

# ***Concurrent Enrollment Student Handbook***



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Kirkwood College Credit in High School students have all the same rights and responsibilities as other Kirkwood students. This handbook provides guidelines that high school students will use as a college credit student at the college.

**Welcome High School Dual Credit Video** <http://www.kirkwood.edu/academyinfo> **Link to Kirkwood Student Handbook**  
<http://www.kirkwood.edu/catalog/2013-2014/catalog.pdf>

## Admission and Enrollment Information

### **Concurrent Enrollment Application & Registration Step by Step Process**

1. Student informs counselor of interest in earning college credit in high school at Kirkwood.
2. Student completes the online application to Kirkwood at [www.kirkwood.edu/hscreditapply](http://www.kirkwood.edu/hscreditapply). This step creates an official record in the Kirkwood system, alerts students to bring SSN.

\*Note that high schools are listed by formal high school name (i.e. George Washington for CR Wash, Washington High School is actually in Washington, Iowa.)

3. Student will receive an email response that application is received within 24 hours of the application. The email contains the student's official Kirkwood identification number, called the "k #". This is the permanent number to be used in place of the SSN, and will not change during the entire Kirkwood career.
4. Application does not guarantee enrollment. Counselor will receive confirmation of student's enrollment, and student will receive a welcome letter prior to the start of the class.
5. All changes should be communicated directly to the high school's Kirkwood county contact.
6. Kirkwood contact will work with appropriate district staff to complete registration process.

### **Compass Testing**

If a student plans on being enrolled in more than 6 credit hours per term, taking online classes, or taking a class that requires a certain test score (for example, Composition or Psychology), a student will need to take a placement exam. Kirkwood Community College accepts Compass scores as well as ACT scores. Students will need to work with their counselors to determine their testing options.

### **EagleNet & Your k Number**

EagleNet is your online access to Kirkwood resources and registration information. EagleNet allows you to check grades, register for classes, drop classes, get your class schedule, check your tuition bill, check your financial aid status and more.

For a complete list of EagleNet features and functions, go to [www.kirkwood.edu/eaglenet](http://www.kirkwood.edu/eaglenet) and click "EagleNet for Students."

Your EagleNet user ID is sometimes called your "k" number. Your k number is the small case letter k and a sequence of seven numbers (example: k0003750). Your k number and password are kept confidential. If you forget your k number, go to 202 Kirkwood Hall and provide photo identification.

### **Unit of Credit**

A unit of credit is a semester hour. Normally, a semester hour of credit is given for one hour in class each week for a period of 16 weeks.

### **Senior Year Plus Course Load**

As a high school student taking college credit classes through your high school you are limited in the number of courses you can take from any one institution. Iowa law limits enrollment to 24 credit hour at a single institution in one academic year (fall and spring semesters).

### **Adds, Drops and Withdrawal of Registration**

As a dual credit student you are bound to the registration policies of both your high school and Kirkwood Community College. All section adds, drops and withdrawals must be approved in writing by your high school principal and/or counselor and signed off on by a Kirkwood director.

## Student Services

### **Disability Support Services**

Kirkwood Community College has established policies and procedures to implement provisions of the Americans with Disability Act (ADA). Until the high school student becomes a full-time college student after high school graduation, student accommodations for students enrolling at Kirkwood Community College while still in high school will work with their individual high school case manager.

Accommodations for these students are provided by the high school and it is the responsibility of the student's case manager to provide a copy of the student's IEP/504 plan to the Kirkwood instructor prior to enrollment at Kirkwood.

The high school guidance counselor and/or student case manager should use the following as a guide to ensure the student's successful transition as a high school student earning college credit from Kirkwood Community College:

1. If a high school student has an IEP or 504 Accommodation Plan, and plans to enroll in a college credit class held outside of the student's individual high school setting, the Kirkwood Community College instructor must be notified.
2. The student's Case Manager or high school guidance counselor must contact the Kirkwood instructor within the first week of the Kirkwood class to discuss reasonable accommodations needed for this student while enrolled concurrently as a high school student earning college credit from Kirkwood Community College.
3. Students are encouraged to self-disclose their accommodations to the Kirkwood instructor during the first day of class. Often times students will hear faculty discuss "ADA Accommodations" and not realize that this includes some of the accommodations that they receive from the high school.
4. If questions arise, the Kirkwood instructor will refer to the Kirkwood Office of Learning Services for guidance related to providing reasonable accommodations for the high school student enrolled in a college credit course. In most instances, extra accommodations outside of the classroom are provided by the sponsoring high school, but circumstances can be reviewed on an individual basis.

