



Cowley County Community College

and Area Vocational Technical School

COURSE PROCEDURE FOR

COLLEGE ALGEBRA

MTH 4420 3 Credit Hours

DIVISION OF GENERAL EDUCATION

Student Level: Freshman or Sophomore.

Prerequisites: A minimum grade of C in MTH4410 or satisfactory course placement assessment or 21 ACT math score.

Controlling Purpose: This course is designed to equip both calculus and non-calculus bound students with a basic knowledge of how to apply the classical functions of College Algebra to real life problems.

Learner Outcomes: Students completing this course with an A, B, or C should be able to apply computational skills such as reasoning, estimation, and problem solving as they are actually used on the job and in personal lives, and should have skills in recognizing and defining problems, inventing and implementing solutions, and tracking and evaluating results, with respect to the classical functions of College Algebra.

Units of Instruction with Outcomes and Competencies : **Note:** The following unit descriptions define the core content for the course and do not restrict instructors from adding topics for enrichment.

Evaluation KEY:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

* DENOTES OPTIONAL MATERIAL

Bold and Italicized items denote course competencies agreed upon by the Kansas Core Outcomes Project

Chapter P							PREREQUISITES: FUNDAMENTAL CONCEPTS OF ALGEBRA	Section: P.1 – P.6
Outcomes:							The student will review concepts of real numbers, exponents, radicals, and basic rules of algebra.	
A	B	C	D	F	N		Specific Competencies	
							Demonstrate the ability to:	
						*P.1	Evaluate algebraic expressions.	
						*P.1	Use mathematical models.	
						*P.1	Find the intersection of two sets.	
						*P.1	Find the union of two sets.	
						*P.1	Recognize subsets of the real numbers.	
						*P.1	Use inequality symbols.	
						*P.1	Evaluate absolute value.	
						*P.1	Use absolute value to express distance.	
						*P.1	Identify properties of the real numbers.	
						*P.1	Simplify algebraic expressions.	
						*P.2	Use the product, quotient, zero-exponent, negative exponent, and power rules for exponents.	
						*P.2	Use the power of a quotient.	
						*P.2	Simplify exponential expressions.	
						*P.2	Use scientific notation.	
						*P.3	Evaluate square roots.	
						*P.3	Simplify radical expressions using the product rule and quotient rule	
						*P.3	Add and subtract square roots.	
						*P.3	Rationalize denominators.	
						*P.3	Evaluate and perform operations with higher roots.	
						*P.3	Understand and use rational exponents.	
						*P.4	Add, subtract, and multiply polynomials.	
						*P.4	Use FOIL in polynomial multiplication.	
						*P.4	Use special products in polynomial multiplication.	
						*P.4	Perform operations with polynomials in several variables.	
						*P.5	Factor out the greatest common factor of a polynomial.	
						*P.5	Factor by grouping.	
						*P.5	Factor trinomials.	
						*P.5	Factor the difference of squares.	
						*P.5	Factor perfect square trinomials.	
						*P.5	Factor the sum and difference of two cubes.	
						*P.5	Use a general strategy for factoring polynomials.	

Chapter P						PREREQUISITES: FUNDAMENTAL CONCEPTS OF ALGEBRA	Section: P.1 – P.6
Outcomes:						The student will review concepts of real numbers, exponents, radicals, and basic rules of algebra.	
						*P.5	Factor algebraic expressions containing fractional and negative exponents.
						*P.6	Specify numbers that must be excluded from the domain of a rational expression.
						*P.6	Simplify rational expressions.
						*P.6	Multiply and divide rational expressions.
						*P.6	Add and subtract rational expressions.
						*P.6	Simplify complex rational expressions.

