

Welcome to KCC

I wish to welcome you to KCC! Thank you for choosing Kellogg Community College to assist you with your educational goals. I trust your college experience will be beneficial and enjoyable.

The Student Handbook outlines the services and activities available to you as a KCC student. The book contains official policies, procedures, and regulations that are designed to assist you in successfully completing your educational goals.

Please take advantage of the many opportunities and activities available to you during your time here. Many of these co-curricular and service learning activities can significantly enhance your learning while you are at KCC. May your time at Kellogg Community College be a meaningful experience.

Have a fantastic year!

A handwritten signature in black ink, appearing to read 'Dennis Bona'. The signature is stylized with a large initial 'D' and 'B'.

Dr. Dennis Bona
President

Board of Trustees

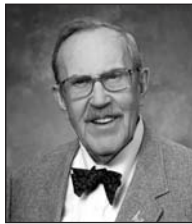
The Board of Trustees welcomes you to Kellogg Community College. We are excited that you have chosen KCC as your education destination. The mission of the College is to serve its students. KCC strives to provide a positive and comprehensive educational experience to all who attend. We, the Board, hope your time at KCC is rewarding and will prepare you to meet the challenges of the future.



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Mission

We are dedicated to providing accessible, high-quality education to enrich our community and the lives of individual learners.

Goals

We engage students in learning experiences that lead to enhanced employability and successful transfer to other educational institutions.

We develop students who can think critically, communicate effectively, and demonstrate global awareness.

We partner with the communities we serve to support economic vitality and stability through the development of a skilled local workforce.

We provide the educational resources and student services that promote, support, and enhance student success.

We advocate lifelong learning for all members of the community, providing local residents with educational and cultural opportunities that result in personal growth and development.

Mission for Diversity Initiative

KCC values a stable learning environment in all of its forms: classroom instruction, independent learning, co-curricular learning, and the improvement of our own administrative and academic processes. Learning involves developing an appreciation for people of different backgrounds that exhibit diverse types of thinking.

KCC proactively engages staff, students, and community members to explore and experience various cultures and diverse life experiences that are available on the campus and in the community. We challenge and support each other to gain an understanding of how various ethnic and cultural backgrounds, life experiences, and orientations affect how we see the world. These interactions afford us the opportunity to broaden our world-view as well as enhance our sensitivities and appreciation of diversity.

In order to create a campus community that affirms the dignity, value and uniqueness of each person, we intend to actively pursue the recruitment and retention of a more diverse group of employees and students. We will insure that the campus environment is welcoming and affirming for all persons.

The educational environment of our campus is enriched by the diversity of all who come together in a spirit of learning. It is our goal to graduate individuals who understand and appreciate the things that we have in common, as well as those that make us unique. We strive to instill skills, attitudes, and sensitivities that are essential for leaders in a diverse world.

Where to Find It

All named buildings refer to the Battle Creek campus unless otherwise noted.

Academic Advising

located in the lower level of the Student Center
269-965-4124

Academic Support

located in the Ohm Information Technology Center, room 207
269-965-3931, ext. 2296

Admissions

located in the upper level of the Student Center
269-965-4153

Allied Health

located in the Roll Building, room 103 D
269-965-4125

Arts and Communication Department

Chair's Office

located in the Davidson Visual and Performing Arts Center, room 228
269-965-4126 or ext. 2554

Arts and Communication

located in the Davidson Visual and Performing Arts Center

English

located in the C Classroom Building, room 401
269-965-3931, ext. 2282

Arts, Sciences and Regional Education

Dean's Office

located in the Roll Building, room 301 J
269-965-3931, ext. 2250

Athletics

located in the Miller Physical Education Building
269-965-4151

Bookstore

located in the upper level of the Student Center
269-965-4128 or ext. 2574

Business & Information Technology Department

Director's Office

located in the Ohm Information Technology Center, room 201
269-965-3931, ext. 2269

Business Management

located in the C Classroom Building, room 401
269-965-3931, ext. 2501

Information Technology

located in the Ohm Information Technology Center, room 201
269-965-3931, ext. 2274

Business Office

located behind Customer Service desk in the Ohm Information Technology Center walkway
269-965-4140

Career and Occupational Education

Dean's Office

located in the Roll Building, room 301 I
269-965-3931, ext. 2364/2390

Computer Commons

located in the Learning Resource Center on the Battle Creek campus
269-965-3931, ext. 2393

Counseling

located in the lower level of the Student Center
269-965-4150

Criminal Justice Department

located in the Lane Thomas Building, room 306
269-965-3931, ext. 2216

Customer Service Center

located in the walkway of the Ohm Information Technology Center
269-965-5522

Dental Hygiene Clinic

located in the Roll Building, room 103
269-565-2008

Disability Services

located in Support Services
269-965-3931, extension 2624

Early Childhood Education/Education Department

located in the Severin Building, room 141-A
269-965-3931, ext. 2399

Emergency Medical Services

located in the Lane-Thomas Building, room 206
269-965-3931, ext. 2650

Financial Aid

located in the upper level of the Student Center, room 103
269-965-4123

Food Services

located in lower level of the Student Center
269-965-3931, ext. 2575

Honors Program

located in the Student Life office, lower level of the Student Center
269-965-3931, ext. 2634

Human Resources

located in the Whitmore Administration Building, room 101
269-965-3931, ext. 2369

I.S. Help Desk

located in the Emory Morris Learning Resource Center
269-965-4148

Kellogg Community College Foundation

located in the Roll Building, room 301
269-965-4161

Library

located in the Emory Morris Learning Resource Center
269-965-4122

Lifelong Learning

located in the RMTTC, 405 Hill Brady Road, Battle Creek, MI 49037
269-965-4134, ext. 2803/2244

Lost and Found

located in the Student Life office, lower level of the Student Center
269-565-2634

Math and Sciences Department

Chair's Office

located in the Schwarz Science Building, room 401
269-965-3931, ext. 2337

Math Instructor Offices

located in the C Classroom Building, room 401

Science Instructor Offices

located in the Schwarz Science Building, room 105

Nursing Department

located in the Roll Building, room 209
269-565-2007

Paralegal

located in the Ohm Technology Center, room 202
269-965-3931, ext. 2520

Registrar

located in the walkway of the Ohm Information Technology Center
269-965-4129 or 269-965-3931, ext. 2612

Security Office

located in the walkway of the Ohm Information Technology Center
ext. 4444 from any campus phone, or off campus at 269-965-4147

Social Science Department

located in the Severin Building, room 133
269-965-3931, ext. 2230

Student Employment Services

located in the lower level of the Student Center
269-565-2637

Student Life

located in the lower level of the Student Center
269-565-2634

Support Services

located in the lower level of the Student Center
269-965-4150 or 269-965-3931, ext. 2624

Testing and Assessment

located in the Ohm Technology Center, room 207
269-965-4136 or 269-965-3931, ext. 4136

Tutoring

located in the Support Services office, lower level of the Student Center, and The Learning Place
269-965-3931, ext. 2392

Upward Bound

located in the C Classroom Building, room 105
269-565-7885
Battle Creek Central High School Office
269-213-3548

College Campuses

KCC – Battle Creek

450 North Avenue, Battle Creek, MI 49017
269-965-3931

KCC – Eastern Academic Center

14055 26 Mile Road, Albion, MI 49224
517-630-8169, or ext. 4450

KCC – Fehsenfeld Center

2950 West M-179 Highway, Hastings, MI 49058
269-948-9500, or ext. 4549

KCC – Grahl Center

125 Seeley Street, Coldwater, MI 49036
517-278-3300, or ext. 4570

KCC – Regional Manufacturing Technology Center

405 Hill Brady Road, Battle Creek, MI 49037
269-965-4137, or ext. 2801

Student Services, Resources, and Information



Academic Advising

Academic advisors help students attain their educational goals by providing information, encouragement, and the necessary tools to navigate the registration process. Students are expected to play an active role in their educational journey; to assist students through this process, academic advisors will rely on an educational plan and/or a transfer guide to empower students to become self-directed learners through their educational journey.

Academic Advisors help students:

- Interpret COMPASS assessment scores
- Obtain information about academic programs at KCC
- Understand the registration process including drop/add/withdraw
- Select appropriate courses
- Understand graduation requirements
- Navigate the transfer process
- Understand MACRAO Agreement requirements
- Understand how to read and interpret an educational plan as a tool to select courses
- Interpret the KCC catalog and explain college policies and procedures as outlined in the student handbook
- Identify and access career resources
- Seek the appropriate college resources

Students are encouraged to schedule an appointment to meet with an academic advisor; walk-in advising is available on a limited basis. Advising services are offered on the Battle Creek campus and on designated days at the Eastern Academic, Fehsenfeld, and Grahl Centers. Additional advising resources including transfer guides are available on the website at www.kellogg.edu/advising.

Academic Advising Contact Information

Phone: 269-965-4124

FAX: 269-965-8850

E-mail: advising@kellogg.edu

Website: www.kellogg.edu/advising

Admissions

Kellogg Community College believes that “Education is for all who can profit.” This is consistent with the policy of admitting any individual who has the motivation, potential, and ability to benefit from the education and training offered at the College.

Admission is open to anyone who fits into one of the following categories:

- High School graduate
- Earned high school equivalency certificate
- Completion of a home school program
- Age 18 or older
- A student desiring to participate in the Dual Enrollment Program

A lack of English language proficiency does not prevent admission to Kellogg Community College; however, most college courses require basic proficiency in English. If English is not your first language and you need to improve your English skills to be successful, then the course English as a Second Language (ENGL 96) provides you with the opportunity to improve those skills. The COMPASS writing test can help you determine if improvement is needed. Please see an academic advisor for assistance.

The Admission office performs a variety of functions in orienting new and transfer students to Kellogg Community College. The office is responsible for admitting students, conducting new student orientations, overseeing admission and continued enrollment of international students, processing allied health and nursing selective admissions, guest students, and working with dual-enrolled high school students.

Admissions is located in the Student Center on the main campus in Battle Creek. If you need information about Kellogg Community College, you may inquire online at www.kellogg.edu, make a personal visit, or contact the Admissions office by calling (269)965-4153 or e-mailing to adm@kellogg.edu.

Dual-Enrolled Students

Students requesting dual enrollment status may attend with written permission of the high school counselor and/or principal. Information regarding the dual enrollment process is available at any KCC campus or at your high school.

Guest Students

Students who are currently enrolled at another college or university and wish to take a class at Kellogg Community College can apply by filling out the Michigan Uniform Guest Application. This form can be found at www.macrao.org/Publications/MichiganUniformGuestApplication.pdf.

International Students

Kellogg Community College is authorized under Federal Law to enroll nonimmigrant students. The Director of Admissions serves as the advisor to all international students at the College. International students are the students attending Kellogg Community College under an F-1 visa and were issued an I-20 from KCC through the SEVIS system. All international students are required to meet with the Director at the beginning of each semester to verify enrollment compliance and make sure all documents relating to SEVIS, immigration and naturalization are in proper order.

Authorized non-US citizens under visas other than F-1 may attend KCC; final admissions decisions rest with the College.

Admission to Allied Health and Nursing Programs

Dental Hygiene, Medical Laboratory Technology, Nursing, Physical Therapist Assistant, and Radiography applicants are admitted based on specific criteria that can be found in the annual College Catalog under Admissions. Because of space limitations, enrollment limitations imposed by accrediting agencies, or program

prerequisites, students can only apply to one program at a time, and only during certain times of the year. Please refer to the Admission section of the catalog to determine what the admission prerequisites and criteria are for each program. Acceptance into the College does not guarantee admission to a selective admission program.

Admission to any Allied Health or Nursing program will NOT be based on race, religion, sexual orientation, color, national origin, gender, marital status, age, or disability.

Admissions Contact Information

Phone: 269-965-4153

FAX: 269-966-4089

E-mail: adm@kellogg.edu

Website: www.kellogg.edu/admissions

Athletics

Intercollegiate Sports

Kellogg Community College provides a quality athletic program for men and women. KCC participates in the Michigan Community College Athletic Association (MCCAA), Western Conference, and is a member of the National Junior College Athletic Association (NJCAA).

The Athletics Department is proud of its strong heritage and winning traditions. Many Kellogg Community College student-athletes have gone on to play at four-year institutions. Numerous student-athletes have been honored at the conference, regional, and national levels.

Intercollegiate programs include:

- Men's Basketball
- Women's Basketball
- Baseball
- Softball
- Women's Soccer
- Women's Volleyball

Athletic grants and aid are available to those who qualify under the appropriate academic guidelines. Athletic eligibility regulations are used as prescribed by the NJCAA and the MCCAA.

Facilities:

- Miller Gymnasium - Volleyball, Men's and Women's Basketball
- Sportsplex (located on KCC's Battle Creek campus)
 - Soccer Field/Tennis Courts
- Bailey Park Complex - Baseball and Softball

Recreational Facilities

The recreational facilities are available at the Battle Creek campus, Monday through Saturday. General activity hours for use of the different facilities will be posted on schedule boards outside each area.

Recreational facilities include the following

- two basketball courts - one full length basketball court/two side courts
- one racquetball/handball/paddleball/walleyball courts
- one wellness center (weights, stationary bikes, Stairmaster, treadmills, and exercise equipment)
- two volleyball courts
- nine tennis courts
- one aerobic training area (Auxiliary Gym)
- one mile jogging/walking/running trail around Spring Lake

Recreational Equipment

Any equipment needed for recreational activities may be checked out from the Issue Room on the first floor of the Miller Gymnasium. To check out equipment students, faculty, or staff members need only to leave their validated KCC identification card. If any equipment is lost, damaged, or destroyed, the individual will be expected to replace the item(s).

Miller Gym

Open Recreation Schedule

All registered students with a current, validated KCC identification card are encouraged to make use of the Miller Building Gymnasium facilities for open recreation. The facilities include a wellness center, racquetball courts, and auxiliary gymnasium. The open recreation schedule is subject to change whenever it conflicts with scheduled classes, athletic events, or special event usage. Direct all questions to the Athletic Director, extension 2548, Monday through Friday, 8:00 a.m.-5:00 p.m. A schedule board is located inside the main entrance of the Miller Gym. Weekly schedules are also posted outside each facility area.

Miller Building Contact Information

Phone: 269-965-4151

FAX: 269-962-2215

Miller Building website: <http://www.kellogg.edu/athletics/facilities.html>

Athletic website: <http://www.kellogg.edu/athletics/index.html>

Financial Aid

Kellogg Community College has established an effective financial aid program of scholarships and grants, campus employment, and loans. Students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) used by the Financial Aid office to determine eligibility for most aid sources. Through our programs, the College attempts to make education financially possible for all eligible and qualified applicants.

Students must be enrolled in a program of study leading toward a degree or one-year certificate to qualify for financial aid programs. In addition, most programs require enrollment of at least half-time status. The College catalog contains complete information on the range of programs available to students. All required forms can be obtained at www.kellogg.edu/financial/forms.html.

Scholarships and Grants

Childcare Grant, if you are a Kellogg Community College student who needs help paying for your child care costs, limited assistance is available.

You must:

- Be enrolled in a minimum of six credit hours of course work at KCC during the semester you are applying for assistance
- Have a completed current FAFSA on file with KCC, www.fafsa.gov
- Have licensed child care for your child(ren)
- Complete the application for assistance available at www.kellogg.edu/studserv/childcare.html

Contact Support Services for additional information.

Federal Pell Grants are federally-funded grants based on need; students must file the FAFSA.

Federal Supplemental Educational Opportunity Grants are federal grants awarded to Pell Grant recipients with the greatest financial need.

KCC Scholarships and Scholarship Endowments provide gifts for students who meet eligibility requirements. Funding from these programs is limited. Contact the KCC Foundation at 269-965-3931, ext. 2239, or download an application at www.kellogg.edu/foundation/students.

Michigan Competitive Scholarships are awards made by the state of Michigan based on ACT score and financial need. Applicants must file the FAFSA each year.

Work Opportunities

Federal Work Study is a federally-funded work program. Students are awarded work if they prove need by filing the FAFSA and indicate a desire to work. On-campus and off-campus jobs are limited to 20 hours per week. Students must be at least 18 years old to be eligible for Federal Work Study.

Loans

Federal Direct Ford Loans are federal loans that are low interest and have various repayment plans. Students apply directly to the College by filing the FAFSA and completing the loan section on the Certification and Loan Application form. Loan information will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

KCC short-term book loans are available to purchase books. Students with a satisfactory status, no holds on their account, and not in default on a student loan, must complete a promissory note. Repayment is due at mid-term unless financial aid is available.

Information regarding these financial aid programs is available upon request in the Financial Aid Office.

Student Eligibility

Federal regulations require that a student be making satisfactory academic progress in order to be eligible for financial aid. The minimum standards of satisfactory academic progress at Kellogg Community College include the following:

- Maintain a **cumulative** grade point average of at least a 2.0 (may be different than records GPA)
- Complete a minimum of 67% of **cumulative** credit hours attempted (including all transfer hours)
- Total cumulative credits completed is less than 93

Review of Satisfactory Academic Progress

Once each year following the posting of spring grades to the official transcript, the Financial Aid office will review the students academic history and notify students who are being placed on financial aid probation or suspension. All students placed on probation or suspension will receive an e-mail with information about the appeal process.

Students not meeting the minimum standards the first time will be placed on financial aid probation. Students on probation are eligible to receive all aid with the exception of William D. Ford Federal Direct Loans. Students not meeting the minimum standards the second year will be placed on financial aid suspension. Students on suspension are not eligible to receive any federal or state financial aid. Students may appeal using the Satisfactory Academic Progress Appeal form.

Cumulative Credit Hours Attempted

Cumulative credit hours attempted are defined as all credit hours attempted at Kellogg Community College, and **all credit hours transferred in from other institutions**. Attempted credits include courses with grades of “A” through “F,” “W,” “I,” “P,” “G,” “N,” and “NR.” Repeated courses will be counted as hours attempted, and also toward the 93 maximum credits allowable for financial aid.

Cumulative Credit Hours Successfully Completed

Credit hours successfully completed are defined as grades “A” through “D,” “P,” and “G.” Credit hours **not** successfully completed are defined as “F,” “W,” “I,” “NR” and “N.”

Audit Grades

Credit hours taken for a grade of “audit” do not apply toward an associate degree or certificate program. Therefore, credit hours with this designation are not included

in determining enrollment status for financial aid disbursements or satisfactory academic progress.

Students with changes in grade type to an “audit” after the disbursement of financial aid will be reviewed for an enrollment status change. This change may result in a reduction of financial aid eligibility and a balance owed to the College.

Incomplete Grades

Courses with grades of “I” (Incomplete) will be considered as credit hours attempted and not completed. Students who have made arrangements with the instructor to complete required course work are not required to re-register for the same class during a subsequent semester to complete the work. Any course carried forward to the next semester for completion will not be counted as part of the new semester enrollment status. If the “incomplete” grade was instrumental in placing a student on financial aid probation or suspension, once completed, the student may appeal for a re-evaluation of satisfactory academic progress by submitting the Satisfactory Academic Progress Appeal form to the Financial Aid office.

Satisfactory Academic Progress Appeal Process

Students may appeal their Satisfactory Academic Progress Appeal status by filing the Satisfactory Academic Progress Appeal form. Reinstatement of aid is subject to professional judgement, submission of proper documentation of the student’s circumstances, and availability of funds.

The following special circumstances will be considered when processing an appeal:

1. A significant medical illness or injury that directly affected the student’s ability to meet the academic standards
2. The death of a close relative during the time period that directly affected the student’s ability to meet the academic standards
3. The student attended school more than two years previous and experienced difficulties at that time that directly affected the student’s ability to meet the academic standards
4. The student received a change of grade from a previous semester and is requesting that satisfactory academic progress be re-evaluated
5. The student completed the maximum 93 credits allowable for financial aid at Kellogg Community College, including transfer credit hours, and the current program of study requires additional credits for completion
6. The student has completed six credit hours and paid out of pocket and is requesting that satisfactory academic progress be re-evaluated
7. The student experienced a significant personal tragedy or event that affected the student’s ability to meet the academic standards
8. The student experienced another significant situation that affected the student’s ability to meet academic standards

Open Entry Courses, Industrial Trades Courses

Open entry courses and industrial trades courses will be treated like any other course for satisfactory academic progress. If the course is not completed by the end of the

spring semester when Satisfactory Academic Progress is evaluated, students may appeal using the Satisfactory Academic Progress Appeal form to have their status re-evaluated once a grade is assigned.

Return of Title IV Funds for Complete Withdrawal

Schools are required to determine the amount of Title IV aid (Federal Pell Grant, Federal SEOG, Federal Ford Direct Loan) earned if a student completely withdraws or receives any combination of “F,” “W,” “I,” and “N” grades in all classes at the end of each semester. For example, if 30% of the payment period was completed, then 30% of the aid was earned. Once 60% of the payment period is completed, all the aid is considered earned.

If a student received funds that must be returned, the school has the first responsibility to return a portion of those funds. If the school is not required to return ALL the funds, then the student must return some of that amount. Students who are Title IV recipients should contact the Financial Aid office before completely withdrawing to determine if they will have a responsibility to repay funds. In addition, all future federal, state, and institutional awards are cancelled.

Complete information can be found in The Student Guide, published by the U.S. Department of Education, and in examples available in the Financial Aid office.

Department of Veterans Affairs (DVA) Benefit Services

Application forms are available at www.gibill.va.gov. Additional forms to complete a Veteran file are available from the Financial Aid office, located in the upper level of the Student Center in Battle Creek. Scheduled VA orientations are available to assist with the certification process requirements and guidelines.

Academic Progress Standards

Recipients of DVA benefits must achieve satisfactory academic progress toward their educational goal. The College will evaluate the academic progress of each recipient at the end of each academic session.

