll in at least the equivalent of 12 Cottey credit hours to maintain full time enrollment. Some study abroad programs consider full-time enrollment to be higher, in which case then the student must enroll in the higher number of credit hours. Some study abroad programs consider full-time enrollment to be lower. Should a program consider fewer than the equivalent of 12 Cottey credit hours to be full time, Cottey's minimum credit hour requirement will prevail. Upon arrival and enrollment, students must complete the Study Abroad Enrollment Verification Form, obtain the appropriate signatures, scan, and submit the form to the International Education Coordinator by email.

It is important to note that grades and credit hours will only transfer back to Cottey if the student receives a grade of "C" or above.

To be eligible to be approved for a semester study abroad program, students must meet the following requirements:

1. Have completed at least one semester at Cottey College;
2. Be in good academic, disciplinary and financial standing; and,
3. Have a cumulative GPA of at least 2.5 at the time of application and departure.*

Additionally, students must generally be at the junior-level or above at the time of their study abroad program. Seniors should be aware that a semester abroad may delay graduation. International Business/International Relations majors must consult with their academic advisor to determine the best timing for their required study abroad. Typically the spring semester of the student's junior (third) year is spent abroad.

*Should a student's GPA fall below 2.5 at the end of the semester preceding departure, the student will be given an opportunity to file an appeal for approval. The final decision will be made by the Vice President for Academic Affairs.

ACADEMIC POLICIES

CONFIDENTIALITY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 as amended [commonly called FERPA or the Buckley Amendment] is designed to protect the privacy of educational records, to establish the rights of students to inspect and review their records, and to provide a means of correcting inaccurate or misleading data. "Educational records" include any records in the possession of an employee which are shared with or accessible to another individual. Certain "student records" are not included among educational records under the Buckley Amendment. Among these student records are records held by educational personnel (such as faculty) that are not accessible to or revealed to any other person. Cottey College makes every effort to comply fully with this legislation.

FERPA regulations make clear that, in the case of students who are dependents of their parents for Internal Revenue Service purposes, information from the educational records of the student may be disclosed to the parents without the student's prior consent. It is the policy of Cottey College to notify both the student and her parent(s) or legal guardian in writing of certain academic warnings from the Office of Academic Affairs, probationary status, and dismissal. Any student who is not a dependent of her parent(s), as defined by the Internal Revenue Code, must notify the registrar of the College in writing, with supporting evidence satisfactory to the College, by October 1, of each academic year. In the absence of such notice and supporting evidence, the College will assume that a student is a dependent of her parent(s). If the dependency status changes after October 1, the student shall notify the registrar in writing.

In communications with parents concerning campus life and academic matters other than those listed in the preceding paragraph, it is normally college policy to respect the privacy of the student and not to disclose information from student records without the prior consent of the student. At the student's request, such information will be provided to parents and guardians.

A candidate becomes a student at Cottey College when she first sits in a class or participates in a Cottey College athletic practice, whichever comes first.

Certain information is considered public and is released by the College at its discretion. A student must formally request that the registrar withhold disclosure of "directory" information, except to College officials with legitimate educational interests and certain others as specified in the regulations. Directory information includes:

- student's full name
- campus address
- permanent address
- date and place of birth
- assigned student email address
- campus phone listing
- permanent phone listing
- dates of attendance
- enrollment status
- expected date of completion of degree requirements and graduation
- degrees and awards received
- classification
- previous educational institution attended
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- photographic, video or electronic images
- class roster (only released to students in the class)

Transcripts of academic records and statements of academic status are released to third parties only with written authorization from the student. A student has the right of access to her academic records. A student has the right to challenge and request the correction of any contents of her educational records that are considered to be inaccurate, misleading or in violation of the student's privacy or other rights. Such a challenge should be directed to the registrar.

