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# Records and Registration

## Confidentiality of Records

Your records are used by the College to assist you in reaching academic, personal, social, and vocational decisions. Your records are maintained in compliance with the Family Educational Rights and Privacy Act of 1974.

The various records established for you may include admissions, academic records, assessment records, academic advising, financial aid, and placement files. You may have access to these records and the opportunity of a hearing to challenge information contained in them.

Some information, such as name, address, birth date, degrees earned, etc., are classified as public directory information and can be released without your consent. Other information will be released only upon receipt of your written consent.

Complete details on your records and privacy rights are contained in the current issue of the Student Handbook.

## Student Classification and Credit Hour Load

### Freshman

A student who has not yet successfully completed 24 credit hours.

### Sophomore

A student who has successfully completed a minimum of 24 credit hours.

### Credit Hour Load

#### less than 1/4 time

0 - 2.99 credit hours in progress

#### 1/4 time

3.00 - 5.99 credit hours in progress

#### 1/2 time

6.00 - 8.99 credit hours in progress

#### 3/4 time

9.00 - 11.99 credit hours in progress

#### full-time

12 or more credit hours in progress

The credit hour load is halved to determine the classification for enrollment during the summer session (except for financial aid purposes).

## Definition of Credit

One conventional credit is hereby defined as approximately 48 hours of learning activities necessary for a typical student to master the proportional learning outcomes defined for that course.

## Registration and Schedule Adjustments

Registration is held throughout the academic year. Specific dates and times of registration are published in the College class schedule printed for each academic period.

## Drop/Add

A schedule adjustment period is provided for students who have registered and find it necessary to revise their course selections. Schedule adjustments must be made within the time limits established by the College. For information on dropping a course with a refund, see Tuition Refund Policy section.

## Instructor Initiated Drop

An instructor may initiate a drop for any student who has not fulfilled the prerequisites for the course in which they have enrolled and does not have a prerequisite override form on file. For this purpose no course or grade entry will be made on the student's permanent academic record. Tuition and fees will be refunded.

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An instructor initiated drop must be processed prior to the drop deadline for the course. It is the instructor's responsibility to inform the student of the course drop.

## **Course Cancellations**

The College reserves the right to cancel courses before, during, or at the conclusion of the registration period.

## **Auditing a Course**

You may audit a class for enjoyment, personal exploration, gaining insight into a new subject, or for other reasons. Auditing students are expected to participate in the class by attending and completing all assignments. Those who do not wish to complete these assignments may be required to develop an "audit contract" with the course instructor. Audited courses receive no academic credit and therefore do not apply towards graduation requirements, financial aid eligibility, or athletic team eligibility. See the Grade of "X" (Audit) section for more details.

## **Withdrawals**

Withdrawals may be processed for single courses or as a complete withdrawal from college.

You may process withdrawals either on the Kellogg Registration Information System (KRIS) or by submitting a withdrawal form to the Customer Service Center; the Eastern Academic, Grahl, or Fehsenfeld Centers; or RMTTC office. If you need assistance to withdraw, contact an academic advisor.

## **Course Withdrawal**

You may withdraw from a course after the drop/refund period and prior to seven eighths (7/8) of the duration of the course. Withdrawing will generate a grade of "W" on your academic record for each course withdrawal. Tuition and fees are not refunded when you withdraw from a course.

If you withdraw during the final one-eighth (1/8) of the duration of a course, a grade of "F" will be entered on your academic record for each course withdrawal. If you stop attending a course and do not formally withdraw, the instructor will assign a final grade based upon progress toward completion of course objectives.

## **Withdrawal from College**

Withdrawal from college is defined as the student's formal withdrawal from all courses currently in progress.

Any currently enrolled student who is called for military duty shall be dropped from all uncompleted courses without grade and will be granted a refund of all tuition and fees paid upon receipt of a copy of military orders to the Registrar's office.

## **Administratively Initiated Withdrawals**

You may be administratively withdrawn from any course when: (1) it has been determined that your behavior has been disruptive or detrimental to the learning environment; (2) it has been determined by the instructor that excessive class absence has prohibited successful completion of the course; or (3) you have not fulfilled tuition and fee obligations to the College.