Satisfactory Progress Policy

A DVA benefits recipient will be considered to be making satisfactory progress if a minimum cumulative grade point average (CGPA) of 2.00 is maintained. Class absence must not interfere with the successful pursuit or completion of the course objectives. Recipients are expected to make consistent and incremental progress toward completion of an academic program. Recipients enrolled in industrial trades course work must complete the scheduled/enrolled clock hours by the end of the enrollment period for which they have been certified.

Probationary Benefit Status

A DVA benefits recipient who is not making satisfactory progress will be placed on probationary benefit status. This probationary status may continue for up to two

subsequent semesters. During the probationary period the recipient is eligible for certification. To regain satisfactory progress status, a probationary semester must be completed with all progress standards being met.

First-time Recipients

First-time DVA benefits recipients who have an established academic record at KCC must meet the satisfactory progress policy. Students not meeting the policy requirements will begin their benefits on probationary benefit status as outlined above.

Suspended Benefit Status

If at the end of the probationary status the recipient has not achieved satisfactory progress, the College may no longer certify enrollment for benefits. To become eligible for recertification, the DVA benefits recipient must complete a subsequent six credit hours with a 2.0 GPA within a semester without their enrollment being certified to the DVA and meet all standards of satisfactory progress at the conclusion of that semester.

Appeal of Benefit Status

A DVA benefits recipient who has been placed on probationary or suspended status may appeal the status in writing to the VA Certifying Official, located in the Financial Aid office.

Financial Aid Contact Information

Phone: 269-965-4123

Secure FAX: 269-966-4089

E-mail: finaid@kellogg.edu

Website: www.kellogg.edu/financial

Financial Aid reference Guide:

www.kellogg.edu/financial/pdf/FinancialAidReference.pdf

Financial Aid policies may be different than other institutional policies regarding the same subject.

Office of the Registrar

The office of the Registrar is located in the Ohm Information Technology Center. The Registrar is responsible for the management, storage, and general supervision of course, student, and academic information. The office of the Registrar also provides a number of services to students and staff.

Services provided to students include maintaining student and academic records, qualifying students for graduation, distribution of grade reports, enrollment certifications and loan deferments, and transcript evaluation and the transfer evaluation process.

Customer Service Center

Services provided to students include application for admission, registration for classes, payments, enrollment certifications, transcript requests, updating academic

records, orders for participation in the commencement ceremony, and diploma orders. These services are also available at the Eastern Academic Center, Fehsenfeld Center, Grahl Center, and RMTC.

Customer Service Center Direct Line

Battle Creek campus: 269-965-5522
Eastern Academic Center: 517-630-8169
Grahl Center: 517-278-3300
Fehsenfeld Center: 269-948-9500
RMTC: 269-965-4137

Registration

Students can register for classes in a variety of manners:

In-Person registrations are received at the Customer Service Center in Battle Creek and at the Eastern Academic, Fehsenfeld, Grahl Centers, and RMTC.

Kellogg Registration Information System (KRIS) is available by online at www.kellogg.edu. The system is available from 1:00 a.m. to midnight during the week, and 24 hours during Saturday and Sunday.

Mail or Fax registrations are subject to delay due to special handling (details are included on the registration form located in the schedule of classes). Fax your registrations to 269-565-2048; mail them to the Registrar's Office, Kellogg Community College, 450 North Avenue, Battle Creek, MI, 49017-3397.

The College reserves the right to deny registration to those persons who have a financial hold on their account or who have previously disrupted instructional and/or campus activities.

Transcripts

Requesting a Transcript

You may request a transcript of your academic record via the Internet at 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 Grahl, Fehsenfeld, and Eastern Academic 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 online through KRIS or in-person by showing a picture ID at the Customer Service Center at the Battle Creek campus or at the Grahl, Fehsenfeld, and Eastern Academic Centers.

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; or the RMTC office. The graduation application can also be found at www.kellogg.edu under the "Office of the Registrar" link.

Applications for graduation are accepted during the following dates:

- Fall Semester Graduation — April 1-November 1
- Spring Semester Graduation — September 1-March 1
- Summer Semester Graduation — January 1-July 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 March 1.*

Graduation applications received after the application period closes will be accepted as late applications and assessed a non-refundable late application fee. If you submit a late graduation application, the processing of your application will be delayed and you will be notified by the Registrar's Office as soon as possible regarding your eligibility for graduation.

Graduation Audit

All coursework must be completed by the end of the semester, including completion of "I" (Incomplete) grades and transfer credits from other institutions. Final grades and any program-related forms must be submitted for you to graduate. 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 in a future semester.

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 from which you started taking courses, for a time limit of ten years, will be applied during the graduation audit.

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

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 alternative 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. Substitutions for courses in the general education core are limited to those courses which are part of the general education core group.

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.

Reverse Transfer Policy

Students who have completed a baccalaureate degree from an accredited institution may be considered for reverse transfer to meet the general education requirements for an Associate in Applied Science degree at KCC. The determination of which courses are to be considered in reverse transfer is at the discretion of the program director or coordinator for the student's program of study. This policy does not release the student from meeting program specific requirements or graduation requirements, and does not apply to the following KCC transfer degrees: Associate in Arts, Associate in Science, Associate in General Studies, Associate in Criminal Justice, Associate in International Studies.

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:

- 3.90-4.00 Highest Honors—Summa Cum Laude
- 3.50-3.89 High Honors—Magna Cum Laude
- 3.00-3.49 Honors—Cum Laude

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

Academic Forgiveness

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 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.

Diplomas and Certificates

An opportunity for graduates to order a printed diploma or certificate is provided during the graduation audit. A fee is charged for each diploma or certificate ordered, and orders are to be received prior to the end of the semester. There is an additional charge for diplomas and certificates ordered after the end of the semester.

Graduation Ceremony

Commencement is held in May. You will receive information on graduation activities, ordering a cap and gown, and purchasing announcements.

Note: Certificate programs of less than 16 credit hours are not eligible for participation in the Commencement Ceremony.

Office of the Registrar Contact Information

Phone: 269-965-5522

FAX: 269-565-2048

Email: regoffice@kellogg.edu

Website: www.kellogg.edu/registrar

Student Employment Services

Student Employment Services provides assistance, either in person or on the web, to students and alumni with their job search planning. The office is open year-round, housed on our Battle Creek campus in the lower level of the Student Center. Individuals have access to the staff, resource room including computers, and the job posting books available on a walk-in basis.

On the web individuals can register online, review current job openings, and select employers to whom they would like to forward their résumés. Specific services through Student Employment Services include the following:

Job Listings for On-Campus Employment

To be eligible to work on campus during the academic year, students must:

1. Currently be enrolled for six or more credit hours of courses
2. Maintain enrollment for the fall and spring semesters
3. Maintain the standards of academic progress toward a certificate, diploma, or degree

In addition, proper financial aid forms must be completed. *Note: A student may work a maximum of 20 hours per week. To be eligible during the summer semester, you must be enrolled for at least three credit hours (six if they are Federal Work Study).*

Networks to Off-Campus Employment Opportunities

Students and graduates may obtain job referrals to part-time, full-time, temporary, co-op, summer, and permanent positions through a variety of resources including direct openings placed with Student Employment Services, Internet sites, and various job banks.

Customized Job Search Training

Individuals may obtain personalized assistance with résumé writing, interviewing skills, and job search planning. Private consultations and scheduled, videotaped mock interviewing is available.

Student Employment Services Resource Room

Student Employment Services maintains a resource room complete with résumé/letter writing word processing stations, a reference library of job search materials (books, videos, newsletters, periodicals, and handouts), self-directed employability skills training, career exploration software, Internet access, and company profiles.

Student Employment Services Contact Information

Phone: 269-565-2637

FAX: 269-962-1099

E-mail: jobhelp@kellogg.edu

Website: www.kellogg.edu/ses

Student Life

The Student Life office supports the academic goals of Kellogg Community College by engaging students in programs designed to enhance the college experience. Through campus partnerships and cooperative planning, the Student Life office aims to promote a positive college experience by providing programs rooted in diversity, education, leadership, community service and social interaction. The Student Life office coordinates a wide range of opportunities for students to gain experience including campus activities, student organizations and clubs, Honors Program, honors societies, *The Bruin* newspaper, and Student Leadership Institute. Students are encouraged to participate in co-curricular activities in an effort to seek a well-rounded education which will prepare them to be successful in new challenges. Additionally, the Student Life office maintains campus postings, handles visitor requests, issues KCC ID cards, and lost and found.

Campus Activities

The Student Life office facilitates an array of programs throughout year; all students are invited and encouraged to participate in these events. Programs range from musical performances to workshops to informational fairs. Students who have ideas for upcoming events and/or would like to help plan events should consider getting involved with the Kampus Activities Board, a student-based organization whose focus is campus activities.

Campus Postings

The Student Life office maintains nine bulletin boards on the Battle Creek campus. The Student Life office is available to deliver postings to campus departments; however, the Student Life office is not responsible for a department's decision to post information.

Students, faculty, and staff of KCC can submit requests for postings. Priority is granted to College related postings. A request to post non-College related information can be submitted and will be posted if space permits. Bulletin boards are updated at least once each week during the academic year.

Postings will remain posted for a maximum of 30 calendar days; once removed from the bulletin boards, postings are recycled. Unauthorized postings will be removed and discarded without notification.

Co-Curricular Programs

Students interested in music will find a variety of participatory experiences available in the Concert Band, Jazz Ensemble, Choral Union, or Kellogg Singers. The College's theater production schedule includes musical, drama, and children's theater as forms of expression.

There are two student publications for those interested in publications and communication. *The Bruin* is the College's student newspaper and is published nine times annually. It contains campus and community news, opinion pieces, and campus event information. Mosaic (an art and literary publication) is published each winter as a project of the Crude Arts Club; the publication features student poems, short stories, photography, and artwork.

Lost & Found Policy

As a service to the College community, the Student Life office maintains lost and found items. Items turned in to the Student Life office are held for 30 days; after the holding period, items containing confidential information are permanently disposed and all other items are donated to local charity. When claiming a lost item, individuals must show ID and sign for the item.

Student Locker Use Policy

Coin-operated lockers are available to registered KCC students for temporary daily storage purposes. For \$0.25 per use, students may store personal items in any of the lockers located outside of the KCC Bookstore in the Student Center. Students may use the lockers when the campus is open, and all contents must be removed daily by the user.

Contents remaining in the locker after 10:00 p.m. will be removed by KCC security personnel and taken to lost and found in the Student Life office. The items will be placed in a bag and labeled as to the locker number. Any perishable food items (including containers) will be disposed of immediately. To retrieve items, the student will need to appear in Student Life, return the locker key, show picture ID, and sign

for their items. Student Life will follow established policy to identify that the locker contents belong to the student claiming the items. If the items are not claimed within 30 days, the items will be donated to charity.

There is a \$15 fee for a lost locker key, and the fee increases to \$50 for each additional incident. The fee is assessed when a student requests a locker to be opened due to the fact that the key was misplaced. Lost key fees are paid at the KCC Customer Service Center.

A student wanting to retrieve their belongings from a locker for which the key has been misplaced will contact KCC security personnel for assistance. After paying the \$15 fee and showing picture ID, the student will need to identify the items in the locker and provide proof that the contents of the locker are their belongings.

The College is not responsible for items stored in lockers. Students should not store money, credit/debit cards, or personal items of high value in lockers.

No items which are banned from the campus (i.e. weapons of any kind, illegal or illicit items or substances) or other items deemed by the College to be harmful, offensive or inappropriate are to be stored in a locker. The College works with the local police authorities and maintains the right to carry out a search of locker contents when it is suspected that banned, harmful, offensive, or inappropriate items are stored in a locker.

Student Leadership Institute

The Student Leadership Institute (SLI) functions under the philosophy that all students possess leadership potential and that leadership can be enhanced when given the opportunity to develop them. SLI focuses on providing those critical components in order to develop and enhance leadership talent within KCC students. Leadership opportunities are offered through a variety of means such as workshops, speakers, service learning, and conferences.

Each spring semester, SLI plans a Leadership Summit Conference open to all KCC students. As a means of providing an additional level of leadership development to students, the Student Life office organizes a planning committee of students. This committee will determine the conference theme and handle the entire planning process from start to finish. Interested students should contact Student Life by mid fall semester to be considered as a committee member.

Visitor Request Policy

The Student Life office handles all visitor requests. To make a request, visitors must complete a Visitor Request Form. Requests are granted on a first come first serve basis and are approved dependent on availability of space. Visitors must adhere to the College's fundraising and solution policy located in the Policies section.

Registered Student Organizations and Clubs

The Student Life office houses registered student organizations and clubs. Student organizations that have registered through the Student Life office have access to

additional campus resources and are eligible for an array of benefits such as official recognition by the College. Current information about student organizations and clubs is housed in the Student Life office. For more information about student organizations, contact either the listed advisor next to the organization's name or the Student Life office.

American Dental Hygiene Association – Student Members — Bridget Korpela, Advisor, extension 2325; Laura Saye, Advisor, extension 2302: This group is open to dental hygiene students who are attending KCC or any other accredited school of dental/oral hygiene. Their purpose is to promote the art of the dental hygiene science.

Anime Club — Jim Middleton, Advisor, extension 2554: The purpose of the club is to allow members to preview anime not readily available on American television, to hold discussions about anime, to provide opportunities for group trips to conventions, and to end misconceptions about anime.

Art League — Ryan Flathau, Advisor, extension 2559: This organization is open to all students interested in expanding their knowledge of art. A variety of activities outside the classroom will be offered to encourage greater art appreciation by the members.

Bruin Christian Fellowship — Chris Jakway, Advisor, extension 2559: This student-run organization is non-denominational and open to all students. Bible studies, speakers, and other various activities are used to enhance the student's spiritual development.

Campus Republicans — Jonathan Williams, Advisor, extension 2229: The purpose of this organization is to bring together students interested in the political process and in the Republican Party, in particular. Students will develop a greater understanding and appreciation of our society and the political process through discussion, forums, and other activities and competitions.

Chess Club — Student Life, Advisor, extension 2634: The Chess Club meets every Wednesday at 1:00 pm in the Student Center to engage in competitive chess play.

College Democrats — Susan McCabe, Advisor, extension 2520; Peg Stapleton, Advisor, extension 2224: This organization's purpose is to endorse involvement with the community, encourage citizens to vote, uphold core democratic values, and promote awareness of current events.

Crude Arts Club — Elizabeth Kerlikowske, Advisor, extension 2292: The Crude Arts Club is an informal group of KCC students who are devoted to writing. They are, in essence, a group of writers, thinkers, and talkers. The club meets once a week for an hour in the LRC (the day and time vary each semester) to share poems, stories, ideas, and opinions. In addition to providing support for young writers at KCC, the Crude Arts Club hosts campus poetry readings and organizes fundraising activities.

Encore Theatre Company — Student Life, Advisor, extension 2634: This company is open to all students interested in further developing theatrical experiences on and off the campus. The goal is to entertain and educate audiences, explore theatre, and

expose drama to all age groups. Students are encouraged to offer their support and talents to the community.

Film Club — Lin Marklin, Advisor, extension 2281; Matt Samra, extension 2285: This club views films based on certain themes. The films will serve as enrichment functions by exposure to film medium and discussion of social context.

Healthy Choices Leadership — TJ Mohl, Advisor, extension 2647; The purpose of Healthy Choices Leadership Organization is to inform and educate the students of Kellogg Community College concerning issues of healthy lifestyle choices with a special emphasis on alcohol, tobacco and other drugs

History Club – Ray DeBruler, Advisor, extension 2381: The purpose of this club is to serve as a forum of knowledge for all students interested in history.

Human Services Club — Sheila Matthews, Advisor, extension 2215: The club promotes the awareness of professional growth of the human service worker and the delivery of human services care.

International Studies Club (ISC) — Michelle Wright, Advisor, extension 2217: ISC is founded to enhance the experiences of its members in the field of cultural understanding and global awareness. Through contact with each other and the community the ISC will act as a forum of thought, and will help facilitate understanding between cultures.

Kampus Activities Board — Rose Dulaney, Advisor, extension 2626; Thomas Shaw, Advisor, extension 2548: KAB is a group of students interested in planning activities on campus and being actively involved on campus. The board also provides representation for the student body and acts as a liaison between the student body and Staff and Administration.

Paralegal Student Association — Susan McCabe, Advisor, extension 2520: This organization provides students who are interested in law and the legal profession the opportunity to expand their knowledge, explore career opportunities and options, and promote personal and professional growth and achievement.

Phi Theta Kappa — Jane Westra, Advisor, extension 2608; Kim Madsen, Advisor, 565-7918: This organization is an international honor society in which membership is by invitation only. Students in this organization must have completed 12 or more semester hours with a 3.5 or better grade point average. New KCC students may be invited to provisional membership based on their high school academic achievement and leadership activities.

Physical Therapist Assistant Club — B.J. Simmons, Advisor, extension 2329: This organization is interested in education, community service, and promoting awareness of physical therapy. The purpose is to enrich and broaden the views and knowledge of students in the field of physical therapy while participating in community service opportunities.

Psi Beta — Donn Montgomery, Advisor, extension 2227: The mission of the Psi Beta honor society is professional development of psychology students through promotion and recognition of excellence in scholarship, leadership, research, and community service.

Spectrum — Gerald Blanchard, Advisor, extension 2566; Terah Zaremba, Advisor, extension 2603: The mission of Spectrum is to promote acceptance and understanding of all genders in our community through education. Spectrum is an open and affirming group.

Student Nurses Association — Kimberly Barnes-Kalkowski, Advisor, extension 2331; Temple Stovall, Advisor, extension 2310: This organization is open to nursing students attending KCC. The objectives are to cultivate, promote, and sustain the art and science of nursing; to represent and safeguard the common interest of the members of the nursing profession; and to contribute toward the improvement of public health.

Tech Club (Societus Technica) — Doug Mann, Advisor, extension 2268: This is the oldest club on campus. It is open to any KCC student with an interest in the science and technology professions. The club also strives to increase student awareness by highlighting the need for the technician to stay abreast of advancements in technology.

Student Participation

KCC registered student organizations and clubs are open to all KCC students who are currently enrolled, in good standing, and adhere to the student code of conduct. (Refer to the Policies section.)

Students are encouraged to form new student organizations; the Student Life staff is available to help guide students through this process. To form a new student organization, a constitution must be approved by the Manager of Student Life and a charter listing of officers, members, and advisor(s) must be submitted in order to be officially registered with the Student Life office. More detailed information about the registration process is available from the Student Life office, including sample documents. New student organizations are encouraged to participate in recruitment opportunities on campus such as the fall and spring Bruin Boost.

Fundraising for Registered Student Organizations

Any registered student organization on campus wishing to raise funds must obtain approval by the Student Life office prior to beginning any fundraising activities. All fundraising activities must adhere to the student code of conduct. (Refer to the Policies section.) Registered Student Organizations that engage in fundraising activities without prior approval may be in jeopardy of being placed on probation or losing official registration status.

An advisor or student may initiate the fundraising approval process by completing a Fundraising Request form not less than fourteen (14) days prior to the date of the fundraiser.

KCC Honors Program

The KCC Honors Program offers academically-talented students an alternative way to complete general education requirements. Honors Program students have unique opportunities for academic challenge as well as interaction with other motivated students and Honors faculty through courses, community service, and fellowship activities. The Honors Program promotes leadership and fosters partnerships and mentoring between students, faculty, and staff.

Honors students are as unique and varied as the scholarly, artistic, humanitarian and societal passions that spark their intellect. What unites them is the excitement of working and studying with outstanding instructors and other talented students.

To be eligible for membership in the Honors Program, students must meet one of the following requirements:

- ACT score of 20 or higher
- High school GPA of 3.3 or higher
- KCC GPA of 3.5 or higher (minimum 12 credit hours completed)
- Recommendation of faculty
- Transfer GPA of 3.0 or higher

Benefits of the Honors Program

Benefits of membership in the Honors Program include:

- Academic motivation
- Advanced scholastic opportunities
- Contribute to community through scholarship
- Develop enhanced leadership skills
- Improve critical and collaborative thinking skills
- Increase global awareness

Graduates of the KCC Honors Program articulate directly into the Lee Honors College at Western Michigan University. Students should contact the institution they plan to transfer to for more information on the transferability of KCC honors courses.

Honors Program Requirements

To graduate from the Honors Program and earn recognition as such during the KCC commencement ceremony, members must complete the following requirements:

- Carry a minimum of 3.2 cumulative GPA (one semester of probation is granted to recover GPA)
- Four honors courses and/or contracts for a minimum of 11 credit hours
- Submission of an Honors Program Graduation Form

Honors Program Courses and Contracts

The Honors Program regularly offers courses specifically designed for honors students; course offerings can be found in semester schedules. Students also have the option of fulfilling an honors contract in all other College courses. An honors contract is a mechanism for adding an “honors dimension” to any regular KCC course by contracting with the instructor to complete additional coursework and receive

honors designation. To receive honors designation, students must fulfill the contract requirements and earn at least a B+ overall grade in the course. Students interested in developing an honors contract should contact individual instructors at the start of the semester to discuss options.

Honors Societies

Phi Theta Kappa

Phi Theta Kappa is an international academic honor society. Membership in Phi Theta Kappa is by invitation to students in all associate degree programs who have accumulated 12 or more credit hours and carry a minimum cumulative 3.5 grade point average. Students who accept membership are granted opportunities to develop leadership potential, engage in scholarly activities, and/or participate in community service. Membership benefits include:

- The privilege of wearing Phi Theta Kappa regalia at commencement
- Notation of membership on your diploma and transcripts
- Membership certificate, identification card, and pin
- Exclusive access to transfer scholarships, available only to Phi Theta Kappans
- Press release announcing your Induction to the Society

Psi Beta

Psi Beta is the National Honor Society in Psychology for community and junior colleges. It is the first two-year college honor society approved for membership in the Association of College Honor Societies. The mission of Psi Beta is professional development of psychology students through promotion and recognition of excellence in scholarship, leadership, research, and community service.