ACADEMIC CLASSIFICATION OF STUDENTS

First-Year Students (freshmen).....0-27 credit hours earned
Second-Year Students (sophomore)28-56 credit hours earned
Third-Year Students (junior)57-86 credit hours earned
Fourth-Year Students (senior)87-120 credit hours earned

REGISTRATION AND CHANGES IN REGISTRATION

Students register on-line for the next semester after developing a plan of study with their academic advisor.

After the official registration period, a student may add or drop courses. The registrar publishes class schedules, academic advising and registration periods, and add and drop dates.

A student may add courses during the first six days of instruction if facilities, equipment, and enrollment permit. Both the academic advisor's signature and the course instructor's consent are required. Students may appeal a denial of consent to the division chair and the vice president for academic affairs. After the sixth day of instruction, a student may not add a course unless her academic advisor agrees, the instructor consents, and the vice president for academic affairs approves.

A student may drop courses during the first ten days of instruction without penalties or charges. These courses do not appear on the transcript.

The eleventh day of instruction through the twelfth week of instruction, a student withdrawing from a course must pay a \$15 per course withdrawal fee. A grade of W will be recorded on her transcript.

Permission to withdraw from a course after the twelfth week of a semester is possible only in extenuating circumstances by special permission of the vice president for academic affairs.

COURSE LOAD

A full-time student load is defined as 12-18 credit hours with the typical student load being 15-16 credit hours each semester. Students with at least a 3.0 GPA and advisor approval are eligible to register for more than 18 credit hours. All other students must be granted special permission by the vice president for academic affairs to register for more than 18 credits. The maximum is 18 credits for a student's first semester at Cottey and 21 credit hours per semester thereafter. To maintain residential status, Cottey students must be enrolled for a minimum of 12 credit hours per semester, unless that requirement is waived by the vice president for student life. All international students must maintain at least 12 hours of enrollment at all times unless they receive approval for a reduced course load in compliance with visa regulations.

TRANSFER CREDIT

Transfer students are welcome at Cottey College, and the College will make every effort to see that all transferable credit is accepted. Final determination of transfer credits to be accepted is made by the registrar, subject to approval by the vice president for academic affairs in consultation with the appropriate faculty. Transfer work from other institutions will not be officially credited to the Cottey College record until the student has enrolled at Cottey College. Official transcripts must be received directly from all colleges and universities attended. Credits may be accepted for transfer if these criteria are met:

- 1) The institution at which the credits were earned is accredited by a regional accrediting association.
- 2) Credit hours taken at another institution may be transferred to Cottey only if the grade earned is a C or above. Courses from another institution in which a grade of "C-" or lower was earned are not acceptable for transfer credit.
- 3) Credits earned while enrolled in high school (dual enrollment) may be accepted in transfer and may be used for fulfilling degree requirements.
- 4) There are additional circumstances surrounding transferring writing courses at Cottey:
 - a. All incoming Cottey students are required to take FWS 101 First-Year Writing Seminar their first fall semester at Cottey (this class is offered only in the fall semester). This Cottey-specific first-year writing course focuses on more than writing skills; it also introduces students to the guiding themes of the College as well as the importance of a liberal arts and women's-only education. This requirement cannot be fulfilled with transfer credit. Students who do not receive a passing grade in FWS 101 may take the course in the subsequent fall semester.
 - b. Students may transfer an entry-level writing course (i.e., Freshman Composition, First-Year Writing, English Composition I, English 101, etc.) as elective credit.
 - c. Students may receive transfer credit for WRI 102 College Writing if the student can document that the course was completed after completion of the high school diploma, or that the class was taken on a college campus. If the class was taken on a college campus, it also requires an official letter from the college or university confirming that the course was taught on its campus. If the course does not meet these requirements, students may appeal for the transfer of these credits (see next point).
 - d. To appeal for the transfer of WRI 102 College Writing, a student should complete a petition form from the Academic Records office and submit a portfolio that includes the course syllabus, all graded writing assignments, and a letter to the Writing Program Director, explaining how the course meets the WRI 102 requirements at Cottey. Students are encouraged to speak with the Writing Program Director prior to completing their petition. The petition should be submitted to the Office of Academic Records by October 1 of the semester in which the student transfers into Cottey. The petition and any attachments will be forwarded to the writing faculty for evaluation.