Chapter 1						EQUATIONS AND INEQUALITIES	Section: 1.1 – 1.7
Outcomes:						The student will learn to solve and use linear, quadratic and polynomial equations, equations involving radicals, fractions or absolute values; find intercepts, zeros, and graphical solutions; perform operations with complex numbers and use mathematical models to solve real world application problems.	
A	B	C	D	F	N		Specific Competencies
							Demonstrate the ability to:
						1.1	Plot points in the rectangular coordinate system.
						1.1	Graph equations in the rectangular coordinate system.
						1.1	*Interpret information about a graphing utility's viewing rectangle or table.
						1.1	Use a graph to determine intercepts.
						1.1	Interpret information given by graphs.
						1.2	Solve linear equations in one variable.
						1.2	Solve linear equations containing fractions.
						1.2	Solve rational equations with variables in the denominators.
						1.2	Recognize identities, conditional equations, and inconsistent equations.
						1.3	Use linear equations to solve problems.
						1.3	Solve a formula for a variable.
						*1.4	Add and subtract complex numbers.
						*1.4	Multiply complex numbers.
						*1.4	Divide complex numbers.
						*1.4	Perform operations with square roots of negative numbers.
						1.5	Solve quadratic equations by factoring, square root property, completing the square, and the quadratic formula..
						1.5	Use the discriminant to determine the number and type of solutions.
						1.6	Solve polynomial equations by factoring.
						1.6	Solve equations involving radicals.
						1.6	Solve equations with rational exponents.
						1.6	Solve equations that are quadratic in form.
						1.6	Solve equations involving absolute value.
						1.7	Use interval notation.

Chapter 1 EQUATIONS AND INEQUALITIES							Section: 1.1 – 1.7
Outcomes:							The student will learn to solve and use linear, quadratic and polynomial equations, equations involving radicals, fractions or absolute values; find intercepts, zeros, and graphical solutions; perform operations with complex numbers and use mathematical models to solve real world application problems.
						1.7	Find intersections and unions of intervals.
						1.7	Solve linear inequalities.
						1.7	Recognize inequalities with no solution or all real numbers as solutions.
						1.7	Solve compound inequalities.
						1.7	Solve absolute value inequalities.

Chapter 2 FUNCTIONS AND GRAPHS							Section: 2.1 – 2.8
Outcomes:							The student will review previously learned concepts of graphing on the x-y coordinate plane and analyzing linear functions, and make real world applications using these skills.
A	B	C	D	F	N		Specific Competencies
							Demonstrate the ability to:
						2.1	Find the domain and range of a relation.
						2.1	Determine whether a relation is a function.
						2.1	Determine whether an equation represents a function.
						2.1	Evaluate a function.
						2.1	Graph functions.
						2.1	Use the vertical line test to identify functions.
						2.1	Obtain information about a function from its graph.
						2.1	Identify the domain and range of a function from its graph.
						2.1	Identify intercepts from a function's graph.
						*2.2	Find and simplify a function's difference quotient.
						2.2	Understand and use piecewise functions.
						2.2	Identify intervals on which a function increases, decreases, or is constant.
						2.2	Use graphs to locate relative maxima or minima.
						2.2	Identify even or odd functions and recognize their symmetries.
						*2.2	Graph step functions.
						2.3	Calculate a line's slope.
						2.3	Write the point-slope form of the equation of a line.
						2.3	Write and graph the slope-intercept form of the equation of a line.
						2.3	Graph horizontal or vertical lines.
						2.3	Recognize and use the general form of a line's equation.
						2.3	Use intercepts to graph the general form of a line's equation.
						2.3	Model data with linear functions and make predictions.

Outcomes: The student will review previously learned concepts of graphing on the x-y coordinate plane and analyzing linear functions, and make real world applications using these skills.

						2.4	<i>Find slopes and equations of parallel and perpendicular lines.</i>
						2.4	Interpret slope as rate of change.
						*2.4	Find a function's average rate of change.
						2.5	<i>Recognize graphs of common functions.</i>
						2.5	<i>Use vertical shifts to graph functions.</i>
						2.5	<i>Use horizontal shifts to graph functions.</i>
						2.5	<i>Use reflections to graph functions.</i>
						2.5	<i>Use vertical stretching and shrinking to graph functions.</i>
						2.5	<i>Use horizontal stretching and shrinking to graph functions.</i>
						2.5	<i>Graph functions involving a sequence of transformations.</i>
						2.6	<i>Find the domain of a function.</i>
						2.6	<i>Combine functions using the algebra of functions, specifying domains.</i>
						2.6	<i>Form composite functions.</i>
						2.6	<i>Determine domains for composite functions.</i>
						2.6	<i>Write functions as compositions.</i>
						2.7	Verify inverse functions.
						2.7	<i>Find the inverse of a function.</i>
						2.7	Use the horizontal line test to determine if a function has an inverse function.
						2.7	<i>Use the graph of a one-to-one function to graph its inverse function.</i>
						2.7	Find the inverse of a function and graph both functions on the same axes.
						2.8	Find the distance between two points.
						2.8	Find the midpoint of a line segment.
						2.8	<i>Write the standard form of a circle's equation.</i>
						2.8	<i>Give the center and radius of a circle whose equation is in standard form.</i>
						2.8	Convert the general form of a circle's equation to standard form.