Students who meet the following requirements are eligible for membership:

- Actively enrolled at an accredited two-year college with Psi Beta chapter
- Rank in the top 35% or have an overall GPA of 3.0, whichever is higher, and have at least a 3.0 average in psychology
- Completed at least two quarters or one semester of a psychology or psychology-based course and 12 semester hours or the equivalent quarter hours total college credit

Awards Banquet

Each spring, the Student Life office facilitates an Awards Banquet, where awards are presented to students as recognition for outstanding achievement in a variety of areas. Each award carries its own set of criteria determined by the division in which the award is housed. Students selected as an award recipient are presented with their award(s) during the Awards Banquet. For more information, contact Student Life at 269/965-3931, ext. 2634.

Criteria for Career and Occupational Education Division Awards

The Breaking Traditions Award

The Breaking Traditions Award recognizes students who successfully pursue the career path of their choice even when it is a non-traditional choice for their gender. The following criteria must be met:

1. Be graduating from a Career and Technical Education program that is nontraditional for his or her gender
2. Have a GPA of 3.0 or better at the time of nomination (students in programs grading on a pass or no-pass system are exempt from this requirement)
3. Be nominated by a faculty member or administrator
4. Have made a contribution to awareness of nontraditional careers through successful participation in one or more of the following activities:
 - GPA of 3.5 or better at the time of nomination
 - Successful competition in a program-related event or contest
 - Demonstration of potential for contribution in the field by involvement in community projects, leadership roles, or professional organizations
 - Participation in a his or her program's student organization
 - Active recruitment of other students into programs nontraditional for their gender
 - Mentoring other students in Career and Technical Education programs nontraditional for their gender
 - Significant contributions to the student's specific Career and Technical Education program

Should the award recipient elect to be nominated for the Michigan Breaking Traditions Award, the College will assist the student in meeting the Michigan requirements of providing:

1. Two letters of support
2. A brief narrative explaining his or her choice of career, the obstacles they may have faced, and key accomplishments
3. An essay about the significance of their nontraditional training program

Outstanding Associate Degree Nursing Graduate

Associate Degree Nursing faculty nominates and selects based on the following criteria:

1. High academic achievement: 3.5 or higher GPA
2. Outstanding clinical achievement based on evaluations submitted by clinical instructors which reflect excellence in meeting clinical objectives including technical skills, nurse/client relationship, and the fulfillment of professional role and responsibilities
3. Potential for contribution to the profession based on such evidence as involvement in the student and/or national professional organization, high ethical values/behaviors, and leadership skills

Outstanding Business Management Graduate

The Business faculty selects based on the following criteria:

1. Major in either accounting or business management
2. GPA of 3.5 or higher
3. Serious commitment to a career in business

Outstanding Computer-Aided Drafting and Design Technology Graduate

The following criteria must be met:

1. Be completing an Associate in Applied Science with an overall GPA of 3.5 or higher
2. Demonstrate the behaviors of a responsible learner in all core classes
3. Show a commitment to the community through community service, volunteer work, or extracurricular activities
4. Act as a positive role model for others

Outstanding Computer Engineering Technology Graduate

The following criteria must be met:

1. Minimum GPA of 3.0
2. Participation in extracurricular activities including, but not limited to the following:
 - Student Organizations (such as Tech Club)
 - Kampus Activities Board
 - College Committees
 - Athletics
 - Community Activities

Outstanding Dental Hygiene Graduate

Dental Hygiene faculty selects based on the following criteria:

1. Superior academic achievement based on overall grade point average and academic performance in the Dental Hygiene academic courses (GPA of 3.5 or better)
2. Outstanding clinical achievement based on performance in the clinical Dental Hygiene courses and faculty evaluations of the student's professional conduct in those courses
3. Potential for contribution to the profession, as evidenced by involvement in community projects, leadership roles assumed, and interest and involvement in the professional organization
4. Demonstrates the following qualities:
 - Consistency – performs at a steady level of excellence
 - Maturity – accepts responsibility in class and extracurricular activities
 - Creativity – demonstrates talent and proficiency in completing course requirements
 - Leadership – motivates other students by positive example

Outstanding EMS Student

The EMS faculty nominates and selects based on the following criteria:

1. Student must be taking EMS course work within a professional level (MFR, BEMT, Paramedic, EMS I/C) of the program.
2. Student must demonstrate performance above the role as a student in the EMS Program.

Outstanding Graphic Design Graduate

The Graphic Design faculty selects based on the following criteria:

1. Overall GPA of a minimum of 3.0
2. Must demonstrate outstanding creativity as evidenced through student's portfolio

Outstanding Medical Laboratory Technology Graduate

The following criteria must be met:

1. High academic achievement
 - Minimum of 3.5 GPA overall
 - Minimum of 3.75 GPA in medical lab technology course work
2. Outstanding clinical achievement based on evaluations submitted from the clinical affiliate
 - Overall grade of “A” in MELA 260 or 265, Clinical Practicum
 - Excellent professional behavior, as indicated by a score of no lower than 93% on all of the Student Attitude Assessment evaluation forms in each of the clinical rotations
 - Positive comments by clinical instructors added to evaluation forms
3. Potential for contribution to the profession based on participation in at least two of the following:
 - Membership in one or both of the professional organizations for MLTs: the American Society for Clinical Laboratory Science (ASCLS), and/or the American Society for Clinical Pathology Associate Member section (ASCP)
 - Attendance at non-mandatory continuing education seminars offered through the professional organizations or the clinical affiliates
 - Volunteer activities in the community and/or for professional organizations
 - Helping/teamwork behaviors with other students
 - Highly ethical behavior and values

Outstanding Office Information Technology Graduate

The following criteria must be met:

1. Academic achievement: 3.5 or higher GPA
2. Pursuing a two-year associate degree (administrative assistant, word processing, medical secretarial, legal secretarial)
3. Attitude: Positive attitude, good sense of humor, sees humor in self, carries self well in workplace
4. Goal Oriented: Has specific plans; pursuing particular career or academic achievement

Outstanding Physical Therapist Assistant Graduate

The following criteria must be met:

1. High academic achievement based on an overall GPA of 3.5 or better, academic performance in Physical Therapist Assistant course work of 3.3 or better, and general consistency of academic performance
2. Outstanding clinical achievement based on evaluations submitted from each of four clinical affiliations which address competency in technical skills; observation skills; concern for patient care, comfort, and safety; oral and written communication; organization of time; attitude and interpersonal relationships; fulfillment of professional role and responsibilities

Outstanding student will earn at least:

- “Acceptable” ratings for 80% or above of all rated categories on the clinical assessment tool for PTA 221 clinical experience
- “90-100%” grading on at least 80% of all rated categories on each of the two clinical assessment tools for PTA 224 and 225 clinical experiences
- an outstanding narrative assessment for PTA 226 clinical experience

- Potential for contribution to the profession based on such evidence as interest in and willingness to pursue special fields of study related to physical therapy, involvement in the student and/or national professional organization, leadership skills, helping/teamwork behaviors, highly ethical values/ behavior, and community/volunteer involvement. The outstanding PTA student will demonstrate outstanding performance in at least three of the above listed areas.

Outstanding Radiography Graduate

Radiography faculty selects based on the following criteria:

- Superior academic achievement based on overall grade point average and academic performance in the RADI courses (GPA of 3.5 or better)
- Outstanding clinical achievement based on performance in the clinical education sites as indicated on clinical staff evaluations
- Potential for contribution to the profession, as evidenced by an involvement in community projects, leadership roles assumed, interest and involvement in professional organizations, and a desire for continuing education
- Demonstration of the following qualities:
 - Consistency—performs at a steady level of excellence
 - Maturity—accepts responsibility in class and in the clinical setting
 - Creativity—demonstrates talent and proficiency in completing course requirements
 - Leadership—motivates other students by positive example

Criteria for Arts and Science Division Awards

Arts and Communication Department

For all Arts and Communication awards, the following criteria must be met:

- Major or exhibited interest in the award area
- Grade point average of 3.5 or higher in the award area
- Evidence of significant creative growth
- High degree of participation in and/or contributions to the department activities in one or more capacities

The following additional criteria applies to particular awards:

Outstanding Achievement in Art

- Leadership activities in the Art League
- At least six hours of art credits
- Submission in the student art exhibit

Outstanding Achievement in Communication

- Forensics leadership activities OR
- Participation in communication experiences within the community OR
- Participation in the KCC-sponsored speech tournament

Outstanding Achievement in Creative Writing

- Editing, promoting, or writing for *Mosaic*
- A body of creative, written work that reflects talent and rich inner experience

- Serious commitment to creative writing
- Participation in campus readings

Outstanding Achievement in English

- At least twelve hours of English at KCC; may include 151, 152, and 153

Outstanding Achievement in Foreign Language

- At least one year of foreign language study at KCC
- Written and oral fluency
- Knowledge of culture

Outstanding Achievement in Music

- Participation in one ensemble per semester
- At least six hours of music credits

Outstanding Achievement in Theatre

- On or behind stage exceptional contribution to theatre
- Participation in Encore
- At least six hours of theatre credits

Elizabeth and Guido Binda Excellence in Visual and Performing Arts Awards

The Binda Awards are performance-based and will be awarded to students who exhibit exceptional talent in and dedication to one of the four visual and performing arts areas.

- Excellence in Art—Binda Award
- Excellence in Communication—Binda Award
- Excellence in Music—Binda Award
- Excellence in Theatre—Binda Award

Students who receive Binda Awards will have:

1. Participated in visual or performing arts activities
2. Shown consistent growth in their art
3. Displayed concern for the place of art in education and the community

Criminal Justice and Physical Education Department

Outstanding Criminal Justice Graduate

The following criteria must be met:

1. Minimum of 3.5 GPA and/or top 20% academically of criminal justice graduates
2. Demonstrated proficiency in all skills-based training
3. Commitment to community service (i.e. volunteer work)
4. Acts as a positive role model for other students

Outstanding Paralegal Graduate

The following criteria must be met:

1. Be in the process of completing the associate degree or certificate with an overall GPA of 3.5 or higher
2. Demonstrates a commitment to the legal profession and the community through service learning, community service, volunteer work, internship/cooperative education placements, or extracurricular activities

3. Exemplifies the following qualities:
 - Competency – performs at a consistent level of excellence in class and related activities
 - Maturity – demonstrates the behaviors of a responsible learner and accepts responsibility in class and related activities
 - Leadership – acts as a positive role model for other students and motivates other students by example
 - Creativity and Problem Solving Ability – demonstrates talent and proficiency in completing course requirements in a proactive manner
4. Promotes the paralegal profession and demonstrates the potential for contribution to the profession

Early Childhood Education and Education Department ***Outstanding Early Childhood Education Program Graduate***

The following criteria must be met:

1. Be in the process of completing the associate degree in Early Childhood with a program code of 215, and have an overall GPA of 3.5 or higher
2. Have a Individual Educational Plan (IEP) on file in the Early Childhood Program office
3. Demonstrate a commitment to the Early Childhood Education field
4. Show a commitment to the community through service learning, community service, volunteer work, or extracurricular activities
5. Demonstrate the following qualities:
 - Consistency – performs at a steady level of excellence
 - Maturity – accepts responsibility in class and extracurricular activities
 - Creativity – demonstrates talent and proficiency in completing course requirements
 - Leadership – motivates other students by positive example
 - Critical Thinking – demonstrates skills in gathering, analyzing, interpreting facts, and problem solving.

Outstanding Education Major Graduate

1. Must have completed a minimum of nine credit hours earned at Kellogg Community College in education courses from the following list: ART 141; BIOL 140; EDUC 200, 201, 202, 203, 204, 220, 240, 250, 251, or 299; HIST 104; HUMA 241; LITE 213; MATH 111, or 112; MUSI 141; PEP 290; or THEA 251.
2. Have a GPA of 3.5 or higher
3. Show a commitment to the community through service learning, community service, volunteer work, or extracurricular activities
4. Demonstrate the following qualities:
 - Consistency—performs at a steady level of excellence
 - Maturity—accepts responsibility in class and extracurricular activities
 - Creativity—demonstrates talent and proficiency in completing course requirements
 - Leadership—motivates other students by positive example
 - Critical thinking—demonstrates skills in gathering, analyzing, interpreting facts, and problem solving.

Math and Science Department Awards

Outstanding Achievement in Mathematics

The following criteria must be met:

1. Enrolled in MATH 141, 142, 241, or 242
2. Earned a GPA of at least 3.5 in calculus courses taken at KCC
3. Demonstrated the following qualities:
 - Consistency—performs at a steady level of excellence
 - Maturity—accepts responsibility in class and in extracurricular activities
 - Creativity—demonstrates talent and proficiency in completing course requirements
 - Leadership—motivates other students by positive example

Nominations are to be submitted by full-time and adjunct faculty from the mathematics area to the department secretary. The full-time mathematics faculty will meet to discuss the qualifications of each candidate and designate a recipient.

Outstanding Biology Student

The following criteria must be met:

1. Minimum of 3.5 GPA in biology courses
2. Enthusiasm and interest in the biological sciences beyond required course work
3. Contribution to class that would be of value to other students
4. Intention to pursue some vocation in the sciences which may include medical sciences

Outstanding Chemistry Student

The following criteria must be met:

1. Achievement of academic excellence in chemistry
2. Grade point average of 3.5 or higher
3. Interest in chemistry as evidenced by future curricular and career choices
4. Performance of chemistry laboratory skills as evidenced by consistent, excellent results in laboratory work

Outstanding Physics Student

The following criteria must be met:

1. Grade point average of 3.5 or higher in physics
2. Mathematics record should be compatible with the physics grades

Social Science Department Awards

Outstanding Human Services Program Graduate

The following criteria must be met:

1. Be completing the associate degree or certificate with an overall GPA of 3.5 or higher
2. Demonstrate the behaviors of a responsible student in all of the courses required in the human services curriculum
3. Exhibit the behaviors of a responsible and mature human services worker during field experiences and while working in the field
4. Adhere to the ethics of the Professional Human Service Worker according to the National Association of Human Service Education

Service Learning Commitment Award

The following criteria must be met:

1. Completed 36 credit hours
2. GPA of 3.0 or better
3. Completed one academic service learning course
4. Completed an additional 15 hours of service, either in another academic service learning course or independently
5. Completed reflection activity, as required for this award

Students apply for this award, and all requirements must be completed prior to application.

Outstanding Student in Social Sciences

The following criteria must be met:

1. At least 12 credit hours in social sciences
2. GPA in social science of 3.5 or higher
3. Demonstrate an interest in the field over and above classroom activities
4. Be active on the College campus

Criteria for Student Services Division Awards***All-Michigan Academic Team***

A maximum of two KCC students are chosen to represent KCC on the All-Michigan Academic Team. The Honors Program coordinator and Phi Theta Kappa advisors select based on the following criteria:

1. Member of Alpha Nu Eta chapter of Phi Theta Kappa
2. GPA of 3.5 or higher
3. Assumes leadership responsibilities within Phi Theta Kappa, KCC, or the community

Student-Athlete of the Year

These awards are presented to the ‘best of the best’ male and female student-athlete that KCC has in one of our six sports.

Outstanding Female Student-Athlete of the Year

- The Female Student-Athlete of the Year comes from the following sports that KCC offers; Volleyball, Basketball, Softball, and Soccer.
- This student-athlete represents outstanding academic achievement in the classroom (minimum, cumulative GPA of 3.0) and excellent athletic achievement in her specific sport.

Outstanding Male Student-Athlete of the Year

- The Male Student-Athlete of the Year comes from the following sports that KCC offers; Basketball and Baseball.
- This student-athlete represents outstanding academic achievement in the classroom (minimum, cumulative GPA of 3.0) and excellent athletic achievement in his specific sport.

Outstanding Student Employee

KCC student employees, both on and off campus, are eligible to be nominated by supervisors each year. Nominations are submitted to a standing committee whereby up to two students are selected based on the following criteria:

1. Extensive involvement with students, staff, and/or community
2. Demonstrated work ethic beyond expectations
3. Student employees must have worked within the academic year of nomination
4. GPA of 2.5 or better

Outstanding Graduate Awards***Outstanding Graduate Award—Arts and Sciences Division******Outstanding Graduate Award—Career and Occupational Division*****Criteria*****Full-time Student Category***

1. Associate degree candidate
2. GPA of 3.5 or better
3. Completed a twelve-hour credit load or more for at least three semesters while at KCC
4. Contributed to campus activities in addition to classroom participation (possibilities include student organizations and clubs, publications, athletics, Kampus Activities Board, teaching assistantships)
5. Demonstrated the following qualities:
 - Consistency—performs at a steady high level of excellence
 - Maturity—accepts responsibility in class and extracurricular activities
 - Creativity—demonstrates talent and proficiency in completing course requirements
 - Leadership—motivates other students by positive example

Part-time Student Category

1. Associate degree candidate
2. GPA of 3.5 or better
3. Completed less than a twelve-hour credit load for at least three semesters
4. Completed at least forty hours of course work with Kellogg Community College; successfully managed multiple responsibilities such as working, managing a household, raising a family, or volunteering in the community concurrent with attending classes at Kellogg Community College

Student Life Contact Information

Phone: 269-565-2634

FAX: 269-965-8850

E-mail: studentlife@kellogg.edu

Website: www.kellogg.edu/studentlife

Support Services

The Support Services department exists to address the needs of students attending Kellogg Community College. The primary goal of Support Services is to increase retention rates, facilitate academic successes, and enhance graduation rates among program participants. The Support Services personnel implement intensive and comprehensive college-wide services. Students have access to program services from the time they enter Kellogg Community College, through graduation, and placement into four-year post-secondary schools or employment. The following services are provided: tutoring services, disability services, Special Populations Program (Carl D. Perkin's Vocational and Technology Act), Student Support Services Program (TRIO federally funded), institutional Childcare Grant, and counseling.

Tutoring Services

Students who are having trouble understanding the material in a class, and have already met with the instructor and worked with fellow students, should seek out Tutoring Services. Applications are online at www.kellogg.edu/kccpages/acadservices/tutoring.html. Tutoring can provide students with individual and small group assistance. Students who have successfully completed college-level course work provide the tutoring.

Disability Services

While ensuring the academic integrity of its programs, the College is dedicated to providing the reasonable accommodations needed to ensure equal access to educational opportunities for individuals with verified disabilities. Disability services are provided to students who self-disclose a disability to Support Services and provide appropriate documentation. Appropriate documentation includes specific diagnosis, assessment, recommended academic accommodations, and signature of a licensed professional. Disability Services offer accommodations for the disabled, academic assistance, and disability information, as well as coordination with campus departments, personnel, and area professional and health services agencies.

Special Populations Program

Carl D. Perkins Vocational and Technology Act

Students pursuing eligible occupational programs are provided advising, academic support, and academic assistance (professional tutoring). Limited funding for child care, transportation, tuition, and books may be available to qualified occupational students. If you would like additional information about eligibility and participation, contact the Support Services department.

Student Support Services

TRIO Federally Funded

Students pursuing transfer programs are provided advising, academic support, and academic assistance (professional tutoring). Limited funding for tuition and books may be available to qualified transfer students. Academic assistance is provided for students who demonstrate an academic need. After talking with your instructor about

the difficult course material and applying any strategies for success, you may contact the Support Services department for additional academic support.

Counseling

Professional counseling and referral is offered to registered KCC students. Counselors are available to assist in the areas of personal, academic and career counseling. Students may schedule appointments by contacting Support Services.

Support Services Contact Information

Phone: 269-965-4150

FAX: 269-965-8850

Email: supportservices@kellogg.edu

Website: www.kellogg.edu/student-services/support-services

Testing and Assessment Center

The Testing and Assessment Center provides students with a central location for testing. The office coordinates and administers placement assessments, make-up tests, online course tests, and national credit-by-exam tests. The center partners with the Nursing Department as a regional site for the Michigan Nurse Aide Competency Evaluation Program. The Eastern Academic, Fehsenfeld, and Grahl Centers provide limited testing and assessment services. Call the appropriate Center for more information.

Skills Assessment (COMPASS)

All applicants to KCC programs will need to take all or part of the COMPASS assessment. COMPASS is a computer-adaptive placement that measures your skills in reading, writing, and mathematics, and determines your placement into general education courses at KCC. The assessment is untimed, and you should allow two hours for the complete assessment. Choose a time to take the assessment when you can give your best effort. Repeating the assessment is allowed only in certain circumstances; contact an academic advisor if you believe your circumstances warrant repeating the COMPASS test.

You may use an ACT-approved calculator for the COMPASS math assessment; calculator guidelines for COMPASS testing are found at www.act.org/compass/student/calculator.html. You may also use the Windows calculator which can be accessed within any COMPASS mathematics test.

If you have taken the ACT assessment and have sent your scores to the College, you may choose to use the English and reading scores in place of the COMPASS. You will need to take the COMPASS math assessment for math placement. For the COMPASS assessment schedule and additional information on COMPASS, go to www.kellogg.edu/testing/compass.html.

Retesting Information

Generally, you take the placement test only once, and since you choose your time of testing, you should test at a time when you are feeling well and can give your best effort. Retesting may be appropriate in certain circumstances. If you believe that some other factors influenced your test results, you are encouraged to discuss this with an advisor. If you are a returning student, you may use previous test results, but if you believe your abilities have changed since your earlier testing, discuss this with an academic advisor.

Credit by Exam (CLEP, DANTES)

Two different credit by exam programs are offered for individuals who have had training that may be equivalent to college classes, or for individuals who can learn a subject without formal classes. These exams may save you time and money in completing your studies. Kellogg Community College applies this credit as transfer credit. There is a test fee and an administration fee for each exam. Call 269-565-7949 to schedule testing.

CLEP is a national credit by exam program that is widely accepted by colleges and universities. The tests are computer-based and you receive your results the same day (with the exception of essay exams). The CLEP exam equivalency courses and minimum score requirements for KCC are found at www.kellogg.edu/testing/cleptest.html.