Credit is transferred on a course-by-course basis, when the subject matter applies to Cottey's degree programs. In some cases courses with subjects that do not match the curriculum for the degree may be transferred as elective credit.

Transfer credits accepted by Cottey College are not calculated in the student's Cottey College grade point average (GPA). Cottey College awards credits in semester credit hours. Quarter hours will be converted into semester credit hours at the rate of two-thirds of a semester credit hour per quarter hour.

COURSE PLACEMENT

Placement in computer science, foreign languages, English composition, laboratory science, mathematics and music is determined by the student's past level of achievement and/or scores on auditions or tests administered at Cottey. Credit is not given for the lower-level courses not taken due to placement in an advanced course.

ADVANCED PLACEMENT (AP)

Cottey College accepts credit completed through the Advanced Placement Program administered by the College Entrance Examination Board. Credit hours granted are entered on the student's transcript. See chart on the following page for minimum scores required, credits granted and special conditions (if any).

Requests for credit based on the College-Level Examination Program (CLEP) or other examination programs will be considered on a case-by-case basis.

AP Test	Minimum Score	Credit Granted	Cottey Equivalent	Special Conditions
3-D Design	3	3	ART 112	Pending portfolio review
American Govt/Pol	4	3	POL 101	
American History	3	3	HIS 111	
American History	4	6	HIS 111, HIS 112	
Art: Studio Drawing	3	3	ART 131	Pending portfolio review
Art: Studio General	3	3	ART 131	Pending portfolio review
Art History	4	3	ART 202	
Biology	3	4	BIO 101, 101L	
Calculus AB	3	4	MAT 210	
Calculus BC	3	8	MAT 210, 220	
Chemistry	3	4	CHE 210	
	3	5	CHE 210, 211	review AP lab work
	4	9	CHE 210, 211, 212	
	4	10	CHE 210, 211, 212, 213	review AP lab work
Comp Govt/Politics	4	3	POL 121	
Computer Science A	4	3	CSC 201	must successfully write/execute CSC201 final
Computer Science AB	4	3	CSC 201	
Eng Lang & Comp	3-4-5	3	elective	
Eng Lit & Comp	3-4-5	3	elective	
Environmental Science	3	4	elective	
European History	4	3	HIS 102	
French Language	4	3	FRE 202	*see note
Human Geography	3	3	ENV 125	
Macroeconomics	4	3	ECO 201	
Microeconomics	4	3	ECO 202	
Music Theory	3	5	MUS 109, 110, 111	
	4	10	MUS 109, 110, 111, 112, 113, 114	
Physics B	3	4	PHY 101, 101L	
Physics C-Elec/Magnetism	3	4	PHY 206	
Physics C-Mechanics	3	4	PHY 205	
Psychology	3	3	PSY 101	
Spanish Language	4	3	SPA 202	*see note
Statistics	3	3	MAT 130	
World History	3	3	HIS 133	

*must complete >202 at Cottey to receive credit

INTERNATIONAL BACCALAUREATE (IB)

Students who have earned an IB diploma and have earned a score of 5 or higher on the IB Higher Level examination will receive transfer credit for one course in each of the appropriate disciplines. Additional credit may be granted with faculty approval. No credit will be granted for subsidiary level courses. The maximum amount of IB credit is 30 semester hours.

FOREIGN LANGUAGE REQUIREMENT

Knowledge of a language other than English has long been integral to the traditional Associate in Arts and/or Bachelor of Arts degree. Students who wish to broaden their understanding of human complexities or communicate effectively in a global marketplace are strongly encouraged to familiarize themselves with at least one foreign language.

