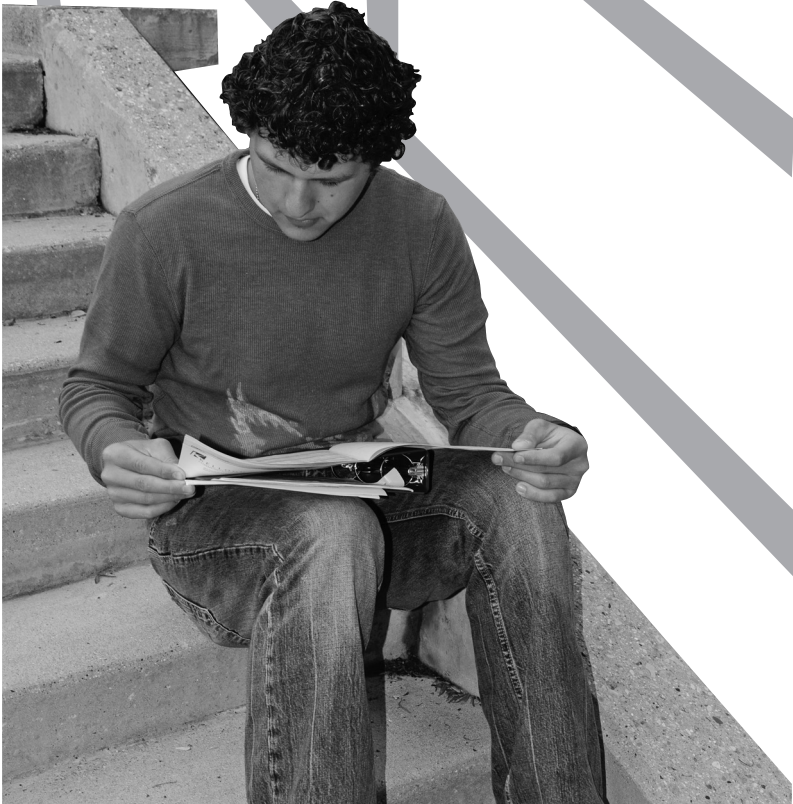


Policies and Procedures



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.