DANTES Subject Standardized Tests (DSSTs) are computer-based exams and you receive your results the same day. The DANTES exam equivalency courses and minimum score requirements for KCC are found at www.kellogg.edu/testing/dantes.html.

KCC Instructional Testing

The Testing and Assessment Center administers make-up tests and tests for online classes taken at KCC. For more information and a schedule of testing days and times go to www.kellogg.edu/testing/makeup.html

Guest Testing Services

The Testing and Assessment Center offers a test proctoring service for individuals who are taking classes at other Michigan colleges and universities. There is a fee for testing, with the exception of students enrolled in the Michigan Community College Virtual Learning Collaborative. Call 269-565-7949 for information on guest testing and to schedule a test.

Student Guidelines for Using the Testing Center

The following guidelines apply to all types of testing, and refusal to follow these guidelines will require you to make other arrangements to test:

- **Sign-in:** All students must sign-in at the main desk in the Testing and Assessment Center prior to taking any test. After completing a test, all test materials, including used and unused scratch paper must be returned to the testing proctor.

- **Identification:** Official photo identification, such as a driver's license, state ID, or student ID, is required for testing at the Testing and Assessment Center. Certain specialized testing programs have additional ID requirements. The Testing Center staff may refuse to administer a test if the ID presented is questionable or expired.
- **Personal Belongings:** Only materials specified by your instructor are allowed in the testing room. All personal belongings (i.e. cell phones, iPods, purses, backpacks, books, laptops) brought to the Testing Center must be stored in a locker. Items may not be stored in the Testing Center office. No food or drinks are allowed in the testing rooms.
- **Test Scheduling:** Exams for classes taken at KCC are administered on a walk-in basis during the Testing Center's posted hours. All other forms of testing must be scheduled in advance. You are responsible for taking your test before the testing deadline. Tests will not be administered after the deadline has passed. The Testing Center fills up at peak times such as midterms and final examination periods, and you may need to wait or return at another time. You must complete tests in one sitting, unless your instructor has provided other instructions, and you must finish your test 15 minutes prior to the posted closing time for the Center. It is your responsibility to allow sufficient time for testing.
- **Visitors and Children:** Visitors and children are not allowed inside the testing rooms. College policy prohibits leaving children unattended in any campus building.
- **Cheating:** The Testing Center staff closely monitor testing rooms. Students caught with materials not specifically permitted for the test will have these materials confiscated, and the incident will be reported to the instructor. For national testing and third-party testing programs, irregularities will be reported, and the student dismissed, if this is a provision of the exam.
- **Disruptions:** It is important for the testing atmosphere to remain calm and quiet. Be considerate of others and refrain from making noise, be quiet when entering and leaving testing rooms, and do not talk to other students in the testing rooms.
- **Conflict of Interest:** The Testing Center staff may refuse to administer a test if it appears to be a conflict of interest such as student workers employed at the Center, employees of the Center, and relatives of Testing Center employees.

Testing and Assessment Center Contact Information

Phone: 269-565-2651

FAX: 269-965-2207

Email: testing@kellogg.edu

Website: www.kellogg.edu/testing

Testing hours vary by type of test. Please check the website for specific information on testing days and times..

Transfer Resources

Located in the Financial Aid area, the transfer office is your resource to explore the following:

- Transfer Events
- College Applications
- Transfer Scholarships

- Transfer Guides & Articulations
- MACRAO: maximizing college credits
- ePortfolio

Services designed to provide you with the needed resources for a seamless transition from KCC to your transfer college or university.

Upward Bound

The Upward Bound Program is one of five TRIO programs funded by the U.S. Department of Education. Upward Bound is an academic pre-college initiative designed to prepare low-income/first generation high school students for success in higher education. The program serves 75 students in grades 9 through 12 from the Battle Creek Public Schools.

The following services are provided during the academic year, summer academy, and bridge components:

Academic Year Component

- Academic tutoring in college preparatory courses
- Academic, personal, and career assessment advising
- College visitation/cultural events

Summer Academy

- Academic instruction in college preparatory courses
- Study skills, college planning, and career exploration courses
- College tours, social and cultural events

Bridge Component

- Tuition at no cost for up to six credit hours at Kellogg Community College for eligible recent graduates of Upward Bound
- Free textbooks for courses taken during the bridge component
- Academic assessment and support services provided at no cost by the KCC Division of Student Services

Upward Bound Contact Information

Phone: 269-565-7885

FAX: 269-565-2079

Email: upwardbound@kellogg.edu

Website: www.kellogg.edu/student-services/upward

College Services



Bookstore

Located on the upper level of the Student Center, the KCC Bookstore offers new and used textbooks, supplies, clothing, imprinted items, greeting cards, and software for students to purchase. You must have picture ID and verification of your class schedule to purchase books with Financial Aid.

For students taking classes at the Fehsenfeld or Grahl Center the KCC Bookstore offers the opportunity for students to purchase their books online through the website <http://bookstore.kellogg.edu>, or come to the Battle Creek campus for their purchases. Eastern Academic Center students are able to purchase online, at the EAC, or at the Battle Creek campus bookstore.

During the last week of the semester, the Bookstore offers a textbook “buyback” service at all KCC locations, conducted by an independent used book company. Dates and times will be posted by the Bookstore.

Bookstore Hours

8:00 a.m.-7:00 p.m., Monday

8:00 a.m.-6:00 p.m., Tuesday-Thursday

8:00 a.m.-4:30 p.m., Friday (Hours vary during the summer)

The Bookstore is closed on weekends.

Book Refund Conditions

You must present the appropriate cash register receipt with the correct dollar amount of the merchandise. Books must be in the exact same condition that they were purchased, including wrapped, no highlighting, marks, or opened CDs/disks.

Refunds are issued in the same form as payment was made. The exception to this would be cash; it may be in the form of a check mailed to you. Purchases by check require a 5-business day waiting period to receive a cash refund.

Book Refund Time Limits

A full refund will be given two weeks after the class has begun when all refund conditions have been met. Books purchased for classes less than 14 weeks have one day from the class start date to be returned. Books purchased after the 2nd week of the class, have a one-day return period. No returns on textbooks purchased during the last 10 days of classes. Summer Semester there is a one-week return period from the start class date.

Please attend class before writing in or opening your textbooks.

All other unopened/unused Bookstore merchandise is refundable within 3 days of purchase; this excludes candy/food, bar charts, and syllabi. A refund policy statement is given with each book purchase and students are reminded to read this policy thoroughly before requesting a refund.

Bookstore Contact Information

Phone: 269-965-4128

Fax: 269-962-0995

E-mail: kccbookstore@kellogg.edu

Website: <http://bookstore.kellogg.edu>

Business Office

The Business Office prepares invoices, monitors NELNET payment plans, monitors cash receipts postings and deposits, and reconciles all receivable balances. The Office also maintains a check and balance system of all financial aid disbursements; and approves all student refunds.

Business Office Contact Information

Phone: 269-965-4140

E-mail: busoffice@kellogg.edu

Tax Incentives for Higher Education

By paying KCC registration fees, you may be eligible for either the Hope Scholarship or the Lifetime Learning tax credit provided by the Taxpayer Relief Act of 1997. To assist you in determining your eligibility, KCC issues a Tuition Payments Statement (IRS Form 1098-T) using the Social Security Number (SSN) and permanent address on file for you at the Office of the Registrar. You may retrieve your form after January 31 online through a secure website by logging in to the Kellogg Reporting Information System (KRIS) at www.kellogg.edu and selecting the View My 1098-T Forms from the Student Menu. To request that a paper copy of this form be mailed to your home address, either e-mail the Business Office at busoffice@kellogg.edu or call 269-965-3931, ext. 3005.

Food Services

Bruin Café

The Bruin Café is located in the Student Center

Mini Café

The KCC Mini Café, which proudly brews Starbucks® Coffee, is located in the lobby between the Whitmore Administration Building and the Severin Building.

Cruzin' Bruin Café

The KCC Cruzin' Bruin Café is located in the student lounge on the second floor of the Classroom C Building.

Types of Service

Cafeteria services, Mini Café services and catering to order are provided by Laura's Gourmet Catering, 269-965-3931, ext. 2575.

Vending is provided by Compass Group USA Int., and the Pepsi Bottling Group. Vending refunds may be obtained at the Bookstore with a picture ID. If you have questions involving your planned event, please call the College Food Service provider at 269-965-3931, ext. 2575.

Identification Cards

All students are to acquire a college identification card. A College identification card (student ID) will be provided to all students free of charge upon presentation of proof of registration for the current semester and picture ID. A replacement card will be made for a fee of \$3.00, made payable at the Customer Service Center or Administrative office at the Grahl, Fehsenfeld, and Eastern Academic Centers. Photo IDs are made in the Student Life office on the Battle Creek campus. IDs are also made at the Eastern Academic, Fehsenfeld, and Grahl Centers on a limited basis; please check with the Center staff for days and times of service. Currently validated student IDs are required for the following activities:

- Material check-out at libraries serving students
- Receive free printing in the Learning Resource Center (LRC) computer lab
- Use of the Testing and Assessment Center
- Miller Building facility use and equipment check-out
- Receive financial information from various departments
- Bookstore purchases
- Discounted attendance at College events (ex. performances, athletic events)
- Allied Health students use for clinical ID
- Must be produced when requested by a College official

Misuse of the student ID to obtain privileges may result in disciplinary action by the College. Student IDs are validated at the beginning of each semester with proof of registration. IDs can be validated at the regional centers and at the following locations on the Battle Creek campus: in the Student Life office or at the Learning Resource Center circulation desk. For more information, contact Student Life by email at studentlife@kellogg.edu or by phone at 269-965-3931, extension 2634.

I.S. Help Desk

The Information Services (I.S.) department is available to support, encourage and enhance the use of technology by students at Kellogg Community College. The I.S. Help Desk, located in the Learning Resource Center, provides students with assistance in the following areas: log-in and password problems, KRIS, Web Portal, e-mail, course management systems, and wireless network access. You can contact the I.S. Help Desk by e-mail at helpdesk@kellogg.edu, by phone at 269-965-4148, or by visiting us in the Learning Resource Center 8 a.m.-5 p.m., Monday-Friday.

Lost and Found

All items found on campus should be taken to the Student Life office in the Student Center, or the Administrative offices at the Grahl, Fehsenfeld, and Eastern Academic Centers, and RMTC. Students should also check with the appropriate office for items lost.

Student Housing

The wide selection of degree and certificate programs of study, and an established reputation, make Kellogg Community College attractive to many students outside the Battle Creek area.

The College does not have approved housing on- or off-campus. Housing is available in both private homes and apartments near the campus. A current list of available housing is maintained in the Admissions office. It is the student's responsibility to visit available housing and reach agreement with the property owner concerning rental, house policies, privileges, and responsibilities.

The College is not able to officially approve or supervise off-campus housing. It cannot assume responsibility for housing conditions, location, or rental condition.

Student Insurance

A sickness and injury insurance plan is available to students enrolled full- or part-time. The plan is underwritten by Sentry Student Security Plan and is not subsidized by the College. Applications are available from the Academic Advising Center and Administrative offices at the regional centers.

Academic Services and Information



Academic Support

The Academic Support Department provides students with opportunities to develop the skills they need to be successful in college. We are located in the Ohm Information Technology Center, room 207. Our professional staff is here to assist students in becoming competent, motivated, and self-directed learners. We can help students develop skills in reading, writing, science, mathematics, computer basics, study skills, and many other subject areas. All of our tutoring services are provided at no charge to current students.

Library Services in the Learning Resource Center (LRC)

Information is everywhere today. From Google™ to CNN, data is just a click away. The challenge isn't finding information, but rather finding the right information for your assignment. Not sure how to find a book or journal article? Librarians are available to help guide your research process. Need to view a video for a class assignment? Library staff at the Checkout Desk can help. We are here to help you locate the quality sources you need to complete your academic assignments.

Here is a sampling of some of the resources we provide:

Book collections – Books are divided into two collections: Current, located on level 2, and Classic, located on level 1. Use the online library catalog to search for materials. Books are checked out to students with a valid KCC ID for three weeks.

Electronic collections – Increasingly, access to materials is available electronically. KCC's library provides students with an array of online journal article databases as well as other online resources, including encyclopedias, test materials and the library catalog. Visit the library web site at www.kellogg.edu/library.

Information/research service – Get help with research and other information needs at the information desk on Level 3. Have a question and can't come in? We have a chat/IM service available 24/7; link to it from the library's website.

MeLCat (Michigan Catalog) – Our library is a member of MeLCat, an online materials catalog of library holdings around the State of Michigan. You can place an order right from our library catalog. Items will be delivered to our library where you can pick them up for a three-week loan period.

Group study rooms – Spaces are provided for group work involving small numbers of students on a first-come, first-served basis. A room can be checked out for four hours at the Checkout Desk.

During fall and spring semesters the library is open:

Monday-Thursday	7:45 a.m.-9:00 p.m.
Friday	7:45 a.m.-5:00 p.m.
Saturday	11:00 a.m.-3:00 p.m.

Computer Laboratories

Kellogg Community College maintains computer labs on each of its campuses. These facilities are designed to provide students with various software packages that will help them to be successful. Computers are available in a classroom setting, as well as an open-lab area. Additionally, each lab has access to e-mail and the Internet. KCC reserves the right to limit student access to these computers, based on the needs of the labs. The hours for each of the labs (during the regular academic year) are as follows:

LRC Computer Commons (Battle Creek)*

Monday - Thursday	7:45 a.m.-9:00 p.m.
Friday	7:45 a.m.-5:00 p.m.
Saturday	11:00 a.m.-3:00 p.m.

The Learning Place (Battle Creek)

Monday - Thursday	8:00 a.m.-8:00 p.m.
Friday	9:00 a.m.-2:00 p.m.

Fehsenfeld Center Computer Lab*

Monday - Thursday	8:00 a.m.-9:30 p.m.
Friday	8:00 a.m.-5:00 p.m.

Grahl Center Computer Lab*

Monday - Thursday	8:00 a.m.-9:30 p.m.
Friday	8:00 a.m.-5:00 p.m.

Eastern Academic Center Computer Lab*

Monday - Thursday	8:00 a.m.-9:30 p.m.
Friday	8:00 a.m.-5:00 p.m.

*Please call for summer hours.

Study Areas

The College furnishes students with study areas in the Learning Resource Center, the second floor of the C Classroom building, and the lobby of the Whitmore Administration building. Study areas for students are also available at the Centers.

Accreditation

Kellogg Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

The College is a member of the Michigan Community College Association, the Council of North Central Community-Junior Colleges, the American Association of Community and Junior Colleges, and the American Council on Education.

Approval by the regional accreditation agency and membership in the various associations gives assurance to the students that their work at KCC will be accepted by other reputable colleges and universities.

Class Attendance

Regular class attendance is considered an essential part of your educational experience and a requirement for an adequate evaluation of student academic progress. Absenteeism is a matter to be resolved between the student and the instructor.

Excessive absence is reported to the Academic Advising Center. An attempt is made to contact the student to resolve any problems. Continued absenteeism may lead to administrative action, which could include administrative withdrawal.

Faculty are required to report as “No Shows” any student who does not begin attendance in a class. Federal financial aid may be reduced if you do not begin attendance in all classes.

Grading System

LETTER GRADES		GRADE POINTS	LETTER GRADES	GRADE POINTS
A	Superior	4.00	G - Progress	*
A-		3.67	X - Audit	*
B+		3.33	I - Incomplete	*
B	Above Average	3.00	W - Withdrawal	*
B-		2.67	P - Pass with “C” or better	*
C+		2.33	N - No Credit	*
C	Average	2.00		
C-		1.67	* This grade is not computed in either semester or accumulative grade point averages.	
D+		1.33		
D	Below Average	1.00		
D-		.67		
F	Failure	.00		

Calculating Grade Points and Grade Point Average

The grades of “A,” “B,” “C,” “D,” and “F” have associated grade points as indicated in the previous chart. To determine the total number of grade points earned in a class, multiply the number of points by the credit hours of the course. For example, a grade of “A” earned in a three credit hour class would produce twelve grade points.

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

Your grade report and academic record (which is maintained in the Student Records office) includes semester and cumulative credit hours attempted, credit hours earned, grade points, and grade point average. Grades earned in courses transferred to KCC are NOT computed in the KCC grade point average.

The Grades of “P” and “N” (Pass and No 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, 299; Math 97, 98; Music 170; Physical Therapist Assistant 221, 224, 225, 226; 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.

The Grade of “I” (Incomplete)

The grade of “I” may be awarded only when the instructor has determined that illness, unavoidable absence, or extenuating circumstances will prevent you from completing all course requirements. At a minimum, you must have completed a majority of the coursework and have a passing grade at the time you request the “I” from your instructor. The instructor may state in the course syllabus a higher requirement for the amount of coursework completed to qualify for an “I.” Remaining course requirements must be completed within one calendar year of the end of the semester in which the “I” grade was assigned. It is your responsibility to make arrangements with the instructor issuing the grade for completion of remaining course requirements. If the course requirements are not completed, the “I” grade will remain on your academic record.

An “I” grade provides an opportunity to submit remaining materials and have your learning assessed, but does not ensure a course seat in a subsequent semester.

The Grade of “W” (Withdrawal)

If you drop from all or part of your course load after registering, but prior to the refund deadline, your academic record 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 the student’s academic record for each course withdrawal. During the final one-eighth (1/8) of the duration of a class, a grade of “F” (failure) will be entered on the student’s academic record for each class withdrawal.

If you stop attending class and do not formally submit a Course Withdrawal form or letter of notification to the College, the instructor will assign a final grade based upon your progress in the course.

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. Students 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 the course. Inquire at the Customer Service Office for the exact drop/add or seven-eighths date for your course.

The Grade of “G” (Progress)

In Study Skills and Math ONLY (STSK 98; MATH 97, 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 are required to repeat the developmental course.

A “G” in STSK 98 = retake STSK 98

A “G” in MATH 97 or 98 = retake MATH 97 or 98

Grade Reports

You may view your final grades on the Kellogg Registration Information System (KRIS), and print a copy of your final grades for your records.

Academic/Grade Appeals

Any questions concerning the receipt of a final 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 or director of the department, management of the program which offers the course, and/or the dean of the division which sponsors the course. Follow the Student Grade Complaint Procedure section of this handbook.

If a satisfactory solution related to the questioned grade cannot be reached, you may submit a written appeal to the Academic/Refund Appeals Committee, c/o Registrar, Kellogg Community College, 450 North Avenue, Battle Creek, MI 49017-3397. An appeal form is also available at all registration sites and online at <http://www.kellogg.edu/registrar/refund.html>. The written appeal must be submitted within three years of the date when the grade was assigned. The Committee will respond to you in writing.

Course Cancellations

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

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:

- The student determines the semester to begin Academic Fresh Start. A period of two years or more must have passed since the Academic Fresh Start point.
- 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.
- While the affected grades and credits are excluded from transcript calculations, they remain as part of the official transcript.
- This is a one-time request that cannot be reversed.
- The Academic Fresh Start policy is a Kellogg Community College policy and does not affect the considerations of transfer institutions.
- Courses for which grades have been excluded under this policy are not counted toward meeting graduation requirements for a KCC degree or certificate.
- 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.

Academic Probation Policy

Students whose cumulative GPA (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 Academic Support department.

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 Academic Support. 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.

Classification

Freshman - A student who has not yet successfully completed 24 semester hours of credit.

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

Residency

Your residency status is based on the taxing district in which you live, and the tuition you pay is based on your residency status. Residency is established at the end of the first week of the fall and spring semesters; and on June 15th for the summer semester. Your residency status as of that date remains in effect for that semester. Changes in your residency status made after this timeline will affect your tuition rate for the upcoming semester.

A **Resident** of the College district is defined as a citizen of the United States whose legal residence has been established within a Michigan city/township and corresponding school district as stated in the College catalog.

A **Non-Resident** of the College district is defined as a citizen of the United States whose legal residence has been established within the state of Michigan, but not within the College district.

An **Out-of-State** is defined as a citizen of the United States whose legal residence has been established outside the state of Michigan, except that residents of the state of Indiana shall be eligible for a tuition rate of \$1.00 per credit hour above the rate established for **Non-Resident**.

An **International Resident** is a non-citizen of the United States. If you are an alien who holds a valid Alien Registration Card (Permanent Resident Card), political asylum, or an "H," "E," or "L" visa and have documented this with the College, you are eligible for classification according to the definitions of residency stated above. You should be prepared to document your alien status at the time of registration.

When residency discrepancies are found, your residency status will be flagged and your tuition rate will automatically be adjusted. You will receive notification through the KCC e-mail system asking you to verify your residency status.

Registration

Registration completes the formal process of enrolling at KCC. Registration opens in April for summer semester classes, in May for fall semester classes, and in October for spring semester classes.

You may register on the Kellogg Registration Information System (KRIS) through the web at www.kellogg.edu, or you may register in person at any KCC site.

Schedule Adjustments

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 established time limits.

Refunds of Tuition and Fees

You will be granted a refund of paid tuition and fees if you officially drop a class (or classes) from the time of registration through the first 1/10 of the total number of calendar days over which the class meets. After the course begins, a fee of \$5.00 per course dropped will be charged. The refund period is calculated beginning with the first scheduled day of instruction and ending with the last scheduled day of instruction.

Specific refund deadline dates are available on KRIS or from the Customer Service Center, the Eastern Academic, Fehsenfeld, and Grahl Centers, and RMTC office.

Any currently enrolled student who is called for military duty shall, at their request, be dropped from all courses not completed without grade and be granted a refund of all tuition and fees paid upon presentation of a copy of military orders to personnel in the Customer Service Center at any campus site.

Students who register for a class that is cancelled by the College are eligible for a total refund of all paid tuition and fees.

