



# CONCURRENT ENROLLMENT STUDENT HANDBOOK

**Kirkwood**  
COMMUNITY COLLEGE

# Concurrent Enrollment Student Handbook

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*Kirkwood’s 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.*

This document is **not** a complete compilation of Kirkwood’s Academic and Student Policies, please read more about Kirkwood’s Academic and Student Policies at:

**[www.kirkwood.edu/studenthandbook](http://www.kirkwood.edu/studenthandbook).**

Kirkwood Community College declares and affirms to its students, employees and to the public that it does not discriminate on the basis of sex, race, color, creed, religion, national origin, age, physical or mental ability, sexual orientation, gender, gender identity, physical attributes, veteran status, genetic information, socioeconomic status, and actual or potential parental, family or marital status in its educational programs, activities, admission procedures or employment practices. The College affirms its commitment to comply with all applicable federal and state laws, regulations and orders. If you have questions or complaints related to compliance with this policy, please contact Human Resources at Kirkwood Community College, 313 Kirkwood Hall, 6301 Kirkwood Blvd., SW, Cedar Rapids, IA 52404, or by phone to 319-398-5572; or Vice President, Student Services, Jon Buse, 115 Iowa Hall, at 319-398-5584, or email to [jon.buse@kirkwood.edu](mailto:jon.buse@kirkwood.edu); or Vice President, Academic Affairs, Bill Lamb, 100 Iowa Hall, at 319-398-5509, or email to [bill.lamb@kirkwood.edu](mailto:bill.lamb@kirkwood.edu); or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312-730-1560, fax 312-730-1576.

# I. Eligibility, Admission and Enrollment Information

## College Credit in High School (CCHS) — Concurrent Enrollment at Kirkwood Community College

Kirkwood partners with local high schools to offer concurrent enrollment course work that meets the needs of students looking to explore a specific career and technical program at Kirkwood, as well as transfer-level general education course work to enhance any major. Students enrolled in a concurrent course earn both high school and college credit for the course.

High school faculty who meet community college faculty credentials are recognized as adjunct faculty, adhere to the approved Kirkwood syllabus and offer the college-level course within the high school’s regular schedule.

As defined by the Iowa Department of Education, Senior Year Plus is an important part of high school reform efforts in Iowa. Through these programs, high school students are provided rigorous opportunities for advanced learning.

To this end, Kirkwood partners with area school districts to prepare students to learn essential skills and earn college credit through a variety of concurrent enrollment options. Iowa law requires students, instructors, and institutions to meet certain criteria to be eligible to participate in Senior Year Plus programming.

To participate, students must:

- Satisfy Kirkwood Community College prerequisites, which may include a satisfactory placement score for reading, writing, and math, indicated by the college’s recognized placement exams.
- Complete “College Credit in High School” application for admission at [www.kirkwood.edu/hscreditapply](http://www.kirkwood.edu/hscreditapply).

Options to earn college credit in high school at Kirkwood:

### Arts and Science Academy

- To participate in liberal arts courses, students must demonstrate proficiency in each of the three academic areas – math, science and reading – as indicated by Iowa Assessment Testing or an alternative measure of proficiency adopted by the school board. Students must also satisfy Kirkwood Community College prerequisites.

### Career Academy

- Participation in career and technical courses is not based on proficiency of Iowa Assessment Testing scores. Students will need to satisfy Kirkwood Community College prerequisites on individual courses as needed.

Grade	Fall	Midyear	Spring
9	Math–243 Science–243 Reading–243	Math–249 Science–250 Reading–247	Math–249 Science–250 Reading–249
10	Math–252 Science–253 Reading–252	Math–257 Science–258 Reading–257	Math–257 Science–258 Reading–257
11	Math–259 Science–260 Reading–259	Math–261 Science–265 Reading–262	Math–263 Science–265 Reading–263

## Concurrent Enrollment Application and Registration Step-by-Step Process

1. Student expresses interest in enrolling in concurrent enrollment course.
2. Student creates official Kirkwood record at [www.kirkwood.edu/hscreditapply](http://www.kirkwood.edu/hscreditapply).
3. Student will receive an email response that application is received within 24 hours of submitting the Kirkwood application. The email contains the student's official Kirkwood identification number, called the "k-number." This is the permanent number to be used in place of the SSN, and will not change. See information below on k-number and password.
4. Student completes required placement exam as required for individual course prerequisites identified in the course catalog. (Note: student must complete step two prior to taking a placement exam through Kirkwood)
5. Kirkwood contact will work with appropriate district staff to complete registration process. All enrollment changes must be communicated to Kirkwood within the established add and drop periods at the college.