Outcomes: The student will learn to analyze and graph polynomial functions and solve real-world application problems involving polynomials.

A	B	C	D	F	N		Specific Competencies
							Demonstrate the ability to:
						3.1	<i>Recognize characteristics of parabolas including the vertex.</i>
						3.1	<i>Graph parabolas.</i>
						3.1	<i>Determine a quadratic function's minimum or maximum value.</i>
						*3.1	Solve problems involving a quadratic function's minimum or maximum value.
						3.2	Identify polynomial functions.
						3.2	Recognize characteristics of graphs of polynomial functions.
						3.2	<i>Determine end behavior.</i>
						3.2	<i>Use factoring to find zeros of polynomial functions.</i>
						3.2	<i>Identify zeros and their multiplicities.</i>
						*3.2	Use the Intermediate Value Theorem.
						*3.2	Understand the relationship between degree and turning points.
						3.2	<i>Graph polynomial functions.</i>
						3.3	Use long division to divide polynomials.
						3.3	Use synthetic division to divide polynomials.
						3.3	Evaluate a polynomial using the Remainder Theorem.
						3.3	Use the Factor Theorem to solve a polynomial equation.
						3.4	Use the rational zero theorem to find possible rational zeros.
						3.4	<i>Find zeros of a polynomial function, both real and complex answers (includes fundamental theorem of algebra).</i>
						3.4	Solve polynomial equations.
						3.4	<i>Find a polynomial function with given zeros.</i>
						*3.4	Use Descartes's Rule of Signs.
						3.5	<i>Find the domain of rational functions.</i>
						*3.5	Use arrow notation.
						3.5	<i>Identify vertical asymptotes.</i>
						3.5	<i>Identify horizontal asymptotes.</i>
						3.5	Use transformations to graph rational functions.
						3.5	<i>Graph rational functions.</i>
						3.5	<i>Identify slant asymptotes.</i>
						*3.5	Solve applied problems involving rational functions.
						3.6	<i>Solve polynomial inequalities.</i>
						3.6	<i>Solve rational inequalities.</i>
						*3.6	Solve problems modeled by polynomial or rational inequalities.
						3.7	Solve direct variation problems.
						3.7	Solve inverse variation problems.
						3.7	Solve combined variation problems.
						3.7	Solve problems involving joint variation.

Outcomes: The student will learn the basic properties and graphs of exponential and logarithmic functions.

A	B	C	D	F	N		Specific Competencies
							Demonstrate the ability to:
						4.1	<i>Evaluate exponential functions.</i>
						4.1	<i>Graph exponential functions.</i>
						4.1	Evaluate functions with base e.
						4.1	Use compound interest formulas.
						4.2	Change from logarithmic to exponential form.
						4.2	Change from exponential to logarithmic form.
						4.2	Evaluate logarithms.
						4.2	<i>Use basic logarithmic functions.</i>
						4.2	Graph logarithmic functions.
						4.2	Find the domain of a logarithmic function.
						4.2	Use common logarithms.
						4.2	Use natural logarithms.
						4.3	Use the product rule of logarithms.
						4.3	Use the quotient rule of logarithms.
						4.3	Use the power rule of logarithms.
						4.3	Expand logarithmic expressions.
						4.3	Condense logarithmic expressions.
						4.3	Use the change-of-base property.
						4.4	<i>Use like bases to solve exponential equations.</i>
						4.4	<i>Use logarithms to solve exponential equations.</i>
						4.4	<i>Use the definition of a logarithm to solve logarithmic equations.</i>
						4.4	<i>Use the one-to-one property of logarithms to solve logarithmic equations.</i>
						4.4	<i>Solve applied problems involving exponential and logarithmic equations.</i>
						4.5	Model exponential growth and decay.
						4.5	Use logistic growth models.
						*4.5	Model data with exponential and logarithmic functions.
						*4.5	Express an exponential model in base e.