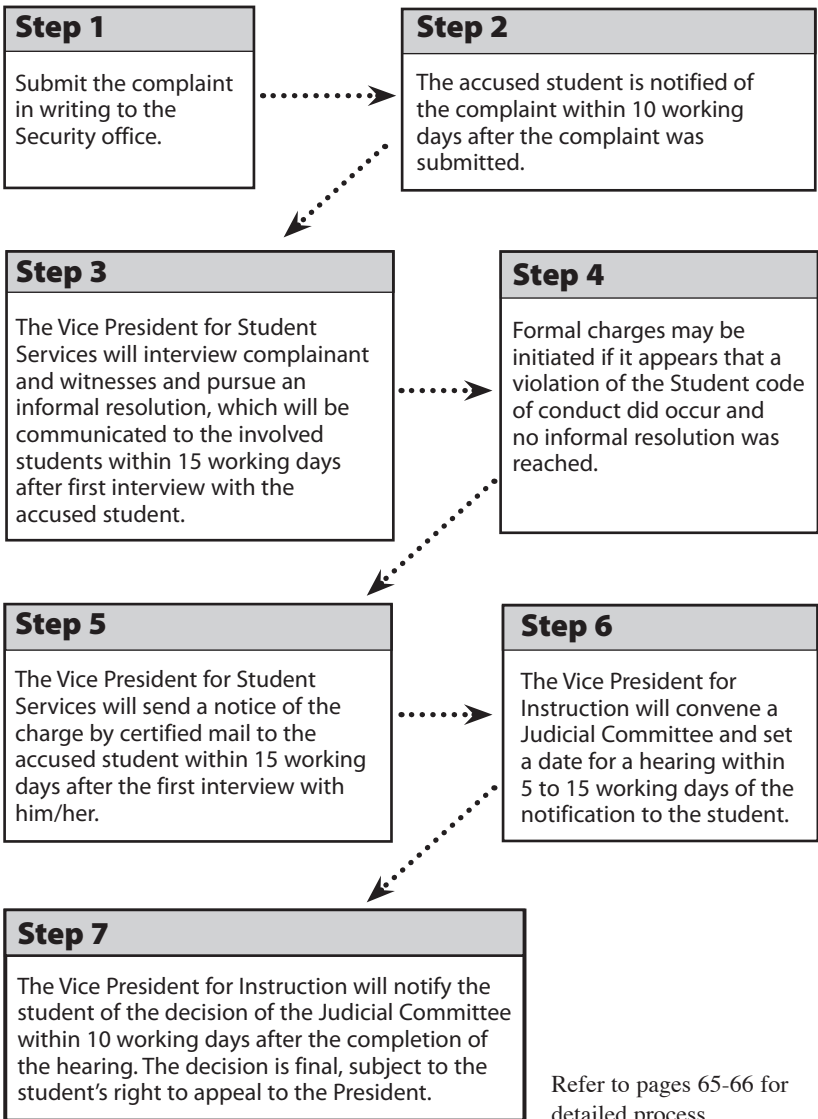
Charge Procedure

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:

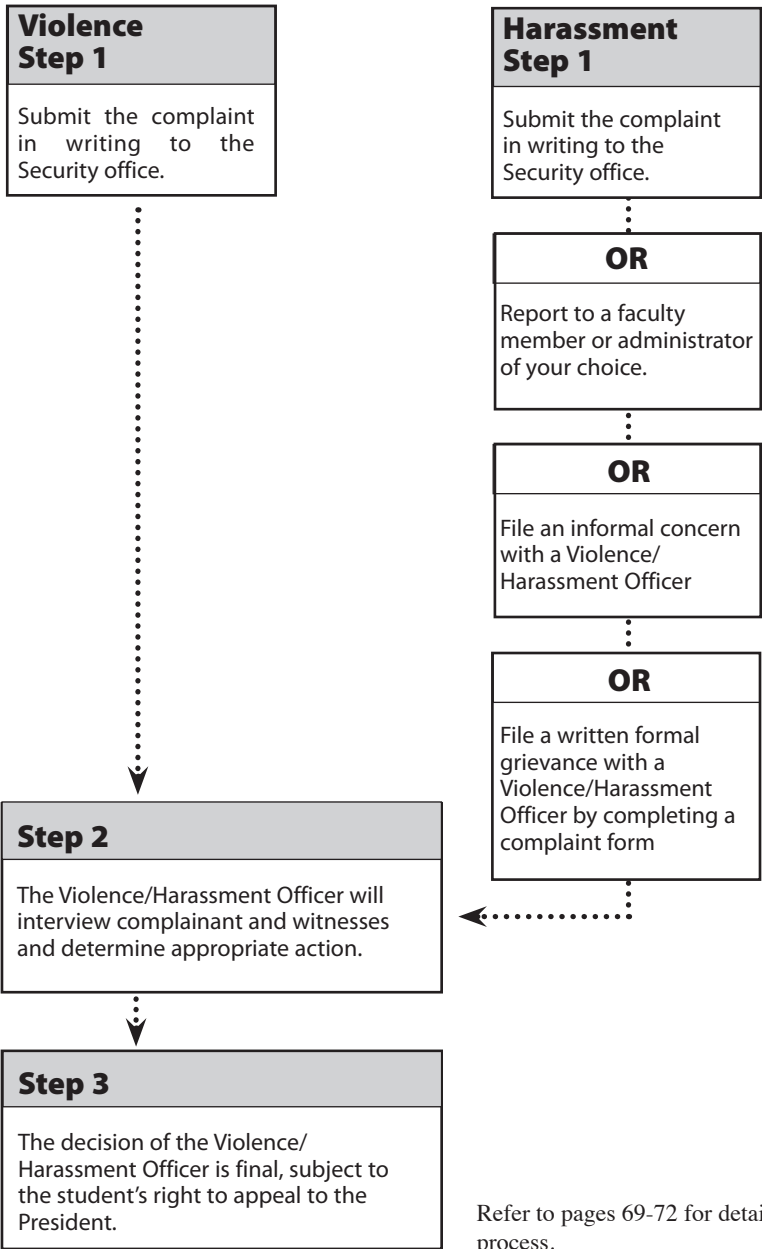
1. If the alleged student aggressor poses a substantial threat to the physical or emotional safety of any member of the College community, that person may be suspended for an interim period pending investigation and/or College disciplinary proceedings. During this period, the student may be denied access 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