Expectations for student conduct and the due process rights of students who might become involved in disciplinary action are included in the Student Handbook.

Generally, you will be notified of excessive absences. When absences jeopardize successful completion of the course, the instructor may initiate a course withdrawal through seven-eighths (7/8) of the course duration. A grade of "W" (withdrawal) will be recorded on your academic record for any course from which you were administratively withdrawn.

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## Academic Record

### Academic Transcript

An academic transcript is a record of all courses taken at Kellogg Community College and credit received through transfer, prior experiential learning, and by exam.

### Requesting a Transcript

You may request a transcript of your academic record via the web at [www.kellogg.edu](http://www.kellogg.edu) by accessing the Kellogg Registration Information System (KRIS); or with a completed and signed transcript request form or other written and signed request submitted to the Customer Service Center at the Battle Creek campus or at the Eastern Academic, Fehsenfeld, and Grahl Centers. There is a minimal charge per copy for each transcript. The College reserves the right to withhold transcripts of students who have outstanding financial accounts.

An unofficial transcript, known as a course history, is also available via the KRIS system or in-person by showing a picture ID at the Customer Service Center at the Battle Creek campus or at the Eastern Academic, Fehsenfeld, and Grahl Centers.

### Enrollment Verification

You may request a document to verify your enrollment at Kellogg Community College via the web at [www.kellogg.edu](http://www.kellogg.edu) by accessing the Kellogg Registration Information System (KRIS) through the KCC Web Portal; or by submitting a request to the Customer Service Center at the Battle Creek campus or at the Eastern Academic, Fehsenfeld, and Grahl Centers.

### Dean's List

A dean's list, which recognizes all full-time and part-time students who have earned a grade point average of 3.5 or higher, is published at the conclusion of the fall and spring

semesters. To be eligible for honors recognition as a full-time student, you must have completed 12 or more credit hours during the session and not have received any grades of "I" (incomplete) or "W" (withdrawn). Grades of "G," "X," and "P" are excluded when determining eligibility. To be eligible for honors recognition as a part-time student, you must currently be enrolled in 6 or more credit hours and have completed 18 or more cumulative credit hours and not have received any grades of "I" (incomplete) or "W" (withdrawn). Grades of "G," "X," and "P" are excluded when determining eligibility. Students will be recognized as follows:

3.50 - 3.89	High Honors
3.90 - 4.00	Highest Honors

### MACRAO Transfer Agreement

This is a transfer agreement established by the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO). This agreement was designed to facilitate transfer from community colleges to baccalaureate colleges and universities. The agreement provides for transferability of up to 30 credit hours to meet many of the General Education Requirements at participating Michigan four-year colleges and universities. The 30 credit hours at KCC may be chosen from the following categories:

#### English Composition . . . . .6 credit hours

ENGL 151, 151H, 152, 152H, 201

#### Science and Math. . . . .8 credit hours

Courses must be taken in more than one subject area, and at least one course must have a laboratory.

ASTR 104; BIOL 101, 105, 109, 110, 111, 112, 116, 140, 200, 201, 202, 205; CHEM 100, 110, 111, 201, 202, 210; GEOG 100; INTL 211; MATH 111, 112, 118, 119, 121, 122, 124, 128, 130, 135, 140, 141, 142, 241, 242; PHYS 111, 112, 114, 201, 202, 241; SCIE 100, 102, 103

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**Social Science . . . . . 8 credit hours**

Courses must be taken in more than one subject area.

ANTH 200; ECON 201, 201H, 202; HIST 103°, 104°, 104H°, 106°, 151°, 151H°, 152°, 152H°, 201°, 202°, 211°, 260; PHIL 250°; PSYC 201, 220, 232, 250, POSC 200, 200H, 201, 202, 210, 211; SERV 200; SOCI 201, 201H, 202, 203, 204

**Humanities . . . . . 8 credit hours**

Courses must be taken in more than one subject area.