Chapter 5 SYSTEMS OF EQUATIONS AND INEQUALITIES

Section: 5.1 – 5.6

Outcomes: The student will solve simple linear systems using algebraic substitution, addition, and elimination methods.

A	B	C	D	F	N		Specific Competencies Demonstrate the ability to:
						5.1	Decide whether an ordered pair is a solution of a linear system.
						5.1	Solve linear systems by substitution.
						5.1	Solve linear systems by addition.
						5.1	Identify systems that do not have exactly one ordered-pair solution.
						5.1	Solve problems using systems of linear equations.
						5.2	Verify the solution of system of linear equations in three variables.
						5.2	Solve systems of linear equations in three variables.
						5.2	Solve problems using systems in three variables.
						*5.3	Decompose P/Q where Q has only distinct linear factors.
						*5.3	Decompose P/Q where Q has repeated linear factors.
						*5.3	Decompose P/Q where Q has a nonrepeated prime quadratic factor.
						*5.3	Decompose P/Q where Q has a prime, repeated quadratic factor.
						5.4	Recognize systems of nonlinear equations in two variables.
						5.4	Solve nonlinear systems by substitution.
						5.4	Solve nonlinear systems by addition.
						*5.4	Solve problems using systems of nonlinear equations.
						5.5	Graph a linear inequality in two variables.
						5.5	Graph a nonlinear inequality in two variables.
						5.5	Graph a system of inequalities.
						*5.5	Solve applied problems involving systems of inequalities.
						*5.6	Write an objective function describing a quantity that must be maximized or minimized.
						*5.6	Use inequalities to describe limitations in a situation.
						*5.6	Use linear programming to solve problems.

Chapter 6 MAXTRIX SOLUTIONS TO LINEAR SYSTEMS

Section: 6.1 – 6.6

Outcomes: The student will solve simple linear systems using inverse matrices and determinants.

A	B	C	D	F	N		Specific Competencies Demonstrate the ability to:
						6.1	Write the augmented matrix for a linear system.
						6.1	Perform matrix row operations.
						6.1	Use matrices and Gaussian elimination to solve systems.
						6.1	Use matrices and Gauss-Jordan elimination to solve systems.
						6.2	Apply Gaussian elimination to systems without unique solutions.
						6.2	Apply Gaussian elimination to systems with more variables than equations.
						6.2	Solve problems involving systems without unique solutions.
						6.3	Use matrix notation.
						*6.3	Understand what is meant by equal matrices.

Chapter 6							MAXTRIX SOLUTIONS TO LINEAR SYSTEMS		Section: 6.1 – 6.6		
Outcomes:							The student will solve simple linear systems using inverse matrices and determinants.				
							6.3	Add and subtract matrices.			
							6.3	Perform scalar multiplication.			
							6.3	Solve matrix equations.			
							6.3	Multiply matrices.			
							*6.3	Describe applied situations with matrix operations.			
							6.4	Find the multiplicative inverse of a square matrix.			
							6.4	Use inverses to solve matrix equations.			
							*6.4	Encode and decode messages.			
							6.5	Evaluate a second-order determinant.			
							6.5	Solve a system of linear equations in two variables using Cramer's rule.			
							6.5	Evaluate a third-order determinant.			
							6.5	Solve a system of linear equations in three variables using Cramer's rule.			
							*6.5	Use determinants to identify inconsistent systems and systems with dependent equations.			
							6.5	Evaluate higher-order determinants.			