In order to drop a class and receive a refund you must initiate an official class drop prior to the drop deadline. Deadline dates are available from KRIS, your instructor, or the Customer Service Center, the Eastern Academic, Fehsenfeld, and Grahl Centers, and RMTC office. College staff members are not responsible to submit schedule adjustments on behalf of the student. You may process schedule adjustments on the KRIS system. Schedule adjustments also may be submitted to the Customer Service Center, the Eastern Academic, Fehsenfeld, and Grahl Centers, and RMTC office.

After the drop deadline, dropped classes result in a withdrawal from the classes and the student will be responsible for all course charges.

Refund Appeals

If you have extenuating circumstances which occur during an academic semester, and you feel a refund of your tuition and fees is warranted, you may submit a refund appeal form with your written request and supporting documentation to the Academic/Refund Appeals Committee, c/o Registrar, Kellogg Community College, 450 North Avenue, Battle Creek, MI 49017-3397. Refund appeal forms are available at all registration sites, and online at <http://www.kellogg.edu/registrar/refund.html>. The written appeal must be submitted within three years of the date when the course was taken. The Committee will respond to you in writing.

Transfer of Credit

Transfer from KCC

A student who plans to transfer to a baccalaureate degree-granting college or university can usually complete the first two years at Kellogg Community College. Careful academic planning at KCC is necessary as many institutions have different requirements for similar programs.

To assure course work taken at KCC will transfer, a course equivalency guide is available in the Academic Advising Center. Each student planning to transfer is urged to consult with an academic advisor for academic planning prior to registering for classes. While the College will make every effort to give proper guidance, each student is responsible for his/her own class choices and for developing a program plan.

Transfer to KCC

Kellogg Community College will accept 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.

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.

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.

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 KCC Enrollment Services office. There is a fee for the service, and payment of that fee is the responsibility of the student.

Withdrawal from College

Withdrawal from college is defined as your formal termination of attendance in all classes in which you were registered. If you find it necessary to withdraw, you are encouraged to initiate the process by contacting an academic advisor in person, by telephone, or by mail. The official date of withdrawal will be designated as the date

on which completed forms are received by the College. Course withdrawal (the grade of “W”) is found in the Grading System section.

Administrative Initiated Withdrawal

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 (4) you have not met the prerequisite for the course or you have failed requirements to continue in a specific program of study.

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.

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.

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.

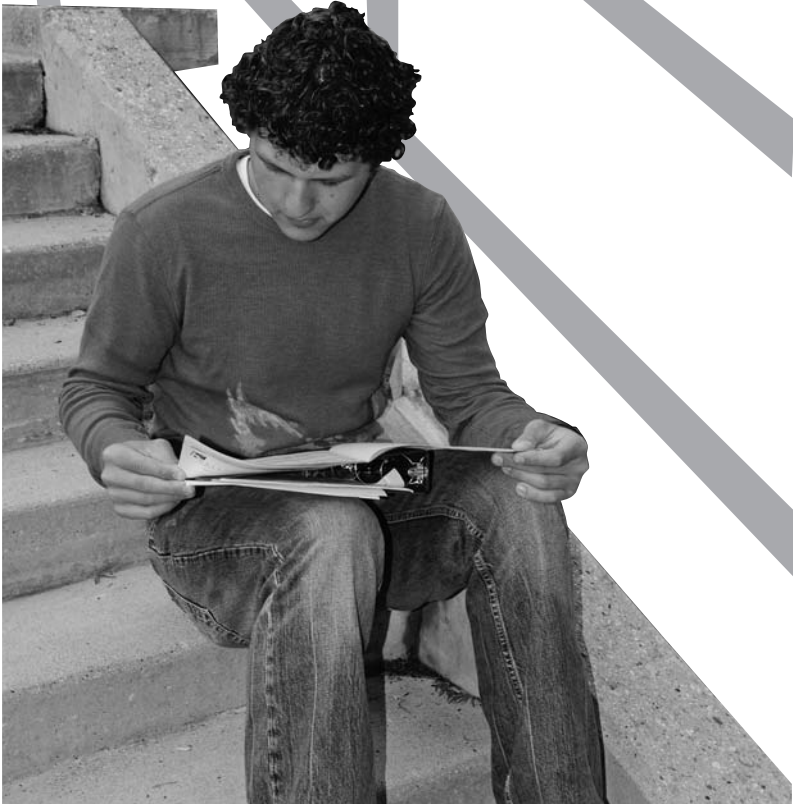
Repeated Courses

You may repeat any course previously taken at Kellogg Community College during any session in which it is offered. If a course is repeated for the purpose of improving the grade earned in the previous attempt(s), only the highest grade earned will be used toward meeting graduation requirements and in calculating your cumulative grade point average.

Generally, credit earned in a course may be applied toward graduation requirements only once; however, certain courses may be repeated for cumulative credit. Where this is possible, a notation is included within the course description printed in the College catalog.

The course entry for each attempt of a repeated 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 KCC.

Policies and Procedures



Campus Parking

All motor vehicles which operate within the boundaries of Kellogg Community College shall be subject to motor vehicle regulations of both the state of Michigan and KCC. All motor vehicles shall operate only on surfaced roadways and parking areas. Non-motorized conveyances are subject to the regulations of KCC.

Kellogg Community College provides free parking for student vehicles. Although there is ample parking at the Battle Creek campus, students may not always find convenient parking close to a specific facility. Therefore, students should plan to arrive early for classes and assume that they will need to walk across campus for classes. For convenience in traversing the campus, there is an enclosed, climate-controlled walkway.

The registered owner of a vehicle which is in violation of any College regulation shall be liable for any assessed fine. Vehicle owners are responsible for all tickets issued to a vehicle(s) on KCC property. This includes any or all vehicles registered to anyone in a student's household. Two (2) visitor/guest designated parking spaces along the circle drive are intended for guest speakers, consultants, and employment interviewees. The Office of Institutional Facilities and Public Safety will issue special permits for these spaces. The permit must be displayed in the front windshield and hung from the rear-view mirror. Requests for permits will be in writing, preferably e-mailed to facilities-workorders@kellogg.edu. Institutional Facilities and Public Safety will issue permits in advance for a specific date, and permits must bear an authorized signature from the office. Campus Security will issue citations to vehicles in these spaces without the proper permit, and vehicles will be towed at the owner's expense. An arrangement has been made with a local towing service to tow unauthorized vehicles.

Parking Regulations

1. Student motor vehicles may be parked in any surfaced parking area not designated as a staff area, reserved area, fire lane, handicapped parking, or other restricted area.
2. Vehicles shall be parked within limited spaces.
3. Motorized cycles shall be parked in the area designated specifically for this purpose.
4. Bicycles shall be parked only in bicycle racks provided. Bicycles are not permitted in buildings.
5. Parking on or over yellow lines is prohibited.
6. Parking on sidewalks or non-paved surface areas is prohibited.
7. All roadways and areas not specifically designated for parking are considered to be fire lanes and **MUST BE KEPT CLEAR AT ALL TIMES**.
8. The maximum speed permitted for any vehicle operated on campus is 15 m.p.h.
9. Any vehicle which remains unmoved for 48 consecutive hours shall be considered abandoned and subject to towing. Individuals who find it necessary to leave their vehicle on campus for long periods of time should inform the Campus Police Department (extension 4444) to preclude the possibility of towing.

10. Permits for a student to park in a “handicapped area” shall be issued by the Michigan Secretary of State’s office after adequate evidence of the physical handicap has been produced. Handicap permits are issued to specific drivers based on driver’s license number. Violations will be issued to individuals, who park in handicap spaces, and whose driver’s license does not match the handicap permit.
11. Parking in the “dental patient area” is limited to non-student patients only.

Violations and Fines

1. A ten dollar (\$10.00) fine will be assessed for the violation of any parking regulation. Unpaid fines for the violation(s) shall result in restrictions being placed on subsequent registrations.
2. Parking fines shall be paid in the Customer Service Center.
3. If a student accumulates six (6) or more unpaid parking tickets, his/her vehicle will be towed at the registered owners expense.
4. If a vehicle is removed, towing and storage charges will be assessed by the towing service.
5. Appeal(s) of any parking violation(s) must be presented in writing to the Chief, Law enforcement Department within five (5) working days of the alleged violation(s). Should an appeal of the Chief of Law Enforcement Department’s decision be necessary, the second step in the appeal process should be addressed to the Director of Institutional Facilities and Public Safety. The Director of Institutional Facilities and Public Safety’s decision is final.

Parking for Students with Disabilities (Battle Creek Campus)

1. Davidson Center parking area
2. Main parking lot in front of Roll Building
3. Lane-Thomas Building parking lot
4. Miller Building
5. Mawby Center
6. Central Street parking lot
7. Circle Drive

Parking for students with disabilities is also available at the Eastern Academic, Fehsenfeld, and Grahl Centers, and RMTC sites. All handicapped parking areas are identified with the standard handicapped sign. In order to park in the handicapped parking areas, a person must have a license plate indicating handicapped or a window permit issued by the state of Michigan.

The state of Michigan Traffic Code on Handicapped Parking reads as follows:

Section 8-30 Parking for Handicapped

In a space clearly identified by an appropriate sign as being reserved for use by the handicapped, which is on public property or private property available for public use, no person shall park a vehicle unless the person is handicapped or unless the person is parking the vehicle for the benefit of a handicapped person. A certificate of identification issued to a handicapped person shall be displayed on the lower left corner of the front windshield or a special registration plate issued to a handicapped

shall be displayed on the vehicle (as set forth in Public Act 19 of 1977, as amended). An appropriate sign shall consist of any lettered board or marking on the pavement, approved by the traffic engineer as to location, which is clearly visible and contains the use of the word “handicapped” or some derivative of such word or shall consist of the international symbol for a handicapped individual (Ord. 9-78 Passed 5-23-78).

Section 9-30 Penalties

Any provision of this uniform traffic code, which describes an act or omission which constitutes a civil infraction under the Michigan Vehicle Code.

Fines for violating handicap parking will be payable to City of Battle Creek Parking Violations Bureau. Fines range from \$100 to \$250.

If a vehicle is hindering a handicapped person’s mobility, is a nuisance or a traffic hazard, the vehicle can be impounded by police and towed at owner’s expense. If the parking ticket is not taken care of, the vehicle could eventually be impounded by Campus Police for non-payment of fines and possible suspension of the individual’s driver’s license.

The College will make every effort to provide the necessary parking for the handicapped. We ask the cooperation of all who drive a vehicle on the College campus to observe the regulation and refrain from parking in handicapped areas. Violations will result in invoking the ordinance as stated herein, with the cooperation of the City of Battle Creek.

Campus Regulations

A balanced social life for students is considered desirable, and with this in mind, standards have been adopted for the benefit of all students. All students are urged to assist in maintaining the social life of the College.

College social standards are never suspended, but are in operation throughout the entire College year. The College expects all students to conduct themselves according to acceptable social standards and to bring credit to the College and its students at all times.

KCC upholds all city, county, state, and federal laws and expects its students to abide by such regulations. Any student or group of students failing to observe either the general standards of conduct or any specific regulations adopted by the College; the laws enacted by federal, state, and local governments; or who act in a manner not in the best interest of fellow students of the College shall be liable to disciplinary action.

Specific guidelines are as follows:

1. The use of any drugs not prescribed by a physician, including intoxicating beverages, either during the College day, or evening, or prior to or while attending an on-campus function is cause for disciplinary action.
2. No firearms may be brought to the campus other than by local, state, or federal law enforcement officers.

3. The use of any tobacco product in any building on campus or locations other than approved areas (see smoking policy) is strictly prohibited
4. Campus law, like Michigan law, prohibits the possession and use of explosives and firecrackers on the KCC campus.
5. Physical violence, verbal attacks, and threats or other disruptive behavior of a student that takes place in class, on the campus, or while participating in a College-sponsored event may be cause for disciplinary action.
6. Stealing: Students are encouraged to care for their books and other valuables so as not to encourage stealing. If possible, no valuables should be left unattended, not even in a locker. Students who steal the property of the College or of other students jeopardize their student standing and face prosecution leading to fines and/or jail terms.
7. Gambling, Games, and Recreational Activities: Gambling is prohibited in or on College property. Games and recreational athletic activities are permitted only in buildings or on fields that have been designated for such activities.
8. Unlawful Assembly: The unauthorized assembly of persons which shall obstruct the free movement of any other person in any manner shall be prohibited. The appropriately authorized use by any individual or group of any room, building, or facility shall not be restricted by any other person or group.

College Vehicles

College vehicles may be requested by College organizations for approved travel when accompanied by the faculty sponsor. Any request for vehicle use must be accompanied by a properly completed “Travel Request form” submitted to the Office of Institutional Facilities and Public Safety. The faculty sponsor must sign this request, and the names of those who will be in the vehicle must be attached.

Confidentiality of Records

Student records that are maintained for you and about you, are used by the College to assist in your academic, personal, social, and vocational decisions. These records are maintained in compliance with the Family Educational Rights and Privacy Act of 1974. This legislation defines the following as “public directory information” and allows release of this information. You may elect not to have this information included in the College directories by submitting a written request to the Registrar’s office before the end of the first week of classes.

- student’s name and address
- telephone number
- full- or part-time status
- date and place of birth
- major field of study
- participation in officially-recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance
- degrees, honors, and awards received
- most recent previous educational agency or institution attended by the student

Even though, by law, this is considered “public” information, the College has had a long-standing policy of not releasing directory information unless for circumstances deemed appropriate by College officials.

Persons or agencies outside of the College will not have access to, nor will the College disclose any information (other than directory information) from, your records without your written consent. Personally identifiable information WILL BE disclosed without your written consent to qualified personnel within the College, such as persons or agencies providing you financial aid, to accrediting agencies pursuing an accrediting function; to comply with state or federal mandates; and in an emergency to protect your health or safety. Some of your coursework may be used internally by College personnel in assessing the College’s progress towards accomplishing specific program outcomes.

The College is not required by the Act to give access to financial information submitted by your parents or to confidential letters and recommendations associated with admissions, employment, or job placement. The College is not required to permit your inspection and review of confidential letters and recommendations placed in your file prior to January 1, 1975.

If you believe that your records contain information that is inaccurate or misleading, or is otherwise in violation of your privacy or other rights, you may discuss your concern informally with the person in charge of the records involved. If the decisions are in agreement with your request, the appropriate records will be amended. If not, you will be notified within a reasonable period of time that your records will not be amended. You will also be informed of your right to a formal hearing with the Vice President for Student Services.

Students who believe their rights have been abridged, or the institution has failed to comply with the requirements of the Family Educational Rights and Privacy Act of 1974, may file complaints with the Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202.

Social Security Number Privacy Notice: In order to improve instruction offered at Kellogg Community College and to meet reporting requirements of the Carl D. Perkins Vocational and Technical Education Act, Section 113, and other federally funded employment service program requirements, the College plans to use your Social Security Number (SSN) to access your wage record information from the State of Michigan, Employment Service Agency (ESA). ESA is the State agency that confidentially maintains this data. Your confidential wage data will be used by the College to compile reports that measure the effectiveness of federally funded vocational and technical education programs aimed at training, placement and retention of students in employment. Neither the College nor the State of Michigan will disclose your SSN or wage record data to any person or entity unless legally required to do so. Any personally identifying information or confidential data used to compile the reports will be destroyed by the College as soon as all required reporting has been completed, or when the information is no longer needed, whichever date comes first.

You may choose to notify the College that you do not wish to have your SSN used for the purpose described in this notice.

Various records are established by the College for each student and are maintained for specific purposes. A list of these records and the office in which they are located follows.

Academic Record

Your academic record lists all courses, grades, academic honors, and courses accepted in transfer to KCC. This record is maintained in the Records office under the supervision of the Registrar.

Admissions Documents

Your admissions documents include your application for admission, ACT results, high school transcript, acceptance letter, and other related materials. This file is maintained by the Admissions office.

Financial Aid File

This file may include FAFSA application results (FAFSA/SAR/ISIR); history of KCC academic progress; history of aid received while attending KCC; verification of program of study; correspondence that KCC has had with you; and organizations and agencies which were involved in your receipt of financial aid. The records mentioned above are housed in the Financial Aid office's secured files.

Placement File

Your placement file contains information that you have voluntarily chosen to include in a career credential file. This file is maintained in Student Employment Services, located in the lower level of the Student Center.

Public Information and Marketing

Kellogg Community College (KCC) reserves the right to use images and/or voices in photograph(s), video or audio recordings taken either in class or on the KCC campuses, of KCC students and/or their art/productions, in whole or part, for the purposes of instruction, advertising and promoting KCC and its programs. Students who do not wish to comply with this policy must notify the office of the Public Information and Marketing department in writing when they register.

Dress Code

Although Kellogg Community College does not have an official policy concerning student dress code, the students, faculty, and staff of the College take pride in exhibiting an appropriate and professional appearance while on campus and also representing the College. Therefore, all KCC students are expected to dress in an appropriate manner while on campus, in the classroom, and representing the College within the community.

Emergency Student Contact

The purpose of this policy is to provide guidance in regard to contacting students for emergencies. An emergency is defined as an extreme crisis such as a death in the family, an injury requiring hospitalization, or an emergency contact from child care facilities, etc.

Kellogg Community College will attempt to notify an enrolled student in the event of an emergency. All campus requests and telephone calls should be referred to the Chief of Law Enforcement or Vice President for Student Services' office during regular business hours. After hours and weekend contacts may be directed to campus security at 269-965-4147 or ext. 4444. The name of the person requesting the notification, the telephone number, relationship to the student, and the nature of the emergency must be provided. An attempt will be made by the College to deliver a message to the student. Due to scheduling issues and student attendance, the College cannot guarantee that the student will be notified of the emergency.

In accordance with data privacy, the location of the student and/or the student's class schedule will not be provided to the requesting person. The requesting person can be notified that the message was delivered, but they may not be provided any information about the student's class attendance.

Equal Opportunity

Kellogg Community College is an equal opportunity institution and does not discriminate on the basis of race, religion, color, national origin, gender, marital status, age, sexual orientation, or disability in its admission policy, educational programs, activities, or employment policies. If any student believes the College organization has inadequately applied these principles, he/she may contact one of the Equal Opportunity/Affirmative Action Officers: Director of Human Resources or Vice President for Instruction.

The Equal Opportunity/Affirmative Action Officer will discuss the nature of the grievance and explain the provisions of the grievance procedure. Students who have complaints not related to discrimination shall use the separate Student Grievance Procedure located in the Student Rights and Responsibilities and Student Code of Conduct section.

The Equal Opportunity Grievance Procedure, stated briefly, contains these steps:

1. Discussing the grievance with (a) the student's advisor and (b) the appropriate administrator to attempt to resolve the situation on an informal basis.
2. Stating the grievance in writing, requesting the Equal Opportunity Office to investigate, and attempting to resolve the matter.
3. Requesting a formal due process hearing before an impartial grievance committee should the matter remain unresolved.
4. Requesting a hearing before the Board of Trustees should the matter continue unresolved.
5. Appealing to outside agencies, if necessary.

Fundraising and Solicitation

Sponsoring agents, agencies, or individuals wishing to solicit funds or services from students on campus shall secure prior written authorization from the College Life Manager. Authorization to solicit shall be contingent upon interest to the student body and solicitation technique(s) which is (are) not offensive or disruptive. The soliciting agent, agency, or individual shall be clearly identified and be solely responsible for the conduct of the solicitation. Authorized solicitation shall be confined to outdoor areas of the campus and/or Student Center.

Students With Disabilities

Kellogg Community College offers assistance to students with disabilities. The College is committed in its compliance with the Americans With Disabilities Act and Section 504 of the Rehabilitation Act.

The Support Services department is responsible for the coordination of service for students with disabilities. Students must voluntarily identify themselves during the advising process as having a disability and make arrangements to supply the department with appropriate documentation. Students may contact the office at 269-965-4150 or e-mail us at supportservices@kellogg.edu. For additional information regarding disability assistance visit www.kellogg.edu/studserv/supportserv.html.

Qualified students with disabilities must provide documentation of their disability to receive any necessary academic modification and/or reasonable accommodation. Requests will be based upon the specific documentation. The student is responsible for contacting Support Services to review personal concerns and develop a plan for accommodation or modification.

The intent of providing special considerations for students with disabilities is to accommodate students' learning differences, not to change collegiate requirements. Even though the methods of evaluation may be different, the same standards for mastery of skills or information are applied to students with disabilities as to all other students.

Americans With Disabilities Act

Kellogg Community College does not discriminate in the admission or treatment of students on the basis of disability. The College is committed to compliance with the Americans With Disabilities Act and Section 504 of the Rehabilitation Act:

1. Section 202 of the 1990 Americans With Disabilities Act: "No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of the services, programs, or activities of any public entity, or be subject to discrimination by any such entity."
2. Section 504 of the 1973 Rehabilitation Act: "No otherwise qualified individual, with a disability as defined (herein) shall solely, by reason of his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

While ensuring the academic integrity of its programs, the College is dedicated to providing the reasonable accommodations needed to ensure equal access to educational opportunities for individuals with verified disabilities.

Support Services is responsible for the coordination of services to students with disabilities as defined by Section 504 of the Rehabilitation Act. This office is part of the Division of Student Services and is located in the Student Center. Please call 269-965-4150 or e-mail supportservices@kellogg.edu for more information or questions pertaining to your need for assistance.

Student Rights and Responsibilities and Student Code of Conduct

The statement of Student Rights and Responsibilities and the Student Code of Conduct for Kellogg Community College are a result of careful deliberations on the part of students, staff, faculty, and the Board of Trustees. The result is to ensure due process to all individuals and to give the College community a means to maintain a campus environment that is conducive to learning.

Student Rights and Responsibilities Statement

Kellogg Community College operates within the framework of a stated mission and the expectation of the community in which it is located. The College expects that students, while attending, will conduct themselves as responsible citizens of the community in which they live.

Students at Kellogg Community College have the same rights and protection under the Constitution of the United States and the State of Michigan as other citizens. These rights include freedom of speech, press, religion, and assembly. Students, as well as the College, are responsible for upholding the law and regulations governing the country, state, and local community. Enforcement of these laws is the responsibility of local, state, or federal law enforcement officials.