ARAB 101, 102; ART 103, 105, 106, 110, 141, 204, 206, 211, 212, 213, 215, 222, 227; FREN 101, 102, 201, 202; GERM 101, 102, 201, 202; HIST 103°, 104°, 104H°, 106°, 151°, 151H°, 152°, 152H°, 201°, 202°, 210, 211°, 220, 240, 285; HUMA 150, 150H, 200, 205; INTL 210; JAPA 101, 102; LITE 105, 205, 206, 211, 212, 213, 216, 222, 223, 230, 240, 285; MUSI 109, 130, 131, 141, 211, 232, 233, 240, 250, 251, 298; PHIL 201, 201H, 202, 230, 250°, 298; SERV 200; SPAN 101, 102, 131, 201, 202, 203; THEA 121, 122

°HIST 103, 104, 104H, 106, 151, 151H, 152, 152H, 201, 202, 211, and PHIL 250 may be used for either a Social Science or Humanities requirement, but not for both.

**How to Request MACRAO at KCC**

You can request to have MACRAO applied to your transcript at KCC in two ways. When requesting a transcript, write “MACRAO” on the form. When applying for graduation, check the box “MACRAO Agreement.”

The KCC registrar’s staff will audit your transcript for MACRAO requirements and enter the statement “MACRAO Agreement Satisfied” on your academic transcript. If after the audit you have not met the requirements for MACRAO, you will be notified.

You are not required to complete an associate degree to request MACRAO. You are required to complete course work at KCC before the MACRAO statement will be applied to your transcript. Completed course work does not include grades of “W,” “I,” “N,” or Audit.

MACRAO requirements are not to be confused with Kellogg Community College’s general education learning outcomes core courses.

Some transfer institutions place restrictions on the MACRAO Agreement. Check with an admissions representative from the four-year school to learn about their exceptions before you transfer.

**Repeated Courses**

You may repeat any course which you have previously taken at Kellogg Community College. If you repeat a course for the purpose of improving the grade earned in the previous attempt(s), only the highest grade earned will be used in computing the cumulative grade point average. Notify the Registrar’s office when you are repeating a course and you desire a recalculation of the cumulative grade point average.

Generally, credit earned in a course may be applied toward graduation requirements only once; however, certain courses may be repeated with cumulative credit applied to graduation. Course descriptions will indicate if a course is repeatable for credit toward graduation.

The course entry for each attempt of a course will remain on your academic record. When transferring to another college or university, you may be held accountable for all attempts and grades associated with a course taken at Kellogg Community College.

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## Credit by Examination

You may receive credit by examination by following this process:

1. Contact the chair, director, or coordinator of the program offering the course and discuss the credit by examination options.
  2. Complete a Request for Credit by Examination form.
  3. Pay a \$50 fee in the Customer Service Center or at your Center office.
  4. Present the receipt to the instructor administering the exam and complete the exam.
  5. If a grade of “A,” “B,” or “C” is earned, course and grade information will be added to your academic record.
  6. Grades of “D” and “F” are not satisfactory for credit by examination. If such grades are earned, no course entry will be made on your academic record.
  7. To have credit by examination credits recorded on your KCC transcript, you must have completed course work at KCC. Courses for which you receive a grade of “W,” “I,” “N,” or Audit are not considered completed.
3. Contact the chair of the department or coordinator of the program offering the course to schedule an appointment for an evaluation.
  4. Request the evaluator to deliver a completed “Request for Prior Experiential Learning” form to the Registrar’s office.
  5. Pay required fee of \$20 per credit hour or \$5 per industrial trades module. Payment may be made at the Customer Service Center; Grahl, Fehsenfeld, or Eastern Academic Center; or RMTC office.
  6. To have prior experiential learning credits recorded on your KCC transcript, you must have completed course work at KCC. Courses for which you received a grade of “W,” “I,” “N,” or Audit are not considered completed.

## Prior Experiential Learning

If you have background experiences obtained through proprietary schools, on-the-job training, apprenticeship, or correspondence courses, you may have this prior experiential learning evaluated for recognition toward a certificate or degree from Kellogg Community College. Credits recognized through this process may or may not transfer to other colleges and universities.

To initiate this process, you must:

1. Review the goal statements and objectives of the course outline to determine if the prior experiential learning is the equivalent of the College course.
2. Collect and assemble information which documents the experience(s).