To complete an Associate in Arts degree, students must demonstrate proficiency in one foreign language through the second-semester level. The following section describes the process to petition a waiver to the foreign language requirement for the Associate in Arts degree.

If the requirement is waived, no credit is earned, and the hours required will be turned to electives.

Students who wish to obtain a waiver for the foreign language requirement of the Associate in Arts degree must submit the appropriate materials to the Curriculum Committee no later than the end of the student's first year at Cottey College:

Native Speakers or Heritage Speakers with Proof of Formal Education in a Language Other than English

Native speakers or heritage speakers of languages other than English who completed part of their education in an English educational system need to submit proof of enrollment in classes in which the primary language of instruction was not English until the completion of at least elementary school or at least two years of middle school or high school. Classes and primary language of instruction are expected to be provided through formal documentation, e.g., a transcript. In consultation with your advisor, please develop and submit a petition to the Curriculum Committee, care of the registrar.

Native Speakers or Heritage Speakers without Proof of Formal Education in a Language Other than English

- If native speakers' or heritage speakers' languages other than English are offered by the Cottey College Language Department, they will be able to complete the foreign language requirement through the regular placement tests, with placement results of intermediate language or higher. OR
- If native speakers' or heritage speakers' languages other than English are not offered by the Cottey College Language Department, they will be able to complete the foreign language requirement through placement tests given by other colleges/ universities at their own expense, with placement results of intermediate language or higher. OR
- Native speakers and heritage speakers will be expected to complete the foreign language requirement in another language other than English.

AUDITING

In order to audit a course, a student must obtain permission from the instructor. Permission is contingent upon whether, in the instructor's judgment, the course is suitable for an audit and whether space is available. The instructor determines what requirements the student must fulfill. Audits do not earn credit hours or grade points but do appear on the transcript. If by auditing a course a student exceeds the normal course load, she must obtain permission from the vice president for academic affairs. Changes from audit to credit, or credit to audit, must be made in accordance with the schedule change policy. Audit request forms are available from the Office of Academic Records.

CLASS SIZE

Enrollments in Cottey courses typically range from 5 to 30 students. The average class size ranges from 10 to 15. The College reserves the right to cancel any course for which fewer than five students register.

CLASS ATTENDANCE

Cottey College, while emphasizing academics, believes in the education of the whole student and values activities beyond the classroom such as participation in athletics, arts performances, leadership opportunities, connecting with P.E.O. constituencies, and attendance at professional/scholarly meetings. The faculty and sponsors of such activities endeavor to reach a compromise concerning absences that respects both the importance of class attendance and the benefits of co-curricular opportunities.

It is the responsibility of students to:

- attend classes
- complete all assignments
- be aware of their instructors' attendance policies
- keep track of their absences
- in advance, inform their instructors of any absences they anticipate for co-curricular activities
- in advance, arrange to make-up missed work

It is the responsibility of sponsors of College events to:

- provide schedules that minimize class absences
- in advance, inform the faculty of any planned group absences
- recognize that student absences for college-sponsored activities must be minimal, and that faculty members may set limits on absences (including absences for college-sponsored events). A student may choose to attend class rather than a college-sponsored activity, and she should not be punished for making this choice.

It is the responsibility of faculty members to:

- recognize the value of participation in college-sponsored activities, and consider allowing students to hand in assignments or take exams at alternative times with advanced notice
- allow course appropriate flexibility for absences due to co-curricular learning opportunities.

EARLY WARNING OF ACADEMIC DIFFICULTIES

Cottey College believes that its admission criteria are sufficient to assure the success of each matriculant. Recognizing that the new student's adjustment to the college environment varies with each student, the College has developed an early warning system to provide feedback to the student, the academic advisor, the academic support staff, and the student life support staff that a student is having difficulty.