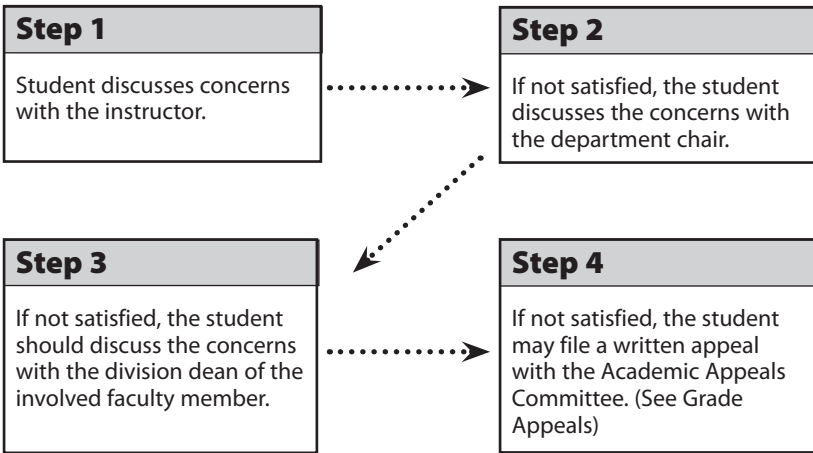


Student Grade Complaint Procedure

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:

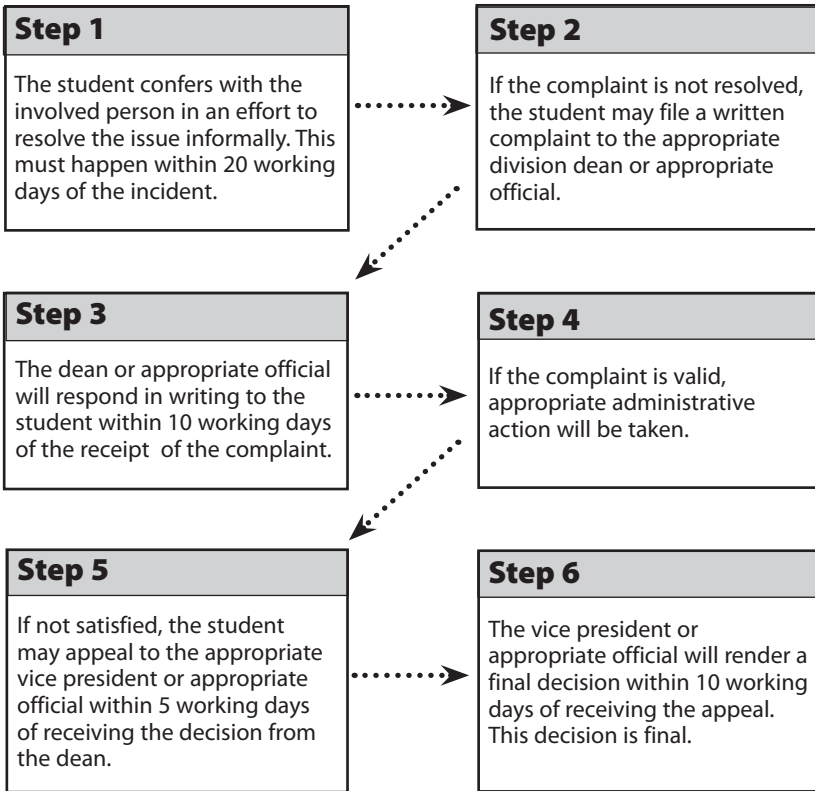
- Discrimination or intimidating treatment, including harassment on the basis of race, gender, age, weight, height, religion, sexual orientation, national origin, and/or disability, including but not limited to the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and Title 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 Guafenesin 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 (Rohifles, R-2), Klonopin	Antianxiety, sedative, anticonvulsant, hypnotic, muscle relaxant	Moderate	Moderate
Other Depressants	I III 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 III 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