## Credit for National Standardized Examinations

KCC grants credit for college-level equivalency examination programs such as CLEP and DANTES. The requirements for awarding credit are determined by the American Council on Education (ACE). You can find a listing of the examinations, minimum acceptable scores, and equivalent courses at [www.kellogg.edu](http://www.kellogg.edu). Credit is considered transfer credit which is subject to a maximum of 60% of a degree or certificate.

To receive credit for CLEP or DANTES tests, have your test scores sent to the Registrar’s office at Kellogg Community College. See the next section on the Transfer Evaluation Process.

## Transfer Evaluation Process

Kellogg Community College will accept comparable college course work earned at other accredited colleges and universities and through the military. Courses considered for transfer must have a comparable course offered at KCC.

A maximum of 60% of a KCC degree or certificate may be completed using transfer

credits. Grades from other institutions are not calculated in your cumulative grade point average at KCC.

It is your responsibility to request, from your other institutions attended, an official academic transcript to be sent to the Registrar’s office for the purpose of transfer credit evaluation. Once received by the Registrar’s office, transcripts from other colleges are not available for release to the student or to other KCC offices without an educationally-related purpose for viewing the transcript.

Courses completed with a passing grade of “C” or above may be considered for transfer. Following the transfer evaluation process, a Transfer Equivalency Report will be sent to your KCC e-mail account.

### Evaluation of International Transcripts

Transcripts from institutions outside of the United States will need to be translated and evaluated by an international academic credential evaluating organization; either Academic Credentials Evaluation Institute, Inc. (ACEI) or World Education Services, Inc. (WES). Applications for these services are available from the Enrollment Services office.

### Grading

<b>GRADES</b>	<b>GRADE POINTS</b>
A Superior . . . . .	4.00
A- . . . . .	3.67
B+ . . . . .	3.33
B . . . . .	3.00
B- . . . . .	2.67
C+ . . . . .	2.33
C Average . . . . .	2.00
C- . . . . .	1.67
D+ . . . . .	1.33
D . . . . .	1.00
D- . . . . .	.67
F Failure . . . . .	0
G Progress . . . . .	°
X Audit . . . . .	°

I Incomplete . . . . .	°
W Withdrawal . . . . .	°
P Pass (“C” grade or better) . . . . .	°
N No Credit . . . . .	°

°This grade is not computed in either the semester or cumulative grade point averages.

### The Grade of “G” (Progress)

In Study Skills 98 and Math 97 and 98 a grade of “G” may be awarded. The grade of “G” is not computed in semester or cumulative grade point averages. The grade means you have made progress in skills development, but need additional review.

- A “G” in STSK 98 = retake STSK 98
- A “G” in MATH 97 = retake MATH 97
- A “G” in MATH 98 = retake MATH 98

### The Grade of “X” (Audit)

When you enroll in and complete the general requirements for auditing a course, a grade of “X” will be recorded on your permanent record, and no credit will be earned. Auditing students must meet course prerequisites or obtain department approval before registering. Tuition and fees are the same as for regular credit courses. Courses taken on an audit basis are not applicable toward fulfillment of degree or certificate requirements. Audited courses do not count in determining student eligibility for financial aid. If you are receiving financial aid, you should contact the Financial Aid office before changing a course from academic credit status to audit status. Audit grades are not used in determining academic load for athletic eligibility.

Students should indicate their audit status at the time of registration. You may change from audit to credit, or credit to audit, no later than the end of the Kellogg Community College official drop/add (refund) period without instructor approval. An audit status change may be made with instructor approval up to seven-eighths (7/8) of the duration of

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the course. Inquire at Customer Service for the exact drop/add or seven-eighths (7/8) date for your course.

### **The Grade of “I” (Incomplete)**

A grade of “I” will be awarded only when the instructor has determined that illness, unavoidable absence, or extenuating circumstances have prevented you from completing all course requirements. Remaining course requirements must be completed within one calendar year, if you desire a change of this grade. If the course requirements are not completed, the “I” grade will remain on your academic record. It is your responsibility to make arrangements with the instructor issuing the grade for completion of the remaining course requirements.