Cottey's early warning system includes:

- notification by an instructor of his/her concern about a student's academic performance at any time during the semester,
- mid-term down grade notification by an instructor for each C- or lower grade,
- special warning by the vice president for academic affairs if a student receives three or more faculty concern notices, and
- special warning by the vice president for academic affairs if a student receives three or more mid-term down grade notifications. (This warning requires that the student meet with each instructor, her advisor, and her academic advisement coordinator to secure their advice and signatures on the warning letter; and that she return the signed letter to the vice president for academic affairs.) A copy of each warning is sent to the student, her academic advisor and the academic advisement coordinator for her class. Registration for the following semester will not be permitted until the letter is returned to the Office of Academic Affairs.

WITHDRAWAL FROM COLLEGE

A student may withdraw from Cottey College at any time. The date of withdrawal is the date the records office was first informed of the withdrawal or the requested withdrawal date, whichever is later. Any department or agency of Cottey College that becomes aware of a student withdrawal must inform the records office within 24 hours. Upon receiving the withdrawal notice, the records office will process the withdrawal and inform the financial aid, business, and student life offices.

When a financial, medical, or other problem makes it impossible or unwise for a student to continue at Cottey, she may withdraw. A withdrawal under these circumstances permits the student to return to Cottey without reapplying for admission, to register as a continuing student, to be guaranteed campus housing, and to complete her degree under the degree requirements of the catalog in effect when she matriculated. Withdrawals under these circumstances may be approved for a period of up to one year. These withdrawals must be approved by the vice president for academic affairs in consultation with the registrar and other college agencies. The vice president of academic affairs may approve grade forgiveness on a case-by-case basis. The vice president for academic affairs will not approve such requests unless the student has a cumulative grade point average which would allow her to return in good standing. In the case of a withdrawal for medical reasons, the student must provide written documentation from a medical health professional recommending the withdrawal.

LEAVE OF ABSENCE

When a financial, medical, or other problem makes it impossible or unwise for a student to continue at Cottey, she may apply for a leave of absence. A leave of absence permits the student to return to Cottey without reapplying for admission, to register as a continuing student, to be guaranteed campus housing, and to complete her degree under the degree requirements of the catalog in effect when she matriculated. Leaves may be approved for a period of up to 180 days. Upon returning, the student must resume her studies in the same courses. For example, if she went on a leave of absence after attending classes Tuesday of week 4, she needs to return on Wednesday of week 4 of a subsequent term, in the same courses. A student may return to classes early (i.e. the beginning of the term) for a consistent academic experience, but won't officially become active until the actual leave of absence return date. A leave of absence must be approved by the vice president for academic affairs in consultation with the registrar and her instructors. The vice president for academic affairs will not approve such petitions unless the student has a cumulative grade point average which would allow her to return in good standing.

A student must request a leave of absence in writing to the vice president of academic affairs through the records office. In the case of a leave of absence for medical reasons, the student must provide written documentation from a medical health professional recommending the leave of absence.

The beginning date of the leave of absence is the date the records office was first informed of the request or the requested beginning date, whichever is later. Any department or agency of Cottey College that becomes aware of a leave of absence request from a student must inform the records office within 24 hours. Upon receiving the leave of absence request, the records office will process the request and forward it to the vice president of academic affairs for approval. The records office will also inform the financial aid, business, and student life offices.

TRANSCRIPTS

An academic record (transcript) is permanently maintained for each student who enrolls at Cottey. This record includes a list of courses in which the student has enrolled as well as the credits and grades earned in those courses. Transfer work is included on transcripts with the courses listed with hours accepted by Cottey (earned hours). Transcripts are issued by the Office of Academic Records through the National Student Clearinghouse.

GRADE REPORTS

A student may access her final grades for each semester on the JICS (Jenzabar Internet Campus Solution) portal.