### k-number and Password

**k-number:** This is your Kirkwood ID #. You will use it to login to email, Kirkwood computers, Talon, EagleNet, etc. It is very important. You should have received this number in your welcome letter after applying to Kirkwood. If you have forgotten your k-number, you can get it one of two ways:

- Go to [www.kirkwood.edu/knumber](http://www.kirkwood.edu/knumber), and select "Use this Form" near the bottom of the page. You can also go to [www.kirkwood.edu/students](http://www.kirkwood.edu/students) and select "Forgot My k-number" under Student ID.
- Complete the form to have your k-number emailed to you.
- Alternatively, you can present a photo ID in the Test Center or at any Kirkwood location.

**Password:** Once you have your k-number, you will need to establish a password. This password will be used for Kirkwood computers, email, Talon, EagleNet, etc.

- Go to [www.kirkwood.edu/password](http://www.kirkwood.edu/password).
- Complete the information to set up your password, which will require a number of characters and varying types of characters.
- Once you've set up your password, you can also use this website to change your password, or set up a security question. You will need to change your password every six months.

### Placement Testing

If a student plans on taking a concurrent class that requires a certain test score (for example, Composition or a math course), a student will need to take a placement exam. Kirkwood Community College utilizes Accuplacer (reading and writing) and ALEKS (math), as well as accepts ACT scores. Kirkwood also accepts Compass test scores that are not expired and AP course equivalencies. Students must ensure appropriate placement scores and prerequisite information is on file at Kirkwood prior to enrollment in the course.

### EagleNet

As a concurrent enrollment student, EagleNet provides you access to your course schedule, your midterm and final grades, as well as the ability to request an official transcript. To add and drop a concurrent enrollment course, the school district must work through the Kirkwood county contact on behalf of the students.

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."

### Senior Year Plus Course Load

Iowa law limits enrollment to less than 24 credit hours from one institution in one academic year (fall and spring semesters) paid for by the high school district through Senior Year Plus legislation.

### Adds, Drops and Withdrawal of Registration

As a concurrent enrollment student, you must abide by registration policies at both the high school district and Kirkwood Community College. Students should refer to the high school guidance office for assistance with enrollment management issues. All section adds, drops and withdrawals must be approved in writing by your high school principal and/or counselor and approved by a Kirkwood director.

## II. Student Services

### Accommodation Services for Students with Disabilities

Provision of accommodation services to high school students enrolled in Kirkwood classes are provided in accordance with the same policies and procedures provided for all Kirkwood students.

Procedures to receive accommodations for Kirkwood classes:

Complete the 'Request for Accommodations' form. Paper copies of the request form are available at all Kirkwood locations or from the Learning Services office on main campus (2063 Cedar Hall) OR follow the instructions below to complete the online form.

**Note:** Current documentation of a disability needs to be submitted with the request form. This documentation should include the most recent IEP/504 plan or other documentation provided by a medical professional.

Instructions for submitting the online request form:

1. Go to [www.kirkwood.edu/accommodations](http://www.kirkwood.edu/accommodations).
2. Click on 'online accommodation request form.'
3. Answer all the questions then click 'Submit'. The form is sent directly to the Learning Services office on main campus.
4. Documentation can be sent to Learning Services office by postal mail (2063 Cedar Hall, 6301 Kirkwood Blvd SW, Cedar Rapids, IA 52404), faxed to: 319-398-4933 or scanned to [Nic.Jones@kirkwood.edu](mailto:Nic.Jones@kirkwood.edu).
5. An accommodation file will be created when the request form and documentation have been received in the Learning Services office. Once the student is registered for classes, a case manager will be assigned. The student is sent a letter with the name and contact information of their case manager. Every effort will be made to assign a case manager at the Kirkwood location where the class is taken to ensure easy access for meetings.

The student is responsible for contacting the case manager to develop the accommodation plan. The case manager and the student will work together to determine which reasonable accommodations can be provided in the college class. Once the accommodation plan is written, the student will present the accommodation form to the Kirkwood instructor(s) for their signature. The case manager, student and instructor have the option of meeting together to discuss the accommodations as specified on the form. A copy of a student's accommodation plan will be provided to a parent or guardian upon request.

Students, parents and high school staff should be aware that modifications in curriculum or delivery of instruction provided at the high school may not be considered a reasonable accommodation in the college setting.

The following chart helps explain the differences between high school and college-level accommodation services. For more information contact the Learning Services Department, 2063 Cedar Hall, 6301 Kirkwood Blvd SW, Cedar Rapids, IA 52406; phone: 319-398-5574, fax: 319-398-4933; or contact Kirkwood Center staff (see page7).

