

# Cotley College Student Handbook

## 2008-2010

### EMERGENCY TELEPHONE NUMBERS

**(Dial 9 to get an outside line from any phone on campus. All numbers are area code 417))**

|   |                      |
|---|----------------------|
| Nevada Police .....   | 911 or 448-2710      |
| Nevada Fire .....   | 911 or 448-2720      |
| Nevada Ambulance .....                                      | 911 or 667-5079      |
| Campus Security .....                                       | ext. 2222            |
| Nevada Regional Medical Center .....                        | 667-3355             |
| Poison Hotline .....  | 1-800-366-8888       |
| Coordinator of Counseling .....                             | ext. 2157            |
| Allied Mental Health 24 Hr. Crisis Line (Business Hours) .. | 667-8700             |
| After Hours .....   | 1-888-628-8843       |
| Dean of Student Life .....                                  | ext. 2126            |
| After 5 p.m. and weekends .....                             | 448-7466 or 944-1442 |
| Asst. Dean of Student Life .....                            | 2104                 |
| After 5 p.m. and on weekends .....                          | 684-0182 or 667-4452 |

### EMERGENCY PROCEDURES

If an emergency arises in your residence hall, or somewhere on campus:

1. Remain calm.
2. Call 9-911 from a campus extension, or 911 from a cell phone if the emergency involves fire, police or ambulance services.
3. Call 911 using the emergency poles located near Neale Hall, between Ross Library and Rubie Burton Academic Center, Hinkhouse, and between the Chapel and Reeves Hall.
4. Call campus security for other emergencies at ext. 2222.
5. Contact an R.A. or hall director on duty as necessary for assistance in emergency situations within the residence halls. The hall receptionist will put you in contact with the proper staff members.

### HOW TO CONTACT COTTEY SECURITY PERSONNEL

Dial 2222. Wait for security to answer. Identify yourself, give your location, give your message and wait for acknowledgement that the message has been received. Speak slowly and carefully.

### INTRODUCTION

The purpose of this handbook is to acquaint you with policies, procedures, services and resources available to students at Cotley College. The Student Handbook is one of the publications with which you should be familiar. It supplements the Cotley College Catalog, the official document related to academic and financial matters at the College.

The Student Handbook is compiled by the Office of Student Life. The information contained in this handbook is subject to change without published notice. Such changes may result from action by the Cotley College Board of Trustees or the administration of Cotley College. It is also available on the Cotley College intranet.

### EQUAL OPPORTUNITY POLICY

Cotley College is committed to equal educational opportunity and does not unlawfully discriminate in its educational policies and practices on the bases of race, religion, color, national origin, age, disability, veteran status, sexual orientation, or any other factor protected by law. The coordinator for equal opportunity is the director of human resources, Main Hall, Cotley College, Nevada, MO 64772; telephone (417) 667-8181, ext. 2103. The coordinator for student disability services is the counselor in the Student Life Center, ext. 2157.