### **The Grade of “W” (Withdrawal)**

The academic record of a student who drops a class after registering, but prior to the refund deadline, will not be affected. After the refund period, but prior to seven-eighths (7/8) of the duration of a class, a grade of “W” (withdrawal) will be entered on your academic record for each class withdrawal.

During the final one-eighth (1/8) of the duration of a class, a grade of “F” (failure) will be entered on your academic record for each class withdrawal.

If you discontinue class attendance and do not formally submit a Course Withdrawal form or letter of withdrawal, the instructor will assign a final grade based upon progress toward completion of the course objectives.

### **The Grades of “P” and “N” (Pass and Not Pass)**

The grade of “P” or “N” is an option in the following courses: English 96, 97, 99, 120, 151, 152, and 153; Human Services 185 and 186; all physical education activity; Political Science 200, 201, and 202; and Study Skills 98. If you select the “P” or “N” option, you

must notify the instructor before the midpoint of the course.

The following courses shall be graded on a “P” or “N” basis: Criminal Justice 110, 207, 212, 213, and 299; Math 97, 98; Music 170; Physical Therapist Assistant 221, 224, 225, and 226; Radiography 113; course work in Industrial Trades; and selected courses in Emergency Medical Technician and Lifelong Learning.

You should be aware that an “N” grade on your academic record may jeopardize your ability to transfer, since many colleges and universities consider this grade a failure.

### **Calculating a Grade Point Average**

The grades of “A,” “B,” “C,” “D,” and “F” have associated grade points. To determine the total number of points earned in a class, the points are multiplied by the credit hours for the class. For example, a grade of “A” earned in a 3 credit hour class would produce 12 grade points (4 points x 3 credits).

Both the semester and cumulative grade point averages are determined by dividing the total number of grade points earned by the total number of credit hours attempted. In this calculation, grades of “G,” “X,” “I,” “W,” “P,” and “N” are excluded.

Your grade report and academic record reflect the following semester and cumulative totals: credit hours attempted, credit hours earned, credit hours used in calculating the grade point average, and grade point average.

### **Academic Fresh Start Policy**

The Academic Fresh Start policy is designed to allow a student who has not performed well academically to have credits and grades excluded from the transcript calculations. The policy contains the following points:

1. The student determines the semester to begin their Academic Fresh Start. A period of two years or more must have passed since the Academic Fresh Start point.
2. All grades, favorable or unfavorable, received prior to the Academic Fresh Start point decided upon by the student, will be excluded from computation of grade requirements for transcript purposes.
3. While the affected grades and credits are excluded from transcript calculations, they remain as part of the official transcript.
4. The Academic Fresh Start policy is a Kellogg Community College policy and does not affect the considerations of transfer institutions.
5. This is a one-time request that cannot be reversed.
6. Courses for which grades have been excluded under this policy are not counted toward meeting graduation requirements for a KCC degree or certificate.
7. Semesters containing courses which have been applied to an awarded degree or certificate may not be excluded as part of this policy.

Application forms for Academic Fresh Start are available from the Registrar's office; Eastern Academic, Fehsenfeld, and Grahll Centers; and the RMTC office.

## Academic Probation

Students whose cumulative grade point average (CGPA) is not within the Academic Good Standing range (1.5 to 4.0 on a 4-point scale after attempting 12 credit hours) will be placed on Academic Probation I during the semester following receipt of the CGPA. During Academic Probation I, students are encouraged to request an academic mentor through the KCC Connections program by contacting The Learning Place.

Students will be placed on Academic Probation II if their CGPAs are not within the

Academic Good Standing range at the end of their first semester of probation. These students must meet with an academic mentor.

Students who have not successfully returned to Academic Good Standing at the completion of their Academic Probation II semester, will be subject to Academic Suspension. The Academic Review Board will consider completion of prior probation requirements, progress toward Academic Good Standing, and any extenuating circumstances. Students may be placed on Academic Suspension or Academic Probation III.

Academic Probation III requires students to meet with an academic mentor and attend an academic success workshop in The Learning Place. This level may be repeated if the Academic Review Board determines it is appropriate, based on student progress.