\*To apply for accommodations, any student can go to [www.kirkwood.edu/learningservices](http://www.kirkwood.edu/learningservices)

### **Library Services**

Cedar Rapids campus | 111 Benton Hall | 319-398-5553

Iowa City campus | Credit Center | 319-887-3613

[www.kirkwood.edu/library](http://www.kirkwood.edu/library)

The Kirkwood libraries are open to all students, staff, faculty and area residents. The librarians are experts in helping you navigate the college research process by defining the information you need, helping you find credible sources and helping you evaluate the sources. If the information you need is not available here, we will order it for you from another library through the Inter Library Loan program. If you are working from home, are a distance education student or attend class at one of the Kirkwood centers, the same library services are available to you. The library website provides a full array of resources and services that you would find inside the libraries, along with instant messaging reference and handouts on creating citations and finding reliable websites. Librarians are available by phone to help you with your research and can send library materials to Kirkwood centers for your use.

**Distance Learning Library Website for off-campus students:** <http://guides.kirkwood.edu/dl>

### **Information Resources & Technology**

In addition to quality books, journals and DVDs to use in your research, we have many online databases of magazine, journal, news and reference articles that you can access from any campus computer or your home computer. If you prefer working from a library table or relaxing in a stuffed chair as you write, you may check out a laptop for use within the library or bring your laptop to connect with the campus wireless network. Wireless Internet is accessible in both libraries, and all library laptops have Microsoft Office.

## **Academic Policies**

### **A Productive Classroom Learning Environment**

We believe that the best learning takes place in an environment where faculty and students exhibit trust and mutual respect.

In a productive learning environment, faculty and students work cooperatively, recognize and respect differences, model the values of character and citizenship, and become lifelong learners.

### **Kirkwood's Values and Standards**

All students, faculty, staff, service providers and visitors who are involved with any aspect of the college's mission are members of Kirkwood's learning community.

As such, we share certain rights and responsibilities to each other and to the learning process – among them the right to a positive educational climate, and the responsibility to uphold values necessary to create and sustain this educational climate including:

- Valuing diversity.
- Respecting and managing resources well.
- Promoting opportunities for educational growth and development
- Encouraging a spirit of critical judgment.
- Learning to engage in a sustained and independent search for truth.
- Maintaining an orderly, civil and safe campus environment.

### **Class Attendance Policy**

Learning is central to our work at Kirkwood Community College. Faculty members use educational experiences to facilitate learning, and students learn by engaging in those experiences. Attendance and engagement in all scheduled classes is regarded as integral to learning and is expected of all students.

Kirkwood faculty members identify expectations for learning and attendance in their course syllabi. Students are accountable for the learning outcomes for each session, including those sessions that have been missed. Assessments of learning that occur during an absence may or may not be made up, depending on the policies of the instructor and the nature of the absence. Absences that result from participation in college-sponsored activities will be accommodated, subject to the guidelines listed below. For all other absences, authorization of an excuse is the province of the individual faculty member and subject to the standard appeal process.

### **Assignments and Examinations**

Students are expected to complete all class assignments and examinations on time. It is the student's responsibility to make up any work missed during an absence from class.

Students must be present for final examinations as scheduled. In cases of illness or emergency during final exams, a student may be excused and the exam rescheduled by the instructor. In cases where such illness or emergency may extend more than a few days, the procedure for incomplete course work should be followed.

### **Cheating and Plagiarism**

Kirkwood students are responsible for authenticating any assignment submitted to an instructor. If asked, you must be able to produce proof that the assignment you submit is actually your own work. Therefore, we recommend that you engage in a verifiable working process on assignments. Keep copies of all drafts of your work, make photocopies of research materials, write summaries of research materials, hang onto Writing Center receipts, keep logs or journals of your work on assignments and papers, and save drafts or versions of assignments under individual file names on your computer.

The inability to authenticate your work, should an instructor request it, is sufficient ground for failing the assignment. In addition to requiring students to authenticate their work, Kirkwood Community College instructors may employ various other means of ascertaining authenticity – such as engaging in Internet searches, creating quizzes based on student work, or requiring students to explain their work or process orally.

Procedure and penalties for confirmed cheating and plagiarism are:

**First Offense:** The instructor will have the authority to issue a failure on the paper, exam or assignment on which cheating or plagiarism was established. A record of the incident will be reported to the dean of students.

**Second Offense:** Upon confirmation of the student's second offense by the dean of students, the instructor will have the authority to issue a failure for the course in which the second incident occurred.

**Third Offense:** Upon confirmation of the student's third offense by the dean of students, the student will be subject to suspension from the college for one semester.