Chapter 7							CONIC SECTIONS		Section: 7.1 – 7.3		
Outcomes:							The student will recognize, graph and write equations of conics with center at the origin.				
A	B	C	D	F	N		Specific Competencies				
							Demonstrate the ability to:				
							*7.1	Graph ellipses centered at the origin.			
							*7.1	Write equations of ellipses in standard form.			
							*7.1	Graph ellipses not centered at the origin.			
							*7.1	Solve applied problems involving ellipses.			
							*7.2	Locate a hyperbola's vertices and foci.			
							*7.2	Write equations of hyperbolas in standard form.			
							*7.2	Graph hyperbolas centered at the origin.			
							*7.2	Graph hyperbolas not centered at the origin.			
							*7.2	Solve applied problems involving hyperbolas.			
							7.3	Graph parabolas with vertices at the origin.			
							7.3	Write equations of parabolas in standard form.			
							7.3	Graph parabolas with vertices not at the origin.			
							*7.3	Solve applied problems involving parabolas.			

Chapter 8 SEQUENCES, INDUCTION, AND PROBABILITY

Section: 8.1 – 8.7

Outcomes: The student will utilize notation of sequences, series, and summations; use induction and binomial theorem; solve problems using counting principle and probability.

A	B	C	D	F	N		Specific Competencies
							Demonstrate the ability to:
						*8.1	Find particular terms of a sequence from the general term.
						*8.1	Use recursion formulas.
						*8.1	Use factorial notation.
						*8.1	Use summation notation.
						*8.2	Find the common difference for an arithmetic sequence.
						*8.2	Write terms of an arithmetic sequence.
						*8.2	Use the formula for the general term of an arithmetic sequence.
						*8.2	Use the formula for the sum of the first n terms of an arithmetic sequence.
						*8.3	Find the common ratio of a geometric sequence.
						*8.3	Write terms of a geometric sequence.
						*8.3	Use the formula for the general term of a geometric sequence.
						*8.3	Use the formula for the sum of the first n terms of a geometric sequence.
						*8.3	Find the value of an annuity.
						*8.3	Use the formula for the sum of an infinite geometric series.
						*8.4	Understand the principle of mathematical induction.
						*8.4	Prove statements using mathematical induction.
						*8.5	Evaluate a binomial coefficient.
						*8.5	Expand a binomial raised to a power
						*8.5	Find a particular term in a binomial expansion.
						*8.6	Use the fundamental counting principle.
						*8.6	Use the permutation formula.
						*8.6	Distinguish between permutation problems and combination problems.
						*8.6	Use the combinations formula.
						*8.7	Compute empirical probability.
						*8.7	Compute theoretical probability.
						*8.7	Find the probability that an event will not occur.
						*8.7	Find the probability of one event or a second event occurring.
						*8.7	Find the probability of one event and a second event occurring.

* DENOTES OPTIONAL MATERIAL

Bold and italicized items denote course competencies agreed upon by the Kansas Core Outcomes Project

Projects Required: None.

Text Book: Contact Bookstore for current text.

References: None.

Materials/Equipment needed: TI-83 or TI-83 PLUS graphing calculator

- A graphing calculator is required for this course. Instructors are encouraged to cover the initial review material on solving linear, rational and quadratic equations, using various methods by having students show their work. [Chapter 1 in the current text.] Though calculator programs on factoring, solving equations, completing the square and more are available, instructors are discouraged from introducing these programs to students at this time.

Attendance Policy: Students should adhere to the attendance policy discussed on the first day of class.

Grading Policy: The departmental final exam for this course is a comprehensive test that will be counted as at least 20% of the student's final grade.

- Giving too many points for attendance or homework, excessive extra credit points, and curving test scores can all contribute to an inaccurate representation of a student's math skill. Instructors are encouraged to consider this as they create their syllabi and evaluate their students throughout the semester.
- "Take home" tests and "group" tests are not recommended. The use of multiple-choice questions should be limited. Having a student "re-do" a test **for credit** is not recommended.

Maximum class size: 25.

Course Time Frame: Total clock hours per week: 3.