The rights of each person in a college environment carry with them a related responsibility — the responsibility to allow others to exercise their rights. A student's fundamental right is the right to learn, and the College has a responsibility to provide those protections, opportunities, and environments which promote learning. The student, in turn, has responsibilities to other members of the KCC community to refrain from interfering with the rights of others to learn and teach. If a student's conduct on campus is improper and deemed a potential threat to the College or the College community (employees, students, or visitors), the College reserves the right to take any action that is appropriate.

Student Code of Conduct

Prohibited Conduct

All Kellogg Community College regulations shall be construed so as not to abridge any student's constitutional rights of free expression of thought or opinion, free association, peaceable assembly, or the petition of authorities.

Any student who commits any of the following acts of misconduct shall be subject to disciplinary action by the College. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of the Student Code of Conduct. For example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution, proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

Acts of prohibited conduct include, but are not limited to, the following:

- A. **Academic Dishonesty** - All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and the acquisition without permission of tests or other academic materials. (See Academic Integrity Policy)
- B. **Alcoholic Beverages** - Consumption, possession, or under the influence of any alcoholic beverages, beer and/or wine on College premises or at College-sponsored activities either on or off campus.
- C. **Animals** - Animals are prohibited in College facilities, with the exception of specially trained and certified working service animals for persons with a documented disability. Appropriate documentation must be on file with Support Services. Animals, other than those previously mentioned, are not to be taken to classrooms, laboratories, or clinical sessions unless they are to take part in the education program.
- D. **Assault and Battery** - Intentionally or recklessly causing physical harm to any person on College premises or at College-sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm.
- E. **Children and Dependent Adults on Campus** – Any persons who bring with them a minor child or dependent adult to any College facility or property is responsible for the actions of the minor child or dependent adult. Minor children and dependent adults are not to be left unattended (including in automobiles) unless participating in a college-sponsored activity or program in which they are enrolled. These children and dependent adults may not be taken to classrooms, laboratories, testing, or clinical sessions unless they are to take part in the educational program. If children and dependent adults are left unattended or create a disturbance to the orderly functioning of the College, the person responsible will be required to remove them from campus. The College assumes no responsibility for the safety of children or dependent adults left unattended on its property.
- F. **Computer Misuse** - Unauthorized access or attempted access into College records or other students' computer work or any misuse of College computer facilities. Use of computer networks for sending or receiving illegal, pornographic, or threatening information. (See Acceptable Use of Technology.)
- G. **Counterfeiting, Altering, or Financial Irresponsibility** - Any forgery, alteration of, or unauthorized use of College forms, records, documents, or identification cards, including the giving of false information or withholding necessary information in connection with a student's admission, enrollment, or status at the College. This includes passing a worthless check, money order, or other method of payment to the College or to a member of the College community.
- H. **Discrimination** - Intentionally and substantially interfering with the freedom of others on College premises or at College-sponsored activities based on age, color,

disability, gender, height, weight, marital status, national origin, political affiliation, race, religion, sexual orientation, or veteran's status.

- I. **Disruptive Behavior** - Intentionally or recklessly interfering with normal College-sponsored activities, including, but not limited to, studying, teaching, research, College administration, designated areas of quiet activities, fire, security, or emergency services; or inciting others to commit disruptive behavior and any unauthorized occupancy of College facilities or access to or from such facilities.
- J. **Drugs** - Unlawful manufacture, distribution, dispensation, use, or possession of any controlled substance or illegal drug on College premises or at College-sponsored activities either on or off campus.
- K. **Endangerment** - Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on College premises or at College-sponsored activities.
- L. **Gambling** - Gambling on College premises or at College-sponsored events.
- M. **Harassment** - Intimidation or harassment of another student or staff member of the College, including but not limited to, sexual/racial harassment or threats, and may include verbal and/or physical actions. Intentionally making telephone calls to or from the College with intent to annoy, threaten, or harass another person. This includes stalking — following or appearing within the sight of another; approaching or confronting another individual in a public or private place; appearing at the workplace or residence of another; entering or remaining on an individual's property; contacting by telephone; or sending mail, including electronic mail. (See Harassment Policy/Procedure)
- N. **Skateboards, or Inline Skates** - Skateboards, rollerskates, and in-line skates are prohibited on the college premises.
- O. **Soliciting** - Selling or soliciting goods or services on campus without written permission from the supervising College official(s).
- P. **Student Facilities** - Food services, vending machines, public televisions, and public telephones are available at the campus for the enjoyment of students, faculty, and staff. Students are expected to act in a manner respectful of the rights of others to comfortably use the same facility.
- Q. **Theft** - Theft of property or of services on College premises or at College-sponsored activities. This includes tampering with vending machines and possession of stolen property on College premises or at College-sponsored activities.
- R. **Tobacco** - Use of tobacco products in any College facility or within 25 feet of entrances to College facilities.
- S. **Vandalism** - Intentionally or recklessly destroying or damaging the property of others on College premises or at College-sponsored activities. Unauthorized presence in or use of College premises, facilities, or property.
- T. **Violations of Sanctions** - Violation of the terms of an imposed disciplinary sanction or violation of the Student Code of Conduct while on disciplinary sanction.
- U. **Weapons** - Unauthorized use, including, but not limited to, possession or storage of any weapon, dangerous chemicals, explosive or incendiary devices on College premises or at College-sponsored activities either on or off campus.
- V. **Other Violations** - Violating any laws or regulations (federal, state, or local) or violating any published policies or regulations of Kellogg Community College including, but not limited to, those regarding access or departure from College buildings or structures, use of facilities, the College's Student Code of Conduct,

and other rules and regulations which may be enacted, published, or promulgated by the Board of Trustees or its designees.

Student Discipline - Due Process for Violation of the Student Code of Conduct

Complaint Procedure

The purpose of this complaint procedure is to provide a mechanism for resolving complaints against a student for violation of the Student Code of Conduct **except for complaints about violence and/or harassment.**

The complaint procedure shall be:

- **First Step** - All complaints shall be made to the Security office in writing.
- **Second Step** - The accused student will be notified of the complaint by the Vice President for Student Services or designee within 10 working days after the complaint was submitted.
- **Third Step** - The Vice President for Student Services or designee will interview the complainant and witnesses and pursue an informal resolution, which will be communicated to the involved students within 15 working days after the first interview with the accused student.
- **Fourth Step** - The Vice President for Student Services may initiate formal charges if it appears that a violation of the Student Code of Conduct did occur and no informal resolution was reached. In that case, the Vice President for Student Services will send a notice of the charge by certified mail to the accused student within 15 working days after the first interview with him/her and will forward a copy to the Vice President for Instruction.

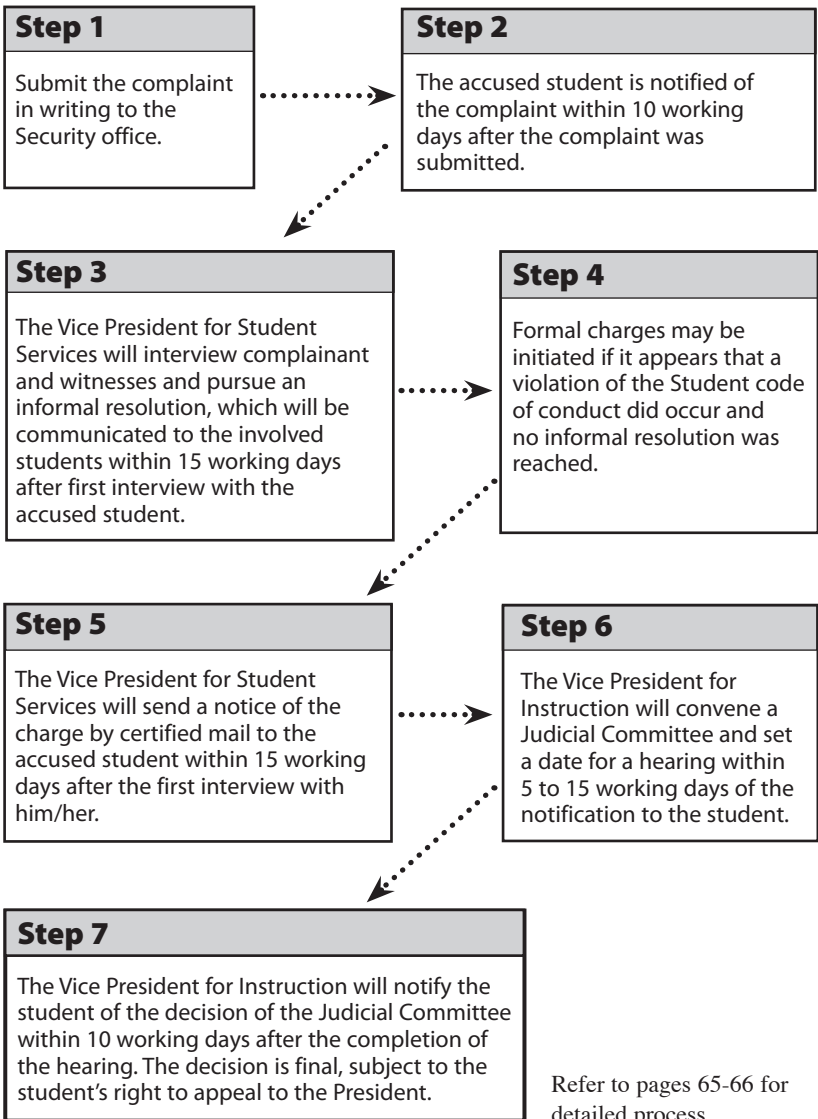
Charge Procedure

To the student charged with a violation, the Vice President for Student Services or designee shall send, by certified U.S. mail addressed to the student at his/her residence as it appears on the College records, a Notice of Charge which shall:

- Set out the alleged violation of the Student Code of Conduct
 - State the alleged actions or behavior
 - List the names of any witnesses intended to be called by the charging party
 - Advise the student of his or her rights and of the hearing procedure by attaching a copy of the hearing procedure to the letter
1. The Judicial Committee will consist of one administrator, two faculty members, and three currently enrolled students. Committee members will be selected by the President of the College as the need arises. No person who is personally involved in a particular case will be a member of the Judicial Board to hear that case.
 2. When a case is referred to the Judicial Committee, this committee will promptly fix a date for the hearing to be held between five (5) and fifteen (15) business days of the notification of the student of charges.
 3. The student will have the right to be assisted at the hearing by an advisor of his/her choice.
 4. The College administration will have the burden of proving the charges by a preponderance of the evidence.

5. The student will be given the opportunity to testify and to present evidence and witnesses. He/she will have an opportunity to hear and to question adverse witnesses.
6. Should a student elect to or fail to appear before the Judicial Committee, the hearing will be held in his/her absence.
7. The decision of the Judicial Committee will be based only upon evidence introduced in the hearing.
8. The student will not be required to testify against himself or herself.
9. A tape recording will be made at the hearing. The College will provide, when requested, one official copy of the proceedings to the student.
10. After the hearing, the Judicial Committee will prepare a written finding and decision. The Vice President for Instruction will notify the student of the decision of the Judicial Committee within 10 working days after the completion of the hearing and will forward a copy to the President.
11. The decision of the Judicial Committee will be final, subject only to the student's right to appeal.
12. The student may appeal to the President. This should be done by written request for review and reconsideration. (See Appeals Process)
13. As used in this procedure and the appeals process, "days" are those days (Monday through Friday) that the College is open for business.

Student Discipline - Due Process for Violation of the Student Code of Conduct



Sanctions

The primary purpose for the imposition of discipline in the College setting is to protect and preserve the campus community. Consistent with that purpose, reasonable efforts will be made to foster the personal and social development of those students who are held accountable for violations of the College's Student Code of Conduct or College policies and regulations.

No recommendation of the imposition of sanctions may be based solely upon the accused student's failure to answer charges or failure to appear at the hearing. In such cases, the evidence in support of the charges shall be presented and considered. The following corrective actions, singly or in combination, may be imposed when a student admits responsibility or is found to have violated the College policies and/or regulations and the Student Code of Conduct. Sanctions for violations of disciplinary regulations consist of:

- **Administrated Initiated Withdrawal** - A student may be administratively withdrawn from any course when it has been determined that his/her behavior has been disruptive or detrimental to the learning environment. A grade of "W" (withdrawal) will be recorded on the academic record of any course from which the student was administratively withdrawn.
- **Censure** - Written reprimand for violating specified regulations, including the possibility of receiving a more severe sanction in the event a violation of any College regulation or policy within a stated period of time. Copies of the reprimand may be sent to appropriate College offices and filed in the student's conduct file.
- **Dismissal** - Permanent separation of the student from the College. The student may also be barred from College premises.
- **Exclusion From College Facilities or Activities** - A student may be prohibited from attending a class, undertaking College employment, entering a building, participating in an extracurricular activity sponsored by the College, representing the College in an official capacity, running for or holding office in any student group or organization, being present in special areas of the campus, or using other services provided by the College. Such exclusion may be for a definite or indefinite period of time.
- **Interim Suspension** - The Vice President for Student Services or appointed designee may suspend a student for an interim period pending disciplinary proceedings; such interim suspension, to become immediately effective without prior notice, whenever there is the evidence that the continuing presence of the student on the College premises poses a substantial threat to the physical or emotional safety of any member of the College community, or that any personal or public property is jeopardized. A suspension of this type will last until the student discipline process complaint proceeding is resolved.
- **Probation** - Disciplinary probation means that a further violation may result in suspension or expulsion. Notification of disciplinary status will be sent to appropriate College offices and filed in the student's conduct file. Probation will be for a specified period of time. Conditions may be imposed.

- **Restitution** - The student is required to make payment to the College or to other persons, groups, or organizations for monetary damages incurred as a result of a violation of the Student Code of Conduct. When appropriate, restitution may take the form of appropriate community service or other compensation.
- **Suspension** - Separation of the student from the College for a specified period of time. The student shall not participate in any College-sponsored activity on or off campus and may be barred from College premises. Notification shall appear on the student's transcript and will be sent to appropriate College offices. A suspension may be made for any period up to one year.
- **Warning** - Notice given orally or in writing, that continuation or repetition of conduct may be the cause for more severe actions. A specific period of time may be stated.
- **Other Sanctions** - Other sanctions may be imposed instead of or in addition to those specified. For example, students may be required to attend seminars or enroll in specific behavior-related classes, or educational or rehabilitative programs, or be assigned work or community service or projects.

Harassment and Violence Policy and Procedures

Kellogg Community College is committed to providing an educational and work environment free from all forms of harassment and violence.

Kellogg Community College's implementation of a violence/harassment policy demonstrates its commitment to respect for all individuals and, where applicable, respect for the law. It is not just an issue of what is legal or illegal, but what is right and wrong, and how we treat each other, guests, employees, and students of the College. A well-developed violence/harassment policy can assist in promoting a quality educational environment, good working relationships, and help in preventing legal and financial problems.

This policy is not developed to police or monitor individuals, but rather to eliminate the threat of violence/harassment in the workplace and educational setting, and provide an avenue of recourse for those individuals who are subjected to threatening, violent, or harassing behavior. A strong violence/harassment policy, supported by top administration and the Board of Trustees, may prevent and resolve most instances of violence and harassment.

In addition to a violence/harassment policy, the best defense against violence and harassment within the College begins with the education of its members, and the raising of the level of awareness of violence and harassment issues. Too often individuals do not have an accurate understanding of what constitutes violence and harassment. What appears to be innocent or insignificant to one individual may not be to another.

Violence/Harassment Policy

Kellogg Community College is committed to providing an educational and work environment free from all forms of violence and harassment including sexual harassment.

Therefore, the policy of Kellogg Community College is no tolerance to all forms of violence, harassment, and other forms of abusive behavior, physical or verbal, by employees, students, or the public on its property, in its facilities, or elsewhere, when conducting its business. All claims will be investigated and appropriate action taken.

The College will take all reasonable steps to prevent or eliminate harassment or violence within the College. It includes employee to employee, employer to student, student to employer, student to student, and by or against non-employees who have contact with employees and students.

Harassment Based Upon Race, Color, Religion, Gender, National Origin, Age, Disability, Height, Weight, Marital Status, Sexual Orientation, and Veteran Status

Harassment includes, but is not restricted to, harassment based on race, color, religion, gender (distinguished from sexual harassment), national origin, age and disability (and as such violates Title VII of the Civil Rights Act of 1964, the Age Discrimination and Employment Act, the Americans with Disabilities Act, Title IX of the Education Amendment of 1972, and the Rehabilitation Act of 1977), height, weight, marital status, sexual orientation, and veteran status. Harassment includes verbal or physical conduct that shows hostility, threat, or aversion toward an individual for any of the above stated reasons because of himself/herself or that of his/her relatives, friends, or associates, and that:

- has the purpose or effect of creating an intimidating, hostile, or offensive work or classroom environment;
- has the purpose or effect of reasonably interfering with an individual's work or class room performance; or
- otherwise adversely affects an individual's employment or educational opportunities.

Harassing conduct includes, but is not limited to, the following:

- epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, religion, gender, national origin, age, disability, height, weight, marital status, sexual orientation, and veteran status; and
- written or graphic material that denigrates or shows hostility toward an individual or group because of these reasons and that is placed on walls, bulletin boards, computer network, or elsewhere on Kellogg Community College's premises, or circulated on the campus.

The standard for determining whether verbal or physical conduct relating to any of these factors is sufficiently severe or pervasive to create a hostile or abusive environment is whether a reasonable person in the same or similar circumstances would find the conduct intimidating, hostile, or abusive.

Sexual Harassment

Sexual harassment of Kellogg Community College employees and students is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational status or opportunity
- submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment

Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones. It is unwelcome behavior if the recipient did not initiate it and regards it as offensive.

This includes, but is not limited to:

- written contact, such as sexually suggestive or obscene letters or notes
- verbal harassment, including making sexual comments about a person's clothing, body, or sexual activities; telling sexual jokes or stories; sexual innuendos; whispering; asking or telling about sexual fantasies; obscene gestures; using demeaning or inappropriate terms, such as "Babe;" or using crude and offensive language
- physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing, or touching oneself in a sexual manner in front of another person
- non-verbal harassment such as leering or staring at another's body; gesturing or displaying sexually-suggestive objects, pictures, posters, or magazines

Sexual harassment includes continuing to express sexual or social interest after being informed directly that the interest is unwelcome. Also included is the use of sexual behavior to control, influence, or affect career, salary, classroom, or work environment of an individual in such a way as it would reasonably be and is perceived as hostile or abusive.

Sexual harassment does not refer to occasional compliments. It refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students.

Threat of Violence

Threat of violence is any overt or threatened abusive behavior, physical or verbal, by an employee, student, or member of the public on the campus or elsewhere when conducting College business. It consists of physical contact, threats of physical contact, or harm and harassment for any reason.

Complaint Procedure and Investigation for Violence and/or Harassment

Options available to the student complainant are:

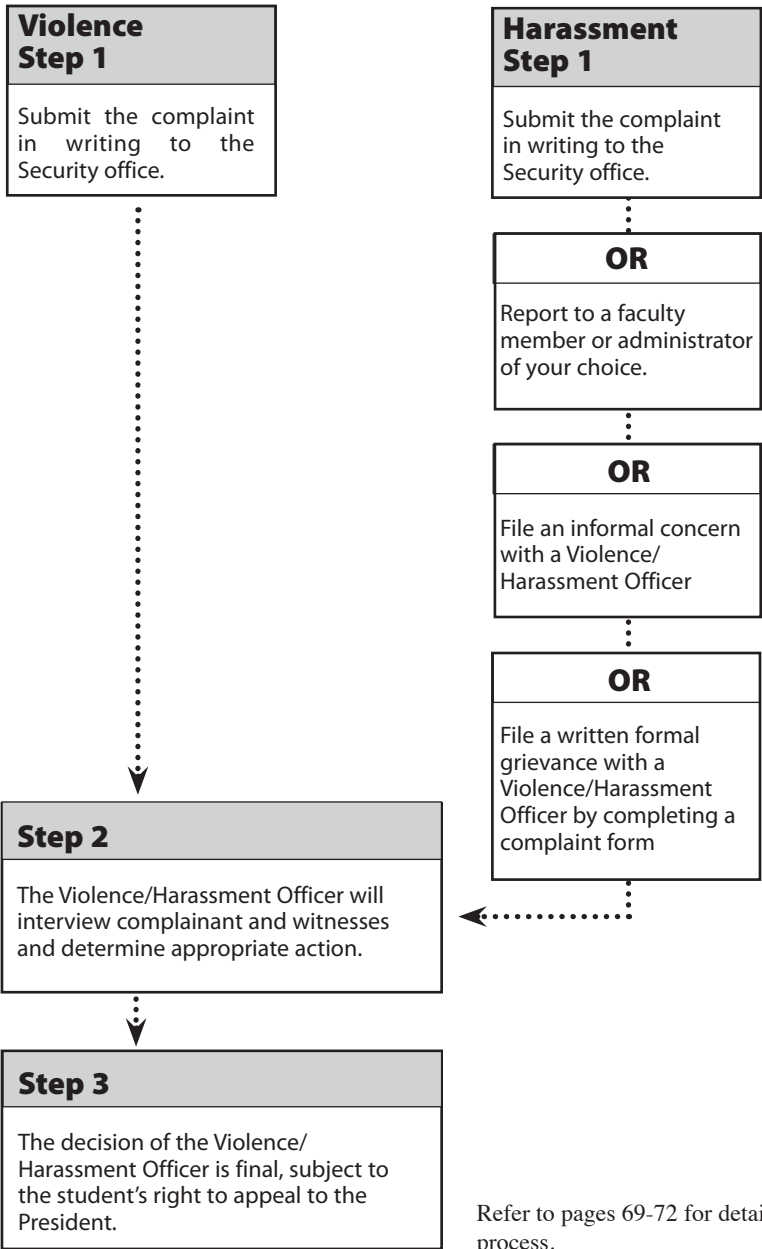
1. If the alleged student aggressor poses a substantial threat to the physical or emotional safety of any member of the College community, that person may be suspended for an interim period pending investigation and/or College disciplinary proceedings. During this period, the student may be denied access to the campus (including being barred from classes). Either the Violence/Harassment Officer

or the Vice President for Student Services is authorized to impose the interim suspension.