## 2008-2009 ACADEMIC CALENDAR

|                  |              |                   |  |
|------------------|--------------|-------------------|--|
| <b>August</b>    | 22           | Friday            | Residence Halls Open for New Students Only   |
|                  | 23-26        | Saturday-Tuesday  | Orientation  |
|                  | 24           | Sunday            | Residence Halls Open for Returning Students  |
|                  | 25-26        | Monday-Tuesday    | Advising; Registration   |
|                  | 27           | Wednesday         | Classes Begin  |
| <b>September</b> | 3            | Wednesday, 5 p.m. | Deadline for Adding Classes and for Dropping Classes Without Fee and Without Notation of W on Transcript |
| <b>October</b>   | 3-5          | Friday-Sunday     | Family Weekend   |
|                  | 13           | Monday            | Mid-Semester Break; No Classes   |
|                  | 14-17        | Tuesday-Friday    | Mid-Semester Exam Week   |
| <b>November</b>  | 5            | Wednesday, 5 p.m. | Deadline for Withdrawal From Classes Without Notation of WP/WF on Transcript                             |
| <b>December</b>  | 26-28        | Wednesday-Friday  | Thanksgiving Recess  |
|                  | 1            | Monday            | Classes Resume   |
|                  | 12           | Friday, 5 p.m.    | Deadline for Withdrawal From Classes With Notation of WP/WF on Transcript                                |
|                  | 12           | Friday            | Last Day of Classes  |
|                  | 15-18        | Monday-Thursday   | Final Examinations   |
| <b>January</b>   | 18           | Thursday, 5 p.m.  | Christmas Recess Begin; Residence Halls Close  |
|                  | 10           | Saturday, 2 p.m.  | Residence Halls Open, Orientation for New Students   |
|                  | 12           | Monday            | Class Changes, Registration for New Students, Classes Begin  |
|                  | 19           | Monday, 5 p.m.    | Deadline for Adding Classes and for Dropping Classes Without Fee and Without Notation of W on Transcript |
|                  | <b>March</b> | 2-6               | Monday-Friday  |
| 7                |              | Saturday, 9 a.m.  | Spring Recess Begins; Residence Halls Close  |
| 21               |              | Saturday, 2 p.m.  | Residence Hall Open  |
| 23               |              | Monday            | Classes Resume   |
| <b>April</b>     | 3            | Friday            | Deadline for Withdrawal From Classes Without Notation of WP/WF on Transcript                             |
|                  | 4            | Saturday          | Founder's Day  |
|                  | 15           | Wednesday         | Assessment Testing Day   |
| <b>May</b>       | 8            | Friday, 5 p.m.    | Deadline for Withdrawal From Classes With Notation of WP/WF on Transcript                                |
|                  | 8            | Friday            | Last Day of Classes  |
|                  | 11-14        | Monday-Thursday   | Final Examinations   |
|                  | 16           | Saturday, 10 a.m. | Honors and Awards Convocation  |
|                  | 16           | Saturday, 7 p.m.  | Capping  |
|                  | 17           | Sunday, 10 a.m.   | Commencement (all students are encouraged to attend)   |
|                  | 17           | Sunday, 5 p.m.    | Residence Halls Close  |

## 2009-2010 ACADEMIC CALENDAR

|                  |       |                   |   |
|------------------|-------|-------------------|---|
| <b>August</b>    | 21    | Friday            | Residence Halls Open for New Students Only  |
|                  | 22-25 | Saturday-Tuesday  | Orientation   |
|                  | 23    | Sunday            | Residence Halls Open for Returning Students   |
|                  | 24-25 | Monday-Tuesday    | Advising; Registration  |
|                  | 26    | Wednesday         | Classes Begin   |
| <b>September</b> | 2     | Wednesday, 5 p.m. | Deadline for Adding Classes and for Dropping Classes<br>Without Fee and Without Notation of W on Transcript |
| <b>October</b>   | 2-4   | Friday-Sunday     | Family Weekend  |
|                  | 12    | Monday            | Mid-Semester Break; No Classes  |
|                  | 13-16 | Tuesday-Friday    | Mid-Semester Exam Week  |
| <b>November</b>  | 4     | Wednesday, 5 p.m. | Deadline for Withdrawal From Classes Without<br>Notation of WP/WF on Transcript                             |
|                  | 25-27 | Wednesday-Friday  | Thanksgiving Recess   |
|                  | 30    | Monday            | Classes Resume  |
| <b>December</b>  | 11    | Friday, 5 p.m.    | Deadline for Withdrawal From Classes With Notation<br>of WP/WF on Transcript                                |
|                  | 11    | Friday            | Last Day of Classes   |
|                  | 14-17 | Monday-Thursday   | Final Examinations  |
| <b>January</b>   | 17    | Thursday, 5 p.m.  | Christmas Recess Begin; Residence Halls Close   |
|                  | 9     | Saturday, 2 p.m.  | Residence Halls Open, Orientation for New Students  |
|                  | 11    | Monday            | Class Changes, Registration for New Students, Classes<br>Begin  |
|                  | 18    | Monday, 5 p.m.    | Deadline for Adding Classes and for Dropping Classes<br>Without Fee and Without Notation of W on Transcript |
| <b>March</b>     | 1-5   | Monday-Friday     | Mid-Semester Exam Week  |
|                  | 6     | Saturday, 9 a.m.  | Spring Recess Begins; Residence Halls Close   |
|                  | 20    | Saturday, 2 p.m.  | Residence Hall Open   |
|                  | 22    | Monday            | Classes Resume  |
|                  | 27    | Saturday          | Founder's Day   |
| <b>April</b>     | 2     | Friday            | Deadline for Withdrawal From Classes Without<br>Notation of WP/WF on Transcript                             |
| <b>May</b>       | 14    | Wednesday         | Assessment Testing Day  |
|                  | 7     | Friday, 5 p.m.    | Deadline for Withdrawal From Classes With Notation<br>of WP/WF on Transcript                                |
|                  | 7     | Friday            | Last Day of Classes   |
|                  | 10-13 | Monday-Thursday   | Final Examinations  |
|                  | 15    | Saturday, 10 a.m. | Honors and Awards Convocation   |
|                  | 15    | Saturday, 7 p.m.  | Capping   |
|                  | 16    | Sunday, 10 a.m.   | Commencement (all students are encouraged to attend)  |
|                  | 16    | Sunday, 5 p.m.    | Residence Halls Close   |

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## From the President of Cottey College

Dear Cottey Students:

Welcome to Cottey College. The next two years will be a time for personal and intellectual development; it will be a time for new experiences and new friends. We are happy that you have chosen to be a member of the Cottey College community.