Catalog Description of the Course: MTH 4420 COLLEGE ALGEBRA. 3 hrs. This course is an introduction of algebraic functions and some transcendental functions with application in business and life, natural, and social sciences. Topics include solving equations, zeros, rational functions, matrices, exponentials and logarithms, and systems. Additional topics are included as time permits. This course requires that the student furnish their own TI-83 or TI83 PLUS graphing calculator. Prerequisites: A minimum grade of C in MTH4410 or satisfactory course placement assessment or 21 ACT math score.

Academic Code of Conduct:

Cowley College is committed to instilling in its students a high level of academic integrity. Integrity in the classroom is a definite expectation. Students who compromise the integrity of the academic process are subject to disciplinary action by the college.

A violation of academic integrity includes but is not limited to:

- Plagiarism
- Cheating
- Fabrication and Falsification
- Multiple Submission
- Misuse of Academic Materials
- Complicity in Academic Dishonesty

If a student is ever in doubt about the specific guidelines governing individual or group work with respect to a particular course or assignment, be sure to ask the instructor for clarification.

XF Grade

In accordance to the Academic Code of Conduct, an XF grade may be given to:

1. Students who are guilty of academic misconduct on tests or major assignments.
2. Students who knowingly facilitate classmates in academic misconduct on tests or major assignments (will be based upon the decision of the Appeals Committee).
3. Students who commit repeat violations of the Academic Code of Conduct on any class assignments.

The Academic Code of Conduct will be used to define academic misconduct.

If an instructor determines a student should receive an XF grade:

1. The instructor will meet with the student and follow the Academic Code of Conduct to ensure that the student has an initial opportunity to respond.
2. If the instructor still believes the student should receive an XF grade, the instructor will notify the Instructional Office and complete an XF form.
3. The student will then be notified of his/her right to appeal by the Appeals Committee, which will be scheduled as needed.
4. If the student chooses to appeal the X portion of the grade, the Appeals Committee will have the final authority.
5. The student will have the opportunity to remain in the class until the appeal process has been completed. Formal withdrawal from the class will not prevent the student from receiving a grade of XF.
6. A student may not withdraw from a class after receiving a grade of XF.
7. The decision of the Appeals Committee will be the final decision. The student, teacher, and advisor will be notified within 4 business days

To have the first XF grade removed from his/her transcript, the student must perform 20 hours of community service and successfully complete a course on academic honesty by the end of the following semester. The community service will be arranged through A.C.E.S. and will be completed at the discretion of the A.C.E.S. sponsor. The course will be for 1 credit hour at the student's expense with no financial aid or scholarship assistance. The Instructional Office may keep internal records that show the student received an XF grade that was later converted to an F after completion of the required community service and short course on academic honesty.

If a student receives an XF grade for a second time, that grade will remain on his/her transcript with no opportunity for removal. An XF grade cannot be erased from the Academic Fresh Start program.

Academic Misconduct

First Level Resolution

The original jurisdiction of any case involving academic misconduct shall be with the faculty member whose course the alleged misconduct occurred. If a faculty member suspects a student of an academic misconduct, he/she must inform the student without unnecessary delay of the alleged misconduct and provide the student the opportunity to respond before taking any action. Students suspected of academic misconduct, whether acknowledging involvement or not, shall be allowed to

continue the course without prejudice pending disciplinary actions. If the faculty member takes no action within 10 days after informing the student, the allegations shall be considered dismissed. The faculty member may take one or more of the following actions: alter a grade or assign a grade of "F" in the assignment, examination, or the course and/or recommend an additional sanction up to and including suspension and/or dismissal from the course. The action taken by the faculty member should be reported to their Department Chair/Director and the Instructional Office. The student so affected shall have the right of appeal through the Vice President of Academic and Student Affairs.

Second Level Resolution

If a second offense of academic misconduct occurs during the student's academic career, this WILL result in administrative withdrawal from the institution for a period of one academic year. The student so affected shall have the right of appeal through the Vice President of Academic and Student Affairs.

Third Level Resolution

After one academic year the affected student may re-enroll with the understanding if a violation of the Academic Code of Conduct occurs during their tenure at Cowley College the result will be permanent expulsion from the institution with no right of appeal.