2. Report an incident of harassment to the faculty member or administrator of your choice. **That person then has the responsibility to report the incident to a Violence/Harassment Officer** (Vice President for Instruction or Director of Human Resources), who will contact the complainant for an interview.
3. File an informal concern with a Violence/Harassment Officer, who will interview the student and promptly conduct an informal investigation of the complaint.
4. File a written formal grievance with a Violence/Harassment Officer, who will interview the student, promptly investigate the complaint, and take whatever action is necessary. A report concerning the action to be taken will be given to the complainant and the accused.

The Violence/Harassment Officer will promptly investigate complaints involving violations of the College harassment and violence policies and determine the appropriate action to be taken. The student may appeal to the President of the College by writing a request for review and reconsideration of the judgement of the Violence/Harassment Officer.

Complaint Procedure and Investigation for Violation of the Violence and/or Harassment Policies



Policies

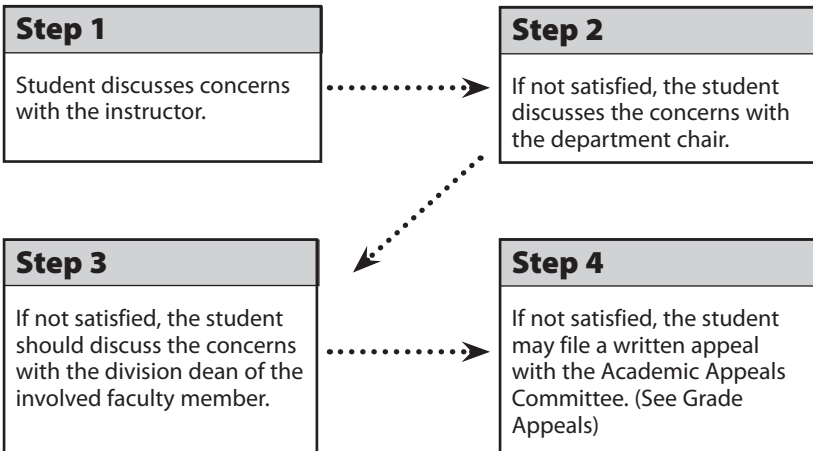
Refer to pages 69-72 for detailed process.

Student Grade Complaint Procedure

The process consists of the following steps:

- **First Step** - Student discusses concerns with the course instructor.
- **Second Step** - If the first step does not resolve the issue or grade appeal, the student discusses the concern with the department chair of the involved faculty member. After discussion with the student and/or the instructor, the department chair may either resolve the issue or suggest to the student that there is no basis to the issue or concern for the grade appeal.
- **Third Step** - If the student wishes to pursue the issue or grade appeal, he/she should discuss the concern with the division dean of the involved faculty member.
- **Fourth Step** - If an unsatisfactory solution has been reached through the third step of this process, the student may file a written appeal with the Academic Appeals Committee. 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.

Student Grade Complaint Procedure



All parties to be notified of any action during the entire process. The student may terminate this process at any point.

Policy on Academic Integrity

Ethical conduct is the obligation of every member of the Kellogg Community College community. Breaches of academic integrity constitute serious breaches of ethical conduct. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. This policy demonstrates the College's concern for academic integrity and guarantees a fair procedure for handling these concerns.

The definitions and guidelines presented here represent specific policy for the entire institution, but individual faculty members are encouraged to clarify in their course outlines any policies or procedures particular to their course. Academic honesty is, nonetheless, always assumed in an educational institution whether specifically stated or not.

Violations of Academic Integrity

The following acts of misconduct are subject to disciplinary action. The examples provided are illustrative and do not necessarily exhaust the scope of these violations.

- **Cheating** - Cheating includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
- **Denying Others Access to Information or Material** - It is a violation of academic integrity to deny others access to scholarly resources or to deliberately impede the progress of another student. Examples of offenses of this type include giving other students false or misleading information, making library material unavailable to others by stealing or defacing books or journals or by deliberately misplacing or destroying reserved materials, stealing another's paper or project, or altering computer files that belong to another.
- **Fabrication** - Fabrication is the falsification or citation in an academic exercise. "Invented" information may not be used in any laboratory experiment or other academic exercise without authorization from the instructor. For example, it is improper to analyze one sample in an experiment and covertly "invent" data based on that single experiment for several more required analyses.
- **Facilitating Academic Dishonesty** - Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity.
- **Plagiarism** - Plagiarism is the representation of the words or ideas of another as one's own in any academic exercise. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be promptly cited in the text or in a footnote. Acknowledgment is required when material from another source is paraphrased or summarized in whole or in part in one's own work. The correct form for documenting direct quotations and for acknowledging paraphrased material may be found in numerous writing manuals or handbooks. The faculty in English at Kellogg Community College endorse the

MLA style which is incorporated into and explained in several texts available in the College Bookstore or library. Other styles include the Kate L. Turabian Students' Guide for Writing College Papers and the Publication Manual of the American Psychological Association. Please ask your instructor for guidance in selecting a style for documenting the words or ideas of another person.

Academic Discipline Procedure

Procedures in cases of academic integrity infractions will begin with the individual instructor who has reason to believe an incident has occurred. The instructor must first review the information and determine whether there is sufficient reason to proceed with the charge of academic integrity violation. If the instructor determines to proceed, they must communicate, in writing, the charge to the student with a copy to the instructor's chair or director.

If the student admits his or her guilt and accepts and completes the penalty prescribed by the instructor, the matter is resolved, and a copy of the incident report detailing the allegations, the student's response, and the penalty must be sent to and filed with the appropriate chair or director and the Vice President for Student Services office. Penalties imposed by the instructor fall within the confines of the course, i.e., failure of the assignment, requirement of an alternate assignment, or failure of the course. Dismissal from the program or suspension from the college are actions outside of the instructor's purview and must be dealt with by the appropriate department chair or director.

If the student maintains his or her innocence, the instructor will apply the penalty and refer the student to the appropriate chair or directors who shall process the matter as a student appealed violation of the Student Code of Conduct.

Appeal Process

A complainant or student cited may appeal the decision of the Vice President for Instruction, serving as Chair of the Judicial Committee, to the President. The request for appeal must be in writing and must be forwarded to the Vice President for Instruction within ten (10) business days of the decision rendered. Failure to file an appeal will render the decision final and conclusive.

The basis for an appeal must be one of the following:

- The student's right of due process under the Student Code of Conduct was violated.
- Consider whether the decision reached regarding the student charged with a violation was based on sufficient evidence.
- Inconsistent or overly severe imposed sanction.
- Consider new evidence which is sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

The President may:

- Affirm the finding and the sanction imposed by the Student/Faculty Judicial Board.
- Affirm the finding and reduce, but not eliminate, the sanction. Sanctions may only be reduced if found to be grossly disproportionate to the offense.

- Remand (order back) the case to the original Student/Faculty Judicial Board. Cases may be remanded if specified procedural errors or errors in interpretation of College regulations or policy were so substantial as to effectively deny a fair hearing, or if new and significant evidence became available which could not have been discovered before or during the original hearing.
- Cases may be dismissed if the finding is held to be arbitrary and capricious.

On appeal the decision of the President shall be final and conclusive.

Student Complaint Procedure Regarding Non-Grade Issues

The purpose of this student complaint procedure is to provide a mechanism for resolving student complaints against faculty, staff, and administrators concerning the following:

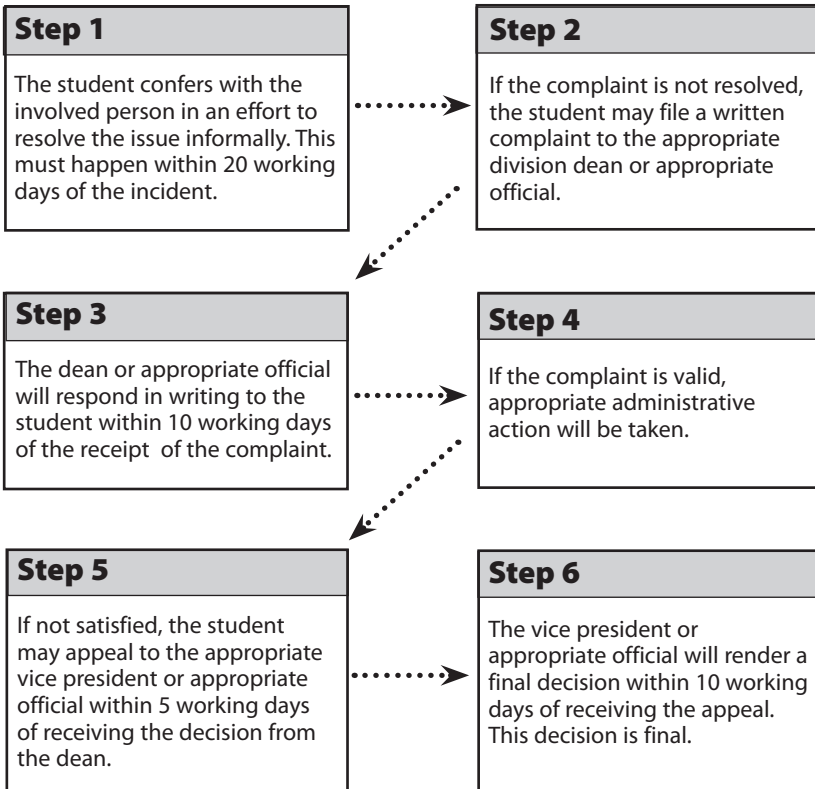
- Discrimination or intimidating treatment, including harassment on the basis of race, gender, age, weight, height, religion, sexual orientation, national origin, and/or disability, including but not limited to the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendment of 1972.
- Any other seemingly arbitrary, capricious, unreasonable, or unprofessional conduct toward a student or group of students by a faculty or staff member, or an administrative officer of the College.

The complaint procedure shall be:

- **First Step** - The student confers with the involved person in an effort to resolve the issue informally. This meeting must take place within twenty (20) working days of the incident which generated the complaint. **In instances of harassment, refer to the section entitled Student Complaint Procedures (Harassment).**
- **Second Step** - If the complaint is not resolved at the informal conference, the student may file a written complaint with the appropriate division dean. The complaint should be in writing and detailed. The division dean will send a copy of the complaint to the Vice President for Instruction or the Vice President for Student Services. The division dean will also inform the Vice President for Instruction or the Vice President for Student Services of the status and progress of the complaint at each stage in the process.
- **Third Step** - The division dean will acknowledge receipt of the complaint, explain the complaint process to the student, conduct an investigation, and attempt to resolve the complaint. The dean should respond in writing to the student with the results of his/her investigation within ten (10) working days of receipt of the complaint.
- **Fourth Step** - If the complaint is valid, appropriate administrative action will ensue. Such administrative action is not public information, except when disclosure is compelled by law. If the dean's written statement is unsatisfactory to the student, the student may appeal to the appropriate vice president within five (5) business days of receiving the decision from the division dean.
- **Fifth Step** - The vice president will render a final decision within ten (10) business days of receiving the appeal. If the vice president was involved with the second step, then an appeal to the College President is permitted. Such an appeal must be filed in writing with the President's office within five (5) business days of

the student being notified of the Vice President’s decision. The President is to respond to the appeal within ten (10) days of receiving the written complaint. The President’s decision is final.

Student Complaint Procedure Regarding Non-Grade Issues



The student may terminate this process at any point. In instances of harassment, refer to the section Student Complaint Procedures (Harassment).

Refer to pages 77-78 for detailed process.

Acceptable Use of Technology Policy

Kellogg Community College's Acceptable Use of Technology Policy describes the responsibilities assumed when college computer systems or the college network are used by faculty, staff or students. This policy is described for students below. Please refer to complete policy at www.kellogg.edu/about/aup.html.

The College has a variety of computer systems which are provided for the use of students in support of the programs of the College and are to be used for education, research, academic development, and public service only. Commercial uses are specifically excluded. All students are responsible for seeing that the computing facilities are used in an effective, efficient, ethical, and lawful manner. Use of these computer systems acknowledges agreement to comply with the Acceptable Use of Technology Policy.

The College reserves all rights, including termination of services, to its computing resources. These procedures shall not be construed as a waiver of any rights of the College, nor shall they conflict with applicable acts of law. Students have rights that may be protected by College policy and Federal, State, and local laws.

The student is responsible for proper use of the system, including any password protection. An account assigned to a student must not be used by others without written permission from the system administrator. If a student provides his or her password to others, then he/she is responsible for the consequences of its use.

Students are responsible for maintaining the following:

- A. **An environment in which access to all College computing resources** is shared equitably among users.
- B. **An environment conducive to learning.** A student who uses the College's computer systems to threaten, harass, or make defamatory remarks shall bear full responsibility for his or her actions. Further, by using these systems, students agree that individuals who transmit such remarks shall bear sole responsibility for their actions.

Many of the College computer systems provide access to outside networks, both public and private, which furnish electronic mail, information services, bulletin boards, conferences, etc. Students are advised that they may encounter material which may be considered offensive or objectionable in nature or content. Students are further advised the College does not assume responsibility for the contents of any of these outside networks. The student agrees to comply with the acceptable use guidelines for whichever outside networks or services they may access through the College systems. Further, the student agrees to follow proper etiquette on outside networks.

The student agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading. The student agrees that if they do transmit or cause to be transmitted, a message that is inconsistent

with an environment conducive to learning or with a misleading origination, they will be solely accountable for the message, not Kellogg Community College, which is acting as the information carrier.

- C. **An environment free of illegal or malicious acts.** Any attempt to increase the level of access to which the student is authorized or any attempt to deprive other authorized users of resources or access to any College computer system shall be regarded as malicious.
- D. **A secure environment.** Any student who finds a possible security lapse on any system is obliged to report it to the system administrators. The system must not be used until the system administrators or designee has investigated the problem. Knowledge of passwords or loopholes in the computer security system shall not be used to damage computing resources, obtain extra resources, take resources from another user, gain unauthorized access to resources, or otherwise make use of computing resources for which proper authorization has not been given.
- E. **Backup of one's own data.**

While reasonable attempts are made to ensure the privacy of students' accounts and electronic mail, privacy is not guaranteed. The College is subject to laws and regulations that require the release of information under certain circumstances. Student privacy rights are detailed under the Confidentiality of Records section. When performing maintenance, the College reserves the right to access all information on College computer systems. Any violations discovered will be reported immediately. The College's programs and files are confidential unless they have been made available, with written permission, to authorized individuals.

Computer systems (such as e-mail) are intended for college-related activities. Fraudulent, threatening, harassing, or obscene messages and/or materials are not to be sent or stored. Inappropriate mass mailing (for example, spamming or phishing) are prohibited. Creation or intentional distribution of computer viruses, worms, or Trojan Horses is prohibited. Unauthorized access to or denial of service attacks on any computer system shall not be attempted.

No one shall deliberately attempt to degrade the performance of a computer system or network, or to deprive authorized personnel of resources or access to any college computer system. System administrators may limit activities that could degrade the performance of computer systems or networks.

The use of the College network to violate copyright law is prohibited, including violation by the use of personal computers and other devices connected to the college network. Specifically, the use of any peer-to-peer file sharing software that copies and distributes copyrighted works (e.g. music, videos, software, games), without the permission of the copyright owner, is a violation of copyright law and is prohibited on any device using the college network. For information on legal alternatives to file sharing, please see <http://www.kellogg.edu/about/p2palternatives.html>. Computer software protected by copyright is not to be copied using campus computing facilities, except as permitted by law or by contract with owner of the copyright. Materials on computer systems are copyrighted unless stated otherwise. Students using

College's computer systems agree to follow guidelines for use of copyrighted materials. Interference with measures used by copyright holders to protect copyrighted works is prohibited. Students storing materials copyrighted by others on College computer systems or displaying the materials through College web pages must comply with copyright laws and guidelines.

An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these guidelines. Such suspected violations will be confidentially reported to the system administrators. Violations of these guidelines will be dealt with in the same manner as violations of other College guidelines and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including but not limited to the loss of computer use and/or account privileges, dismissal or expulsion from the College, and legal actions. Violation of the above guidelines may constitute a criminal offense and result in referral to the appropriate agency. Unacceptable use is prohibited, and is grounds for loss of computing and/or account privileges subject to college policy and/or legal sanctions under Federal, State, and local laws.

The full policy is available at www.kellogg.edu/kccpages/aup.html.

Copyright Statement

Kellogg Community College is obligated by federal law to inform its students of its policies and sanctions related to copyright infringement. Copyright can be defined as a "form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of 'original works of authorship,' including literary, dramatic, musical, artistic, and certain other intellectual works" (United States Copyright Office, <http://www.copyright.gov>). Generally, the law prevents you from using the creative works of others without their permission such as course presentations and materials. KCC students, faculty and staff are expected to respect the rights of copyright owners and comply with copyright law.

One exception to copyright protection is the principle of "fair use" (section 107 of the 1976 Copyright Act). This allows very limited use of copyrighted materials for educational purposes. Check with your instructor or librarian if you are uncertain whether your use of copyrighted material is "fair use." Where incidents are found to be in violation of copyright law, the College will exercise its rights and obligation to take appropriate action. The action could include sanctions as stated in Sanctions section of this Handbook, and could include notification of law enforcement or copyright owners of the violation.

Smoking and Tobacco Policy

All Kellogg Community College facilities are tobacco-free pursuant to, Part 126 of the Public Health Code, PA 368 of 1978. In addition, the College adheres to the Calhoun County Clean Air Act, which prohibits smoking in public places, places of employment and places of recreation, at all its campus locations. Smoking, including the use of e-cigarettes, is only permitted in the following locations:

1. **North Avenue Campus:**
Picnic table between Davidson and Lane Thomas
West side of Binda Performing Arts Center
South corner of outdoor seating area west of Roll Building main entrance
Rear of the Miller Gym
Center of covered parking area at Mawby center
Private vehicles
2. **RMTC**
Picnic table at south end of building
Private vehicles
3. **Grahl Center:**
Northeast corner of garage
Private vehicles
4. **Fehsenfeld Center:**
Paved area at south side of garage
Private vehicles
5. **Eastern Academic Center:**
Paved area at rear (east side) of building
Private vehicles

Chemical Dependency

The Drug Free Schools and Communities Act of 1965 (HEA), as amended by the Drug Free Schools and Communities Act Amendments of 1989 (Pub. L. 101-226) (20 U.S.C. section 1145g), requires Kellogg Community College to inform each new student of the following:

1. The standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on its property or as part of any of its activities;
2. A description of the applicable legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available in our community; and
5. A statement that Kellogg Community College will impose disciplinary sanctions on students for not following the standards of conduct described in #1 above.

The requirements of this act are consistent with Kellogg Community College's concerns about the effects of drugs and alcohol, our concerns for individual students, and for the potential harm the use of drugs may cause to our College.

You are hereby advised of the following policy which has been approved by the College Board of Trustees:

1. "The use of any drugs not prescribed by a doctor including intoxicating beverages either during the College day or evening or prior to or while attending an on-campus function is cause for disciplinary action" which may include suspension and/or expulsion from College.

2. “KCC upholds all city, state, and federal laws and expects its students to abide by such regulations. Any student or group of students failing to observe either the general standards of conduct or any specific regulations adopted by the College; the laws enacted by federal, state, and local governments; or who act in a manner not in the best interest of fellow students of the College shall be liable to disciplinary action.” A copy of the applicable legal sanctions under local, state and federal law for the unlawful possession or distribution of illicit drugs and alcohol is listed herein and available at the Circulation Desk of the Learning Resource Center and the Academic Advising Office. Or as follows:
 - Federal Sanctions — www.usa.gov
 - State Sanctions — www.mich.gov
 - Local Sanctions — www.amlegal.com/battle_creek_mi/
3. “Kellogg Community College recognizes that chemical dependency is an illness which needs to be treated.” Chemical dependency may decrease the effectiveness of individuals on our campus. A resource book of local agencies is available to students through the Academic Advising Center. A comprehensive Referral Directory is available at the Circulation Desk of the Learning Resource Center.