GRADEPOINT AVERAGE (GPA)

A student's GPA is calculated by dividing the total number of GPA credit hours into the total grade points received. The following table explains the assignment of grade points per credit hour:

A	4.00 grade points	C	2.00 grade points
A-	3.70 grade points	C-	1.70 grade points
B+	3.30 grade points	D+	1.30 grade points
B	3.00 grade points	D	1.00 grade points
B-	2.70 grade points	D-	0.70 grade points
C+	2.30 grade points	F	0.00 grade points

The following do not calculate in the grade point average:

P	Pass	0 grade points
AU	Audit	0 grade points
I	Incomplete	0 grade points
W	Withdrawal without penalty	0 grade points
WIP	Work in progress, no grade	

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.

REPEATING AND BACKTRACKING

A student may attempt to improve her grade by repeating a course for which she received a C- or lower. A higher grade will replace her earlier grade. The lower grade will be eliminated from GPA calculations, credit hours attempted and earned will remain the same, and the higher grade earned at Cottey will be used to calculate her cumulative GPA.

If the course is repeated at another college or university, and a grade of C or better is earned, the repetition is handled as if it were a credit transfer. Credit hours earned for the course will transfer to Cottey, but the grade will not. Even though the grade earned elsewhere does not replace the Cottey grade, a repetition elsewhere will nevertheless improve a student's cumulative GPA, because both the original C- or lower Cottey grade and the credit hours attempted at Cottey will be ignored in GPA calculations.

Regardless of whether she failed or passed (with a low grade) in a previous attempt, a student can get a better grade and improve her GPA by repeating a course, but "passed" courses count toward graduation only once. Students who repeat and pass a course they have failed will then receive credit for that course, but they do not earn any additional credit hours by repeating courses they have passed before. Only one repetition of a previously passed course may be included in the student's enrollment status for federal financial aid.

A student may not take for credit a course that is a prerequisite for a course she has already completed satisfactorily. Exceptions will be granted only by permission.

LATE GRADUATION

Students who will not complete all requirements for graduation (requirements, hours, and GPA) must file for "Late Graduation." Late graduation petitions or exceptions must show that the student will be within nine (9) hours of completion of all requirements after Commencement in May. Students who receive approval from Academic Affairs and have a cumulative grade point average of 2.00 or higher may participate in Commencement.

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 for academic affairs, 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.

APPEALING ACADEMIC DISHONESTY DISCIPLINARY ACTION

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.

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 fulltime faculty pool for two or three additional members. No members of the board should have involvement with the academic dishonesty case.

APPEAL PROCEDURE

Students who wish to appeal a disciplinary action related to academic dishonesty, by a faculty member(s) or the vice president for academic affairs (VPAA), must submit a written appeal, in the form of a letter (electronic or hard copy), any other documents or evidence to support her 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 of the Academic Appeals Board will contact the faculty member(s)/VPAA and request relevant documents, evidence, and names of witnesses. Requested materials 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 of sanctions being imposed, 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.

The decision of the Academic Appeals Board is final.

Academic appeals hearing procedures are available on my.cottey.edu

APPEALS FOR COURSE GRADE RE-EVALUATION

The Academic Appeals Board considers both course grade re-evaluation and academic dishonesty disciplinary actions. It is the choice and responsibility of the student to file an appeal petition. The student is encouraged to consult with the student's advisor or the VPAA.

Course grade re-evaluation 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 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.
- Student petition materials are shared with the course instructor and the Academic Appeals Board after receipt by the Office of Academic Affairs.
- 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.

The VPAA's decision is final.

SATISFACTORY PROGRESS AND GOOD STANDING

Each student is expected to make satisfactory progress toward degree completion. To be in good academic standing, a student must have at least a 2.00 cumulative GPA. Satisfactory academic progress requires the completion of at least 12 credit hours per semester for full-time students, with a minimum cumulative GPA and a minimum earned credit hours that would not subject her to academic dismissal. Full-time students normally acquire the number of credit hours necessary for an associate degree in four semesters. Full-time students should acquire the number of credit hours necessary for a bachelor's degree in eight semesters. Students should complete a minimum of 15 to 16 credit hours per semester to achieve their degree in these time frames. The Federal Department of Education has specific guidelines for determining satisfactory progress for financial aid eligibility. Please see page 17 for information on standards of progress for students receiving federal financial aid.