I am proud to be a member of the Cottey community, and I hope you will come to share my pride in our College. I am convinced that Cottey offers students numerous opportunities. There are special programs that provide leadership training and experiences. Students learn and grow through participation in campus life and service to the College and the Nevada communities. The Student Government Association is a vital and active group of student leaders who help to coordinate these activities. I encourage you to become involved.

Cottey also offers strong, carefully developed academic programs. You will benefit from this academically rigorous, two-year curriculum that is regularly reviewed and revised by the faculty. The diversity of the student body will help you expand your horizons as you become friends with young women from throughout North America and the world, and the visit to a European city during your senior year will deepen your understanding of contemporary global society.

This handbook has been developed to provide you with important information about student life at Cottey. The Student Handbook and the Cottey online Catalog are intended to supply answers to the inevitable questions that will arise in the months ahead. I encourage you to review both to learn what information each contains.

As I have said, Cottey is a community. There are expectations for responsible citizenship for all members of our community. As you read the policies outlined in this handbook, you will gain insights into the expectations held for all of us who are part of this College.

I urge you to seek guidance and help when you have concerns. Your academic advisors, staff members of the Academic Assistance Center, the student life staff, and others at the College are here to be of service to you. I am also available during regular open hours for students or by appointment to talk with you about any issue. Cottey is proud of its reputation for providing personal assistance to students.

I believe Cottey College offers you the opportunities and resources you will need to explore your options and to realize your potential for leadership and intellectual growth. I hope you will set goals and participate openly and fully. Your reward will be self-awareness, greater knowledge of the world, and progress toward becoming the person you aspire to be.

Sincerely,

A handwritten signature in black ink that reads "Judy R. Rogers". The signature is written in a cursive style with a large, looped initial "J".

Judy R. Rogers, Ph.D.  
President

## **THE MISSION AND LEARNING OUTCOMES OF COTTEY COLLEGE**

Cottey College, an independent liberal arts college, educates women to be contributing members of a global society through a challenging curriculum and a dynamic campus experience. In our diverse and supportive environment, women develop their potential for personal and professional lives of intellectual engagement and thoughtful action as learners, leaders, and citizens.

Upon completion of a degree of study and engagement in cocurricular programs at Cottey, students will be able to demonstrate the following:

- ◆ Ability to listen, read, write and speak effectively in English
- ◆ Ability to recognize when information is needed and to employ various technologies as tools in creating, collecting, applying and disseminating information
- ◆ Ability to employ sound reasoning skills in problem solving including quantitative reasoning and analysis
- ◆ Ability to recognize connections among fields of knowledge
- ◆ Knowledge of the nature of scientific inquiry and the role of science in the modern world
- ◆ Knowledge of human experience, history and the creative process
- ◆ Knowledge of diverse cultures and their increasing complexity and interconnectedness
- ◆ Knowledge of behaviors contributing to physical fitness and wellness
- ◆ Knowledge of the cultural and historical experiences of women
- ◆ Ability to be active contributors toward positive change thought leadership, teamwork, and civic engagement
- ◆ Ability to employ interpersonal and intrapersonal skills
- ◆ Ability to identify personal and professional goals
- ◆ Knowledge of the importance of kindness, understanding, tolerance, and caring attitudes and behaviors toward self and others in a global society

### **COTTEY COLLEGE HONOR CODE**

The Honor Code of Cottey College defines and expresses the ethical spirit in which we, the members of the Cottey community, pursue the education of women. Recognizing that a community of learning cannot function well without respect for basic moral order, we also understand that the furthering of excellence requires still greater commitments. Thus, in addition to basic moral principles, we also affirm Virginia Alice Cottey's emphasis on the development of excellent personal character, and the more specific ethical standards of the professional associations that oversee the conduct and quality of higher education.

We, the members of the Cottey College community, commit ourselves to act with:

1. Personal responsibility.
2. Academic honesty and integrity of work.
3. Moral respect for persons and their property.
4. Ethical concern for the good of the College community and the broader society of humankind.