HIGH SCHOOL	COLLEGE
<b>IDENTIFICATION</b>	
The school district is responsible to identify the student's disability.	Students must self-identify by requesting accommodations and providing documentation of their disability.
<b>SPECIAL EDUCATION SERVICES</b>	
The Individual Education Program (IEP) team develops the IEP to define educational goals, supports and services that will be provided.	No IEP is written for college students. Special Education services are not provided in college.
<b>ACCOMMODATIONS AND MODIFICATIONS</b>	
<p>Accommodations or modifications to the curriculum are made to ensure completion of the general education requirements of the school district.</p> <p>Teachers provide reminders of homework due dates and when tests will be taken. Extended time for completion may be granted.</p>	<p>Accommodations are provided to ensure equal access to education. Reasonable accommodations based on the student's documented disability are allowed. Modifications to the curriculum are not available at the college level.</p> <p>Students are expected to read the syllabus provided in each course and complete assignments independently and on time.</p>
<b>BEHAVIOR SUPPORTS</b>	
Educators are responsible to put supports in place for inappropriate behavior that may be caused by a student's disability.	Students are responsible for their own behavior at all times and are held to the same standards of behavior as all college students.
<b>PARENTAL INVOLVEMENT</b>	
<p>Parents are actively involved in their student's educational planning and decisions.</p> <p>Parents can discuss their student's progress with teachers.</p> <p>Parents sign documents for their student who is under the age of 18.</p>	<p>Students are responsible for making decisions related to their education and are expected to advocate for themselves.</p> <p>A student must sign a 'release of information' for parents to speak with college personnel.</p> <p>Students sign documents for themselves.</p>
<b>OTHER DIFFERENCES</b>	
<p>Schools have a system set up for providing transportation to and from school (e.g., buses).</p> <p>Daily attendance is monitored and recorded by the high school. High school staff can contact parents if student is not in attendance.</p>	<p>Students are responsible for finding their own way to and from campus for classes.</p> <p>College does not contact student or parent if student misses class. Students should attend all college classes. Some professors take daily attendance, others do not.</p>

### **Distance Learning Library Website for Off-Campus Students**

<http://guides.kirkwood.edu/dl>

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.

## III. and IV. Academic and Student Conduct Policies

### Special Notice to Students

Each student is responsible for being familiar with the student academic and conduct policies at Kirkwood Community College. Please visit this link for further information [www.kirkwood.edu/studenthandbook](http://www.kirkwood.edu/studenthandbook). 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 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.

In addition, the following academic and student conduct policies are highlighted for concurrent enrollment students:

### 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 Academic and Enrollment Policies

For more information on additional academic and enrollment policies, visit: [www.kirkwood.edu/academicpolicies](http://www.kirkwood.edu/academicpolicies).

**Special Note:** Kirkwood students are responsible for authenticating all work in a course. This includes but is not limited to quizzes, exams, presentations, papers, journals, and projects. If asked, the student must be able to produce proof establishing that the work he or she submits is original and created by the student. For this reason, it is recommended that students engage in a verifiable working process on assignments and conduct themselves during class in a manner that does not lead to the suspicion of academic dishonesty. More specific information on the Student Academic Dishonesty policy can be found at: [www.kirkwood.edu/academicdishonesty](http://www.kirkwood.edu/academicdishonesty)

### Student Conduct and 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.

Read more about Kirkwood's Student Code here: [www.kirkwood.edu/conductcode](http://www.kirkwood.edu/conductcode)

### FERPA – Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

At the postsecondary level, ownership of education records belongs to the student. 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/ferpaform](http://www.kirkwood.edu/ferpaform)

## V. Additional Information

### Important Web Resources

General information for all Kirkwood College Students: [www.kirkwood.edu/students](http://www.kirkwood.edu/students)

Kirkwood College Credit in High School: [www.kirkwood.edu/earncredit](http://www.kirkwood.edu/earncredit)

Kirkwood Student Handbook: [www.kirkwood.edu/studenthandbook](http://www.kirkwood.edu/studenthandbook)

Kirkwood Academic Calendar: [www.kirkwood.edu/calendars](http://www.kirkwood.edu/calendars)

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

### How to Connect with a Kirkwood Center for Concurrent Enrollment Support

Each Kirkwood Center works with and supports all high school students in their county that are interested in concurrent enrollment classes. For example, students from Clear Creek Amana would work with the Kirkwood Regional Center at the University of Iowa, which is the center serving Johnson County schools.

Benton County Center, 319- 472-2318 | [www.kirkwood.edu/bentoncounty](http://www.kirkwood.edu/bentoncounty)

Cedar County Center, 563-886-2950 | [www.kirkwood.edu/cedarcounty](http://www.kirkwood.edu/cedarcounty)

Iowa County Center, 319-668-2461 | [www.kirkwood.edu/iowacounty](http://www.kirkwood.edu/iowacounty)

Jones County Regional Center, 319-465-2302 | [www.kirkwood.edu/jonesregional](http://www.kirkwood.edu/jonesregional)

Kirkwood Regional Center at the University of Iowa (Johnson County), 319-358-3100 | [www.kirkwood.edu/kirkwoodui](http://www.kirkwood.edu/kirkwoodui)

Linn County Regional Center, 319-398-1052 | [www.kirkwood.edu/linnregional](http://www.kirkwood.edu/linnregional)

Washington County Regional Center, 319-653-4655 | [www.kirkwood.edu/washingtonregional](http://www.kirkwood.edu/washingtonregional)

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