### **Special Notice to Students**

Each student is responsible for being familiar with the information appearing in this handbook. Failure to read the regulations will not be considered an excuse for noncompliance. The college reserves the right to change policies or revise curricula as needed due to unanticipated circumstances. Rules and regulations in this handbook have been adopted by the faculty and administration of the

college. If a student finds that extenuating circumstances might justify the waiver of a particular college regulation, that student may file a petition with the registrar, according to established procedures.

### **Family Educational Rights and Privacy Act (FERPA)**

The college complies with the Family Educational Rights and Privacy Act of 1974. The law provides three fundamental rights to students who attend postsecondary institutions:

- Right to inspect and review education records.
- Right to request to amend education records.
- Right to limit disclosure of "personally identifiable information" contained in education records.

At the postsecondary level, rights under FERPA are afforded the student and not the parents, even if the student is less than 18 years of age. In accordance with this federal law, the college has adopted policies and procedures governing the confidentiality of student educational records.

Once a person officially registers and attends a postsecondary class, they are a student, regardless of their age. Parents have no rights under FERPA to their student's postsecondary education records. Kirkwood can release the student's education records to the student, to the high school, and as authorized by the student by completing and signing a Consent for Release of Education Record form ([www.kirkwood.edu/onestopforms](http://www.kirkwood.edu/onestopforms)). Kirkwood's complete Student Records policy can be found at [www.kirkwood.edu/site/index.php?p=32309](http://www.kirkwood.edu/site/index.php?p=32309).

The law states certain information, such as name, address, telephone number, dates of attendance, degrees and awards, full- or part-time status, etc., is directory information, and each college can formulate its own policy about what directory information it will release. It is Kirkwood's policy not to release names, addresses and phone numbers. Exceptions are made when names and hometowns of graduates are listed in the newspaper, commencement book and when team rosters are published. Students can ask that even directory information be withheld. Requests must be filed each term in Enrollment Services.

Questions about this law and about college policy should be directed to the One Stop office, 202 Kirkwood Hall. Students have the right to file complaints with the U.S. Department of Education.

## **Academic Profile**

### **Grading System**

Kirkwood uses a 4.0 grading system. Kirkwood grades and their meanings are given below:

A	4.00	A-	3.67	B+	3.33	B	3.00	B-	2.67
C+	2.33	C	2.00	C-	1.67	D+	1.33	D	1.00
D-	0.67	F	0.00						
P	Passing Credit								
Q	No Credit								
I	Incomplete								
E	Excused Without Credit								
T	Credit by Examination								
N	Audit								
W	Withdrew from Course								
X	Course Repeated								
O	Original Grade Removed								

### **Computing Grade Point Average**

Grade point average is computed by multiplying the number of semester credits for each course by the numerical value of the grade given for that course. These values are then added together for the total points, which are then divided by the total number of credits for the GPA.

### Numerical Semester Grade

Course Grade Value Credits Point

$$X A = 4.0 \times 3 = 12 \quad Y B = 3.0 \times 3 = 9 \quad Z F = 0.0 \times 4 = 0$$

GPA = grade points (21) divided by semester credits (10) = 2.10 GPA. The same method is used to compute the cumulative grade point average.

### Incomplete Grades

A student who is unable to complete the assigned work of a course due to extenuating circumstances may be assigned the grade "I" (Incomplete). In such cases, the instructor and the student must complete an Incomplete Grade Agreement form documenting the course requirements remaining and the date by which they must be completed.

The maximum time a student is permitted to carry an incomplete grade is one year. After this time, in the absence of any alternative grade being assigned by the instructor, the "I" grade will be changed to "F."

### Grade Reports

You can access your mid-term and final grades online using EagleNet at <http://eaglenet.kirkwood.edu>. Questions regarding a specific grade should be directed to the instructor or department dean.

### Dean's List

Students with outstanding academic records are named to the Dean's List. To qualify, a student must have completed 12 credit hours of graded coursework and achieved a grade point average of 3.3 or higher. A minimum of six graded credit hours must be earned in the term of the award.

### Credit Assignment in Emergency Situations

After completing at least two-thirds of an academic term, a student may petition to receive a grade and credit for all courses in the program at the time of such emergency situations as:

- Induction, but not enlistment, into the United States armed services.
- Serious personal or family illness requiring the student to withdraw from all classes.
- Death in the immediate family.
- Other similar emergency circumstances that prevent the student from completing the academic term.