(Institutional Policies: Student Affairs Council: Series 400.00: 402.00 Academic Code Of Conduct)

Disability Services Program:

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If you have a disability which may impact your work in this class and for which you require accommodations, please contact Mark A. Richardson, the Disability Services Coordinator, located in the Nelson Student Center Room 203 in order for arrangements of needed accommodations. Phone number: Main Campus - 620-441-5557 or North Campuses - 316-554-2724. E-mail: richardson@cowley.edu

Grade Change/Appeal:

If a student is dissatisfied with a course grade issued by an instructor and believes the grade issued is incorrect, the student may use the following appeal procedures:

- The student shall, within one academic semester following issuance of the grade, confer with the instructor and outline the reason(s) the student feels the grade is incorrect.
- The instructor shall advise the student of the grade change-if applicable.
- If the student is not satisfied with the results of the conference, he/she may request a Student Grade Appeal Form in the office of the Vice President of Academic and Student Affairs or the Dean of North Campuses. A review conference shall be held within the semester that the appeal is filed. The Vice President of Academic and Student Affairs, or their designee, the instructor who issued the grade, the Chairperson of the department or the Instructional Director involved or their designee will comprise the committee. The Vice President of Academic and Student Affairs will issue a decision and notify the student in writing within ten (10) days following the review. This decision is final.

(Institutional Policies: Academic Affairs Council: Series 200.00: 263.00 Student Appeal of Course Grade)

Student Code of Conduct

Students attending Cowley College are expected to conduct themselves as responsible individuals at all times while on campus. Acts of incivility or other behavior which interferes with or detracts from the learning-centered environment are not acceptable. In addition, student actions which violate school policies or local, state, or federal laws are not tolerated and may result in dismissal from the college or other disciplinary action.

- Intoxicating Beverages and/or Illegal Drugs: No alcoholic or cereal malt beverages and/or illegal drugs shall be allowed on the campus or at school-sponsored functions.
- Tobacco: Smoking is not permitted in College facilities. This includes smokeless tobacco products.
- Dress and Appearance: Students are expected to be clean and dress within the limits of general trends of dress at this college. Additionally, dress must be in accordance with all laws pertaining to health, sanitation, and insurance.
- Classroom Expectations: Students are expected to behave in a civil and professional manner in the classroom. Instructors shall not permit the continued presence of disruptive behavior in class.
- Visitors and Children: Only students who are enrolled in classes are allowed to attend. Children and visitors must have prior approval from administration to attend class sessions. While on campus children and visitors must adhere to all school policies. All children under the age of 16 must be under direct supervision of a parent or guardian while on campus.
- Destruction of Property and/or Theft: Students are expected to respect the rights and property of other students, faculty, staff, etc.
- Student Identification Cards: All enrolled students at Cowley College are required to obtain a student ID card. Students must carry their current ID card with them at all times on campus.
- Electronic Devices: Cellular phones, pagers and other electronic devices shall not be used in a manner that causes disruption in the classroom, library or within any college-owned or college-operated facilities. This includes abuse of cellular devices with photographic capability. Utilizing these devices for the purposes of photographing test questions or other forms of academic misconduct or illegal activity is prohibited, as is photographing individuals in secured areas such as lavatories or locker rooms. Taking photographs of any individuals against their will is strictly prohibited.

(Institutional Policies: Student Affairs Council: Series 400.00: 403.00 Student Code Of Conduct)

Grade Change/Appeal:

If a student is dissatisfied with a course grade issued by an instructor and believes the grade issued is incorrect, the student may use the following appeal procedures:

- The student shall, within one academic semester following issuance of the grade, confer with the instructor and outline the reason(s) the student feels the grade is incorrect.
- The instructor shall advise the student of the grade change-if applicable.
- If the student is not satisfied with the results of the conference, he/she may request a form in the office of the Vice President of Academic and Student Services or the Dean of North Campuses, for a review involving the Vice President of Academic and Student Affairs, appropriate Dean, the instructor issuing the grade, lead instructor, and the student. The review conference shall be held within the semester that the appeal is filed. The Vice President of Academic and Student Affairs and the lead professor shall, within ten (10) days following the review, issue a decision and notify the student in writing. This decision is final.