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. 2 or More Prior Offenses: Life imprisonment
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture	100 gm or more pure or 1 kg or more mixture		
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual		
Flunitrazepam (Schedule IV)	1 gm or more			
Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (Schedule IV)	30 to 999 mgs	Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual		
All other Schedule IV drugs	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (Schedule IV)	Less than 30 mgs	Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

Federal Trafficking Penalties — Marijuana			
DRUG	QUANTITY	1st OFFENCE	2nd OFFENCE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$4 million if an individual, \$10 million if other than an individual 	<ul style="list-style-type: none"> • Not less than 20 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> • Not less than 5 years, not more than 40 years • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$2 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> • Not more than 20 years • If death or serious injury, not less than 20 years, not more than life • Fine \$1 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> • Not more than 30 years • If death or serious injury, mandatory life • Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> • Not more than 5 years • Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> • Not more than 10 years • Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

Information as of February 2011
Source: U.S. Department of Justice
Drug Enforcement Administration

DRUGS OF ABUSE

USES & EFFECTS

Drugs/CSA Schedules	Trade or Other Names	Medical Uses	Dependence	
			Physical	Psychological
NARCOTICS				
Heroin	I Diamorphine, Horse, Smack, Black tar, Chiva, Negra (black tar)	None in US, analgesic, antitussive	High	High
Morphine	II MS-Contin, Roxanol, Oramorph SR, MSIR	Analgesic	High	High
Hydrocodone	II, Product III, V Hydrocodone w/Acetaminophen, Vicodin, Vicoprofen, Tussionex, Lortab	Analgesic, antitussive	High	High
Hydromorphone	II Dilaudid	Analgesic	High	High
Oxycodone	II Roxicet, Oxycodone w/Acetaminophen, OxyContin, Endocet, Percocet, Percodan	Analgesic	High	High
Codeine	II Product III, IV Acetaminophen Guaifenesin or Promethazine w/Codeine, Fiorinal, Fioricet, Tylenol w/Codeine	Analgesic, antitussive	Moderate	Moderate
Other Narcotics	II III IV Fentanyl, Demerol, Methadone, Darvon, Stadol, Talwin, Paregoric, Buprenex	Analgesic, antiarrheal, antitussive	High-Low	High-Low
DEPRESSANTS				
gamma Hydroxybutric Acid	I Product III GHB, Liquid Ecstasy, Liquid X, Sodium Oxybate, Xyrem®	None in US, anesthetic	Moderate	Moderate
Benzodiazepines	IV Valium, Xanax, Halcion, Ativan, Restoril, Rohypnol (Rohies, R-2), Klonopin	Antianxiety, sedative, anticonvulsant, hypnotic, muscle relaxant	Moderate	Moderate
Other Depressants	I II III IV Ambien, Sonata, Meprobamate, Chloral Hydrate, Barbiturates, Metaqualone (Quaalude)	Antianxiety, sedative hypnotic	Moderate	Moderate
STIMULANTS				
Cocaine	II Coke, Flake, Snow, Crack Coca, Blanca, Perico, Nieve, Soda	Local anesthetic	Possible	High
Amphetamine/ Methamphetamine	II Crank, Ice, Cristal, Krystal, Meth, Speed, Adderall, Dexedrine, Desoxyn	Attention deficit/hyperactivity disorder, narcolepsy, weight control	Possible	High
Methylphenidate	II Ritalin (Illy's), Concerta, Focalin, Metadate	Attention deficit disorders, narcolepsy	Possible	High
Other Stimulants	III IV Adipex P, Ionamin, Prelu2, Didrex, Provigil	Vaso-constrictor	Possible	Moderate
HALLUCINOGENS				
MDMA and Analogs	I (Ecstasy, XTC, Adam), MDA (Love Drug), MDEA (Eve), MBDB	None	None	Moderate
LSD	I Acid, Microdot, Sunshine, Boomers	None	None	Unknown
Phencyclidine and Analogs	I II III PCP, Angel, Dust, Hog, Loveboat, Ketamine (Special K), PCE, PCPy, TCP	Anesthetic (Ketamine)	Possible	High
Other Hallucinogens	I Psilocybe mushrooms, Mescaline, Peyote Cactus, Ayahuasca, DMT, Dextromethophan (DXM)	None	None	None
CANNABIS				
Marijuana	I Pot, Grass, Reefer, Blunts, Sinsemilla, Mota, Yerba, Grifa	None	Unknown	Moderate
Tetrahydrocannabinol	I Product III THC, Marinol	Antinauseant, appetite stimulant	Yes	Moderate
Hashish and Hashish Oil	I Hash, Hash oil	None	Unknown	Moderate
ANABOLIC STEROIDS				
Testosterone	III Depo Testosterone, Sustanon, Sten, Cypt	Hypogonadism	Unknown	Unknown
Other Anabolic Steroids	III Parabolon, Winstrol, Equipoise, Anadrol, Dianabol, Primabolin-Depo, D-Ball	Anemia, Breast Cancer	Unknown	Yes
INHALANTS				
Amyl and Butyl Nitrite	Pearls, Poppers, Rush, Locker Room	Angina (Amyl)	Unknown	Unknown
Nitrous Oxide	Laughing gas, balloons, Whippets	Anesthetic	Unknown	Low
Other Inhalants	Adhesive spray paint, hair spray, dry cleaning fluid, spot remover, lighter fluid	None	Unknown	High
ALCOHOL				
	Beer, wine, liquor	None	High	High

DRUGS OF ABUSE

USES & EFFECTS

Tolerance	Duration (hrs)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
NARCOTICS					
Yes	3-4	Injected, snorted, smoked	Euphoria, drowsi-ness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
Yes	3-12	Oral, Injected			
Yes	3-6	Oral			
Yes	3-4	Oral, Injected			
Yes	3-12	Oral			
Yes	3-4	Oral, injected			
Yes	Variable	Oral, injected, snorted, smoked			
DEPRESSANTS					
Yes	3-6	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol, impaired memory of events, interacts with alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Yes	1-8	Oral, Injected			
Yes	2-6	Oral			
STIMULANTS					
Yes	1-2	Snorted, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Yes	2-4	Oral, injected, smoked			
Yes	2-4	Oral, injected, snorted, smoked			
Yes	2-4	Oral			
HALLUCINOGENS					
Yes	4-6	Oral, snorted, smoked	Heightened senses, teeth grinding and dehydration	Increased body temperature, electrolyte imbalance, cardiac arrest	Muscle aches, drowsi-ness, depression, acne
Yes	8-12	Oral	Illusions and hallucinations, altered perception of time and distance	(LSD) Longer, more intense "trip" episodes	None
Yes	1-12	Smoked, oral, injected, snorted		Unable to direct movement, feel pain, or remember	Drug seeking behavior *not regulated
Possible	4-8	Oral			
CANNABIS					
Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Yes	2-4	Smoked, oral			
Yes	2-4	Smoked, oral			
ANABOLIC STEROIDS					
Unknown	14-28 days	Injected	Virilization, edema, testicular atrophy, gyneco-mastia, acne, aggressive behavior	Unknown	Possible depression
Unknown	Variable	Oral, injected			
INHALANTS					
No	1	Inhaled	Flushing, hypotension, headache	Methemo-globinemia	Agitation
No	0.5	Inhaled	Impaired memory, slurred speech, drunken behavior, slow onset vitamin deficiency, organ damage	Vomiting, respiratory depression, loss of consciousness, possible death	Trembling anxiety, insomnia, vitamin deficiency, confusion, hallucinations, convulsions
No	0.5-2	Inhaled			
ALCOHOL					
Yes	1-3	Oral			

Source as of February 2011
U.S. Department of Justice Drug Enforcement Administration

College Policy on Campus Crime and Security

Whereas, Congress has enacted the Crime Awareness and Campus Security Act of 1990; and whereas, the Board of Trustees of Kellogg Community College intends to comply with the requirements of that Act;

Now, therefore, the Board of Trustees hereby directs the administration to prepare, publish, and distribute policy statements that comply with the letter and spirit of the Crime Awareness and Campus Security Act of 1990. Policy statements shall be issued covering the following areas:

- Procedures for students to report criminal activities
- Security at campus facilities
- Availability and authority of campus law enforcement
- Programs available to inform students about security and the prevention of crime
- Recording of crime through local police agencies
- Possession, use, and sale of alcohol and drugs

Further, administration shall prepare, publish, and distribute statistical reports that identify the occurrence of campus crimes and the number of campus arrests for crimes specified in the Crime Awareness and Campus Security Act of 1990.

These policy statements and statistical reports should be published in publications or mailings that are available to students and employees, as well as prospective students and the higher education community, upon request.

Procedures for Students to Report Criminal Activities

Kellogg Community College students and staff may contact Campus Law Enforcement/Security by using any of the “yellow” emergency call boxes located throughout campus or by dialing extension “4444” from any telephone at the Battle Creek campus. At the regional centers call 911 to report emergencies. All other communications involving safety hazards or building maintenance concerns may be directed to the Institutional Facilities office or the Director of Institutional Facilities and Public Safety.

Because Kellogg Community College is essentially a commuter college, students must carry many of their possessions with them at all times. This presents a potential problem of petty theft of books, purses, wallets, and personal belongings, warranting security awareness of the student body at all times while on campus.

Personal safety measures are important for all students and staff. Always ask for an escort when walking alone in the dark. Stay on the lighted walks, if possible, and walk with a friend. Report any incident to Campus Law Enforcement/Security as soon as possible. Yell or scream; create a commotion and get to a safe place; CALL CAMPUS LAW ENFORCEMENT/SECURITY. Kellogg Community College strives to make the campus a safe learning environment by adding lighting, trimming bushes, and providing a hazard-free campus.

The following telephone numbers are important and may be used in the case of emergencies:

- Switchboard - Battle Creek campus, 269-965-3931
- Campus Law Enforcement/Security - Battle Creek campus, 269-965-4147
- Institutional Facilities office - Battle Creek campus, 269-965-3931, ext. 2398
- Director of Institutional Facilities and Public Safety, 269-965-3931, ext. 2571
- Vice President for Student Services, 269-965-3931, ext. 2611
- Students and staff at all other KCC locations may refer to procedures manuals available in the Administrative office at those campuses.

Law Enforcement/Security at Campus Facilities

The Board of Trustees of Kellogg Community College seeks to provide an atmosphere of openness for the encouragement of collegiate activity in campus facilities. The policy of promoting openness must be balanced by controls on access to campus facilities designed to promote security and safety in campus facilities.

The Director of Institutional Facilities and Public Safety, along with the Chief of Law Enforcement, develops rules and regulations on access and security of campus facilities including parking, campus access, and reporting requirements. The Director inspects the lighting, landscaping, and the College's physical plant (doors, locks, etc.) to determine what improvements, if any, need to be made for security on the campus.

Security surveillance cameras monitor the majority of parking areas and College facilities. The main goal for the cameras is to reduce the threat of theft and to enhance security.

Emergency Telephones

Emergency telephones are available in all main campus buildings. Pushing the talk button on the "yellow" call box will immediately access the Campus Security. For assistance at the Centers, a phone is available outside the main entrance to make local calls or contact 911.

Availability and Authority of Campus Law Enforcement

Kellogg Community College has a certified Law Enforcement Department with full arrest powers which is augmented by a contract security force who serve as conservators of the peace. They work with local, state, and federal law enforcement agencies and they seek to preserve a safe and secure campus environment.

The law enforcement and security functions at the Battle Creek campus are supervised by the Director of Institutional Facilities and Public Safety. The Battle Creek campus is staffed by personnel on a 24 hours-a-day basis, 365 days a year.

Security officers are equipped with two-way radios and flashlights and wear official uniforms of the contract security company. Kellogg Community College provides the security staff with a marked College vehicle equipped for emergencies.

Programs Available to Inform Students about Security and the Prevention of Crime

Campus Law Enforcement/Security responds to a variety of requests and regularly patrols the Battle Creek campus. Along with other College offices, Campus Law Enforcement/Security is responsible for the enforcement of College policies and regulations. Campus Law Enforcement works closely with the city of Battle Creek police and fire departments when incidents of a criminal or safety nature occur.

A variety of useful services are provided 24 hours a day by Law Enforcement/Security staff as follows:

- Manage campus parking and regulation
- Escort you to your car or from building to building
- Investigate all criminal incidents on campus
- Respond to all smoke, fire, and security alarms on campus
- Coordinate investigations with local police agencies

The Director of Institutional Facilities and Public Safety and the Chief of Law Enforcement are responsible for maintaining an accurate and complete record of all incidents occurring on the campus property, within campus buildings, or to the person of all students and staff. Each incident is recorded by Law Enforcement/Security and reviewed by the Director of Institutional Facilities and Public Safety. Campus Law Enforcement/Security will maintain a log by calendar year of reportable crimes as directed by the Director of Institutional Facilities and Public Safety, who will prepare an annual not later than October 1st. Students can view crime statistics at the U.S. Department of Education website www.ope.ed.gov/security. Current calendar year reportable crimes statistics are available for viewing at the Campus Security desk located in the center of the walkway.

*REPORTS	2006	2007	2008	2009
Murder	0	0	0	0
Sex Offenses	0	0	0	0
Robbery	0	0	0	0
Burglary/Theft	0	0	0	0
Aggravated Assault	0	0	0	0
Motor Vehicle Theft	0	0	0	1
Liquor Violations	0	0	0	0
Drug Abuse	0	0	0	0
Weapons Violations	0	0	0	0
Arson	0	0	0	0

* Number of incidents on campus

Disclosure Concerning Registered Sex Offenders

In accordance with the Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Registration Act and the Campus Sex Crimes Prevention Act:

- Registered sex offenders must provide notice, as required under State law, where

they are employed or enrolled

- States must make this information available to a law enforcement agency where the institution of higher education is located
- Institutions of higher education must advise the campus community where the information on registered sex offenders can be obtained

A student who is a registered sex offender must comply with federal and state statutes to register with the local law enforcement agency having jurisdiction over the zip code in which the campus or center where the student is enrolled. Information regarding registered sex offenders can be viewed at www.mipsor.state.mi.us.

Timely Warning

In the event that a crime occurs which is considered to be a threat to students and staff, or an emergency situation exists, the Director of Institutional Facilities and Public Safety or Chief of Law Enforcement will issue a warning to the campus community via a combination of text message, building wardens, digital displays and security runners.

Possession, Use, and Sale of Alcohol and Drugs

Kellogg Community College subscribes to the national goal of a drug-free society. The Board of Trustees and the administration believe that drug abuse education and prevention programs are essential components of a comprehensive strategy to deal with illicit drug use and alcohol abuse by students and employees on College premises or while engaged in college-related activities. Such abuse of drugs and alcohol by students and staff constitutes a grave threat to their physical and mental well-being and significantly impedes the learning process.

Kellogg Community College complies with local, state, and federal laws including those which regulate the possession, use, and sale of alcoholic beverages and controlled substances.

The previous information is provided in compliance with the Crime Awareness and Campus Security Act of 1990.

College Closing

It is the policy of the College to hold regular classes on all days scheduled on the College calendar. If an emergency develops requiring the school to close, such as inclement weather, the following radio and television stations will be asked to announce the closing:

The curtailment can be either of the following: **CLASSES ARE CANCELLED** or **THE COLLEGE IS CLOSED**. The message will be **DAY CLASSES ARE CANCELLED** up until 5:00 p.m., changing to **EVENING CLASSES ARE CANCELLED** for any class that meets from 5:00 p.m. through the evening.

Radio - AM Stations

WBCK-AM (930), Battle Creek
WBCH-AM (1220), Hastings
WKZO-AM (590), Kalamazoo/Battle Creek
WTVB-AM (1590), Coldwater

Radio - FM Stations

WBXX-FM (95.3), Battle Creek
WNWN-FM (98.5), Coldwater/Kalamazoo/Battle Creek
WBCH-FM (100.1), Hastings
WRKR-FM (107.7), Kalamazoo/Battle Creek
WKFR-FM (103.3), Kalamazoo/Battle Creek
Q-106.5-FM (106.5), Jackson/Albion/Battle Creek

Television Stations

WWMT (Channel 3), total area
WOOD-TV (Channel 8), total area
WOTV (Channel 41), Battle Creek

Internet

Weather emergency messages can also be viewed on the College website, www.kellogg.edu. If the broadcast message is **CLASSES ARE CANCELLED**, teaching personnel are not required to report, but all other staff (administrative, support and maintenance) shall report as scheduled. If the broadcast message is **THE COLLEGE IS CLOSED**, no personnel except those identified for emergency services shall be required to report to work. It is extremely rare that this message is broadcast.

Text Message and E-mail

To sign up for text message or e-mail alerts, go to www.kellogg.edu and log into the web portal.

Indebtedness Policy

If a student has a prior unsettled indebtedness, the College reserves the right to refuse to forward evidence of attendance or other official credentials. Indebtedness shall include tuition and fees, library and parking fines, restitution sanctions, over-awards of financial aid, defaulted student loans incurred from prior KCC attendance, or any other charges incurred by the student and owed to the College.

Injury and Illness

If a student suffers serious personal injury or illness while on campus, College security personnel will make the student as comfortable as possible and will initiate the call for an ambulance. College personnel should not be expected to administer first aid or medication.

Communicable Disease and Vaccination Policy

It is Kellogg Community College's policy to safeguard, to the highest degree possible, College employees, students, and the public who come into contact with people who are known to have or suspected of having a communicable disease without endangering the College community or individual students.

Students, who have contracted a communicable disease that presents a potentially serious health hazard, will have their individual situations reviewed by a panel convened by the President. The President shall have the authority to remove the individual from the College environment, pending the recommendation of the panel. All reportable communicable diseases will be referred to the local county health department in accordance with Michigan statutory and administrative guidelines.

In the event of a communicable disease outbreak, such as a pandemic flu, the College will work with county health departments and rely on guidance from the Center for Disease Control to determine the need for employees and students to have specific vaccinations.

Allied health students may require specific vaccinations prior to attending clinical education sites. Specific vaccination requirements will be outlined by program faculty prior to the start of clinicals.

Travel, Registered Student Organizations

Registered student organizations may wish to plan activities which require travel. Any and all student organization functions involving travel are limited to organization members and approved guests as deemed by the Student Life office. An advisor for the student organization, or another appropriate College employee, must be in attendance for the entire duration of any travel.

An advisor for the student organization should initiate the travel approval process by contacting the Student Life office. A Field Trip Request form, with all appropriate signatures, should be submitted to the Human Resources office for appropriate action not less than fifteen (15) days prior to departure.

Additional Facts

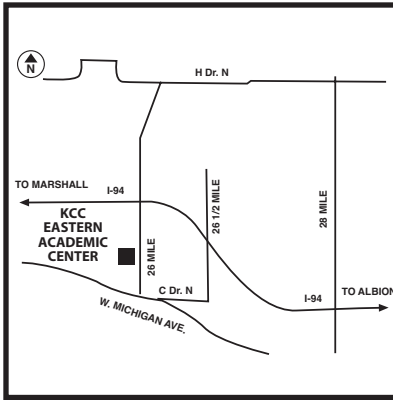
Founded: 1956

Enrollment: 14,649

Nickname: Bruins

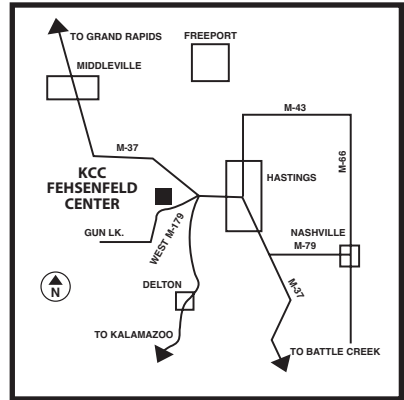
Official School Colors: Silver and Royal Blue

Official School Mascot: Blaze, The Bruin Bear



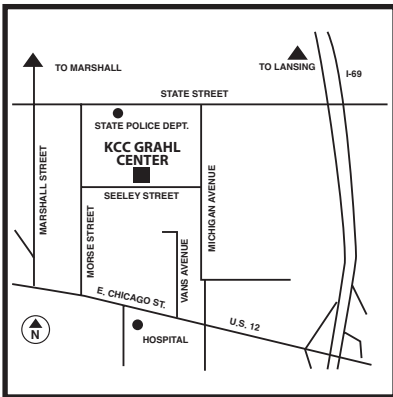
EASTERN ACADEMIC CENTER

14055 26 Mile Road
 Albion, MI 49224
 (517) 630-8169



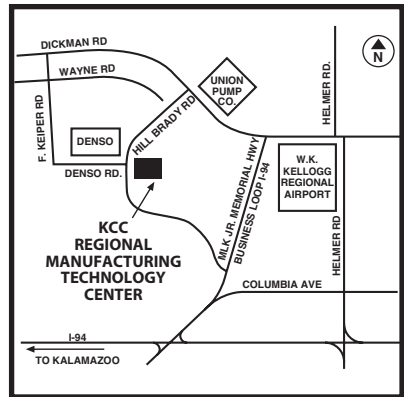
FEHSENFELD CENTER

2950 West M-179 Highway
 Hastings, MI 49058
 (269) 948-9500



GRAHL CENTER

125 Seelye Street
 Coldwater, MI 49036
 (517) 278-3300



REGIONAL MANUFACTURING TECHNOLOGY CENTER

405 Hill Brady Road
 Battle Creek, MI 49037
 (269) 965-4137

WHERE CAN I...	DEPARTMENT	LOCATION
Check on Financial Aid	Financial Aid	upper level Student Center
Find a part-time job	Student Employment Services	lower level Student Center
Locate an apartment	Admissions	upper level Student Center
Locate lost and found	Student Life	lower level Student Center
Disability questions	Support Services	lower level Student Center
Request a copy of my college transcript	Registrar/ Customer Service Center	upper level Student Center
Make school payments	Customer Service Center	upper level Student Center
Receive information about registering for classes	Registrar/ Customer Service Center	upper level Student Center
Join a club	Student Life	lower level Student Center
Talk to someone about a personal concern	Counseling	lower level Student Center in Support Services
Develop a professional résumé	Student Employment Services	lower level Student Center
Inquire about class schedules	Customer Service Center	upper level Student Center
Find a faculty member or academic director	Customer Service Center	upper level Student Center
Find an ATM	Customer Service Lobby	upper level Student Center
Seek volunteer opportunities	Student Life	lower level Student Center
Get a cup of coffee or a quick meal	Bruin Café Mini Café Bruin Cruzin Café	lower level Student Center Severin Building 2nd floor C Building
Find a tutor	Support Services	lower level Student Center

2011

JANUARY						2011						FEBRUARY						MARCH						APRIL											
S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F
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2	3	4	5	6	7	6	7	8	9	10	11	6	7	8	9	10	11	3	4	5	6	7	8	10	11	12	13	14	15	17	18	19	20	21	22
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23	24	25	26	27	28	27	28	27	28	29	30	27	28	29	30	31	24	25	26	27	28	29	30	24	25	26	27	28	29	30					
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MAY						JUNE						JULY						AUGUST						
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29	30	31									31													

SEPTEMBER						OCTOBER						NOVEMBER						DECEMBER					
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						30	31																

2012

JANUARY						2012						FEBRUARY						MARCH						APRIL					
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2013

JANUARY						2013						FEBRUARY						MARCH						APRIL					
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MAY						JUNE						JULY						AUGUST					
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SEPTEMBER						OCTOBER						NOVEMBER						DECEMBER					
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