PROBATION

A student whose GPA for a semester falls below 2.00, or a full-time student whose earned credits for the first semester fall below 9 credit hours, is notified by the vice president for academic affairs that she is on academic probation. College policies require that limitations be placed upon the activities of students who are on probation. The purpose for these limitations is to enable students who are experiencing academic difficulty to focus time and energy upon course work and to take advantage of help available from instructors, advisors, the Academic Assistance Center, the Counseling Office and other resources of the College. A student on probation may not withdraw from a course or request an incomplete in a course.

The first semester that a student fails to meet the requirements listed above, the student will be placed on probation. Failure to make satisfactory academic progress or to fulfill College policies regarding the terms of probation will result in dismissal if on probation for two consecutive semesters. When her semester and cumulative GPA equals or exceeds the 2.00 required and/or when her semester and cumulative credits equals or exceeds the requirement, the student is released from academic probation during the subsequent semester.

DISMISSAL

A student failing to have a 1.00 GPA at the end of her first semester will be dismissed. A student failing to have a 1.50 cumulative GPA at the end of her second semester may be dismissed. A student failing to have a 1.80 cumulative GPA at the end of her third or succeeding semesters may be dismissed.

A full-time student failing to earn six (6) credit hours in her first semester will be dismissed. A full-time student failing to earn nine (9) credit hours in her second or succeeding semesters will be dismissed.

A full-time student on probation for two consecutive semesters will be dismissed after the end of the second semester if satisfactory academic progress regarding the terms of probation are not made.

REINSTATEMENT

A student who has been dismissed from Cottey College due to lack of academic progress will be given the opportunity to appeal the dismissal. A letter must be written to the vice president for academic affairs and outline what circumstances negatively impacted the academic performance that created the dismissal, as well as steps that will be taken to address the issues identified.

Students who have not been enrolled for at least one semester must complete a special application for readmission (see page 14).
Note: Submission of an appeal does not guarantee reinstatement.

STUDENT COMPLAINTS

Student complaints in the academic area should begin with a discussion with the relevant faculty member. If the student is not satisfied, or is not comfortable speaking with the faculty member, the student should meet with the Vice President for Academic Affairs.

GENERAL POLICY ON EXCEPTIONS AND WAIVERS

Requests for exceptions to, deviations from and waivers of these academic policies will be addressed to the vice president for academic affairs and referred to the Curriculum Committee for consideration.

STUDENT RIGHT TO KNOW

Student Right to Know (SRTK) refers to a Federally-mandated public disclosure of a college's Completion Rate and Transfer Rate. The intent of SRTK is to provide to the consumer a statistic of comparable effectiveness that they can use in the determination of college choice. All colleges nationwide are effectively required to participate in the disclosure of rates.

SRTK is a "cohort" study; that is, a group of students who are first-time freshmen who are enrolled full-time and are degree-seeking as identified in a fall term and their outcomes are measured over a period of time. The outcomes that the two SRTK rates measure are Completion (the total number of students in the cohort who earn a degree) and Transfer (the total number of cohort non-completers who were identified as having enrolled in another institution). The tracking period of the cohorts is three (3) years, at which time the SRTK rates are calculated and made public.

SRTK has its merits in that it attempts to provide a standardized measure of college effectiveness nationwide. However, in order to fully understand what SRTK rates mean for a college, one should also know its limitations. There can be data collection issues involved in the acquisition of valid numbers used in deriving SRTK rates; since there is no central nationwide "clearinghouse" of transfer data, it is impossible to generate accurate transfer-out rates.

In compliance with the Student Right to Know and Campus Security Act of 1990, Cottey College makes available its completion and transfer rates to all current and prospective students.

The graduation rate for first-time, full-time, degree-seeking students who entered Fall 2011 was 68%.