Academic suspension requires that students do not register for courses for a one-year period. Upon returning to college after a one-year suspension, the student's previous level of academic probation will apply.

## Academic Appeals

Any questions concerning the receipt of a grade should be directed to the instructor. If a satisfactory solution to a questioned grade is not received, you are encouraged to discuss your concern with the chair of the department, the manager of the program which offers the course, and/or the dean of the division which sponsors the course. Individuals are urged to attempt to resolve their concerns at this level. If a satisfactory solution related to the questioned grade cannot be reached, you may submit a written appeal to the Academic Appeals Committee, c/o Registrar, Kellogg Community College, 450 North Avenue, Battle Creek, MI 49017-3397. To ensure fullest consideration of a grade appeal, the written appeal must be submitted within three years of the date when the grade was assigned.

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## Graduation

### Application for Graduation

To graduate from Kellogg Community College with a degree or certificate, you begin the process by completing an Application for Graduation. The form is available from, and should be returned to, the Registrar's office; Customer Service Center; the main desk at the Grahl, Fehsenfeld, and Eastern Academic Centers; the RMTc office. The application deadline dates are as follows:

Fall Semester Graduation - November 1

Spring Semester Graduation - April 1

Summer Semester Graduation - August 1\*

*\*If you are applying for graduation in the summer and want to participate in the May commencement ceremony, your deadline to apply for graduation is April 1.*

All course work must be completed by the end of the semester and final grades submitted in order for you to graduate in that semester. Your application for graduation is considered incomplete if this does not occur. Incomplete applications will be moved to the next semester. If at the end of the next semester your application is still incomplete, you will need to reapply for graduation.

When your application for graduation is complete, a review of your academic record will be conducted by the Registrar's office to determine if graduation requirements have been met. You will be notified in writing of the results.

The graduation requirements of the catalog in effect the year you started taking courses at KCC, or any later catalog, may be used to audit your academic record for degree or certification completion. No catalog will be used which was issued more than ten years prior to your year of graduation.

An opportunity for you to order a printed

diploma or certificate will be provided during the final graduation audit. You will also receive information on participating in the KCC commencement ceremony held annually in May.

Students are encouraged to work closely with a KCC academic advisor to ensure that course selections fulfill program and curriculum requirements.

### Graduation with Honors

Students who have fulfilled the requirements for an associate degree and have earned a cumulative grade point average of 3.00 or higher will be graduated with honors as follows:

#### **Summa Cum Laude**

3.90-4.00 Highest Honors

#### **Magna Cum Laude**

3.50-3.89 High Honors

#### **Cum Laude**

3.00-3.49 Honors

The appropriate honors designation will be included on the student's academic record and diploma.

### Academic Forgiveness Policy

A student who desires to have inapplicable course work and related grades from a previous curriculum excluded for the purpose of meeting graduation requirements may submit a written appeal to the Registrar. Such a request should be submitted with an application for graduation after 75% of the course work in the present curriculum has been completed.

If approved, this action will generate a statement on the student's academic record indicating the excluded courses and the revised cumulative grade point average.

Original entries for courses excluded under the terms of this policy and the actual cumulative grade point average will remain

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on the student's record. When transferring to another college or university, a student may be held accountable for all attempts and grades associated with a course taken at Kellogg Community College.

## **Course Exemptions and Substitutions**

A course exemption is a waiver of a course requirement in a degree or certificate based on an equivalent course, a course transferred to KCC, occupational skills, or personal experience.

A course substitution is the substituting of a required course in a degree or certificate with an alternate course.

Course exemptions and substitutions do not reduce the total number of credit hours required in a degree or certificate or in general graduation requirements. Course exemptions and substitutions are granted for a specific degree or certificate and a specific catalog year. The granted exemption/substitution will not automatically apply to other degrees or certificates you are pursuing.

Course exemptions and substitutions are requested as part of the graduation audit, and are designed to assist the graduating student and not to circumvent the established program of study. You may request course exemption and substitution by contacting the chairperson, director, or coordinator of the degree or certificate program to discuss your exemption and substitution options.