Embracing these ideals, we aim for the ongoing fulfillment of the mission of this college as a center of higher, humane learning.

## ACADEMIC ASPECTS OF THE HONOR CODE

The following items are considered examples of academic violations of the Honor Code.

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 dishonesty for a student to receive excessive help from another student with the preparation or writing of any paper which is to be submitted to an instructor. Such excessive help shall be held to exist when it exceeds the general discussion of ideas. In short, excessive help is that in which the helper rewrites all or any portion of the paper. The individual instructor will define the parameters of legitimate help.
5. Plagiarism. Plagiarism is a form of stealing in which another person's ideas or even his/her very words are borrowed without acknowledgement or credit being given. Plagiarism may be 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, she 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.

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, she should consult her advisor and/or instructor.

An Honor Code grievance can be filed by any member of the College community including a student who wishes to grievance herself, either on her own accord or at the request of another member of the College community. The chair of the Judicial Board should be notified immediately of any suspected infraction of the Honor Code.

### **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 (See Section 4: Student's Rights and Responsibilities). 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 violations of the Honor Code of 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 may be either a grade of F on whatever work is involved in the violation, with no possibility of redoing the work, or a course grade of F and expulsion from the course. The faculty member teaching the class in which the academic dishonesty occurred will decide which of these consequences to enforce, in accordance with the guidelines set forth above.

Any student found guilty of academic dishonesty will be reported by the faculty member to the vice president for academic affairs. If it is determined by a member(s) of the faculty that a student is responsible for academic dishonesty more than once during her enrollment at Cottey, the vice president, in his or her discretion, will determine 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, in his or her discretion, reserves the right to expel the student committing the offenses from the College.

Any student who has had sanctions imposed by a faculty member and/or the vice president for academic affairs may appeal her case before

an Academic Appeals Board to be appointed by the President each academic year. The President will appoint two students from the Student Academic Committee, and two faculty members from the Faculty Academic Committee to serve on the Board. The Academic Appeals Board will be chaired by the chair of the Faculty Senate, who will serve in a non-voting capacity except in cases of a tie vote. If the chair of the Faculty Senate, other faculty member, or student member is involved in the case, the President will appoint an alternate member(s) to serve from the Faculty Senate and Student Academic Committee, respectively. The student appeal must be submitted in writing to the chair of the Faculty Senate within three school days of the date that the sanction was imposed. A hearing will take place within three school days of the submitted appeal. The decision of the Academic Appeal Board will be final.

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.

## THE INFLUENCE OF P.E.O. VALUES AT COTTEY

Cottey is the only nonsectarian college in the United States owned and supported by women for women. The College has been a project of the P.E.O. Sisterhood since 1927 when Virginia Alice Cottey presented her life's work to the organization as a gift.

In acknowledging the Sisterhood's acceptance of her college as one of their educational projects, Virginia Alice Cottey said: "At the time the P.E.O. Sisterhood was beginning to foster the education of women, in a little town in Missouri, I was struggling toward the same goal." She also pointed out that the founders of P.E.O. selected yellow and white as the colors and the marguerite (daisy) as the flower to represent the organization; the same colors and flower selected by the first group of Cottey students.

Virginia Alice Cottey believed that the College would be an asset to the educational purpose of the Sisterhood. In addition to supporting Cottey, the organization is committed to providing educational opportunities for women through four other projects: the P.E.O. Educational Loan Fund, established in 1907, makes loans available to women pursuing higher education; the International Peace Scholarship initiated in

1949, provides grants-in-aid for women from other countries for graduate study in the United States and Canada; the P.E.O. Program for Continuing Education, established in 1973, is a grant program providing financial assistance to women who have previously discontinued their education and wish to resume studies due to changing demands in their lives; the P.E.O. Scholar Awards, approved by the Sisterhood at the 1991 Convention of International Chapter, gives scholarships to women who are pursuing advanced degrees or are engaged in advanced study and research.

The projects reflect the primary goal of the P.E.O. Sisterhood—to assist women in pursuing their education. However, the essence of the organization lies in its original purpose. The Sisterhood was founded in 1869 at Iowa Wesleyan College by seven young women who were interested in perpetuating the bonds of their friendship. Those young women selected "general improvement" as their goal. The organization, through its programs and projects, searches for excellence. P.E.O. members continually strive to improve themselves and society, and are loyal to five basic virtues—faith, love, purity, justice and truth. Members maintain high ethical and moral standards, personal integrity and respect for others.