Students who believe they are entitled to consideration under this policy must file petitions with the One Stop office, 202 Kirkwood Hall. Appropriate documentation of emergencies must accompany petitions. A committee will review the petitions to ensure conformity with the policy. Those found to be in conformity will be forwarded for response to instructors involved. Instructor response may include assigning grades then in progress, assigning reduced grades in consideration of unmet course requirements or declining to assign grades. In any case, students retain the right to withdraw from courses.

### Academic Warning and Academic Progress

Academic warning is based upon non-passing grades at mid-term of current semester.

Students who achieve and maintain the minimum cumulative grade point average and complete course requirements in the prescribed sequence are considered to be making satisfactory academic progress. Students who fail to achieve this standard will be placed on academic warning or probation. Progress is measured by the student's cumulative grade point average, percentage of credit hours earned in relation to those attempted, and the length of the academic program. In order to assure that students make progress toward earning a degree both in terms of number of hours completed and cumulative GPA, Kirkwood Community College uses the adjacent Financial Aid SAP Policy: <http://www.kirkwood.edu/catalog/2013-2014/academic-progress-and-warning.htm>.

Attempted Credit Hrs.	Completion Rate	Required GPA
0-29	60%	2.0
30+	70%	2.0

### Disciplinary Probation and Suspension

The dean of students, first floor Iowa Hall, administers disciplinary probation and suspension. In general, such matters are handled with due process, and appeals are made available as appropriate.

## **Readmission**

Students who have withdrawn from the college in good standing and who desire to be readmitted should apply at [www.kirkwood.edu/apply](http://www.kirkwood.edu/apply). Students who are readmitted after absence from the college and who desire associate degrees will be required to fulfill current graduation requirements.

## **Repeating Courses for a Better Grade**

Students may repeat courses taken at Kirkwood to try to improve their original grade. The lower grade will be changed to X, which carries no credit and has no effect on the grade point average. The best grade will be used in the GPA calculation. For those courses that may be taken for credit more than once, the second grade will not replace the first.

## **Transcripts and Transferring Your Credit**

319-398-5412 or 1-800-332-2055 ext. 5412 or [www.kirkwood.edu/transcript](http://www.kirkwood.edu/transcript)

To order a transcript, go to EagleNet and click "Transcript Request." If students want transcripts sent anywhere other than to another college or themselves, they must submit a signed request in writing. In accordance with common higher education practice, only transcripts mailed from the registrar's office of one college to another are considered official; faxed transcripts and transcripts that have been in the possession of students are not official. The student should plan their courses of study with high school and college advisors. The Advising and Transfer Center at Kirkwood can help them identify how their courses will transfer to colleges.

## **Student Conduct & Rights**

Students choosing to earn college credit while in high school must be in good standing at their respective high school in order to enroll in and attend Kirkwood Community College CCHS Programs. Students enrolled to earn Kirkwood Community College credit must abide by the school handbook of the local school district, as well as the rules and policies spelled out in the Kirkwood Community College Student Handbook. Additional specific program requirements may also be outlined by the Kirkwood Academic Department. Kirkwood Community College is committed to maintaining a safe environment for all students, faculty, staff and visitors. Student conduct that interferes or disrupts effective instruction or safe classroom operation will be addressed. Kirkwood staff can remove students from Kirkwood property or program for misconduct.

### **Process for Misconduct Violations:**

#### **Level 1: Incident Documentation**

- a. Immediate response by instructor to acknowledge and stop the misconduct with student.
- b. Written documentation of the observable behavior is shared with high school and college personnel, including Kirkwood's Dean of Students within 24 hours of the incident.
- c. Instructor meeting with student and a second party (staff member) to review with student the violation of misconduct and the positive steps for moving forward. Acknowledgement that further violation will result in a meeting with all interested parties (student, instructor, district and Kirkwood staff, parents, etc) for discussion. (If possible this meeting will occur prior to the next scheduled class meeting.)
- d. Student and instructor sign off on acknowledgement of behavior issue and steps for improvement.

#### **Level 2: Meeting w/ all interested parties**

- a. Second violation of misconduct with a student results in a meeting scheduled by Kirkwood to review action plan or decision to continue. Kirkwood staff will be present, as well as high school district staff. High School will inform and include parents at this level of the discussion if they choose.
- b. Depending on the violation, Kirkwood can remove the student from the class or program at this step. The goal is to clearly define expectations for moving forward. Students at Level 2 should note that future incident will result in removal from the class or program.

#### **Level 3: Removal from CCHS program**

If removal occurs within the parameters of the Kirkwood withdrawal date, it is the student's responsibility to work with high school personnel to withdraw; otherwise removal may result in a failing grade on the student's Kirkwood Community College transcript.