

## Semester Timeline

### Fall Semester

September-December

- 1 Semester begins
- 2 Go to class
- 3 Sign up for text alerts
- 4 Attend Bruin Blast
- 5 Get involved in a student organization
- 6 Consider attending an academic workshop
- 7 Midterm—Connect with your instructors to know where you stand
- 8 Attend the Transfer Fair
- 9 Make an appointment with an academic advisor and schedule classes for next semester
- 10 Study for finals; attend Stress Busters
- 11 Check final grades in the Web Portal

### Spring Semester

January-May

- 1 Semester begins
- 2 Go to class
- 3 Re-apply for financial aid for the next academic year
- 4 Attend Bruin Boost
- 5 Know the graduation application deadline date
- 6 Consider attending an academic workshop
- 7 Midterm—Connect with your instructors to know where you stand
- 8 Plan your schedule for summer and fall registration
- 9 Study for finals; attend Stress Busters
- 10 Check final grades in the Web Portal
- 11 Commencement

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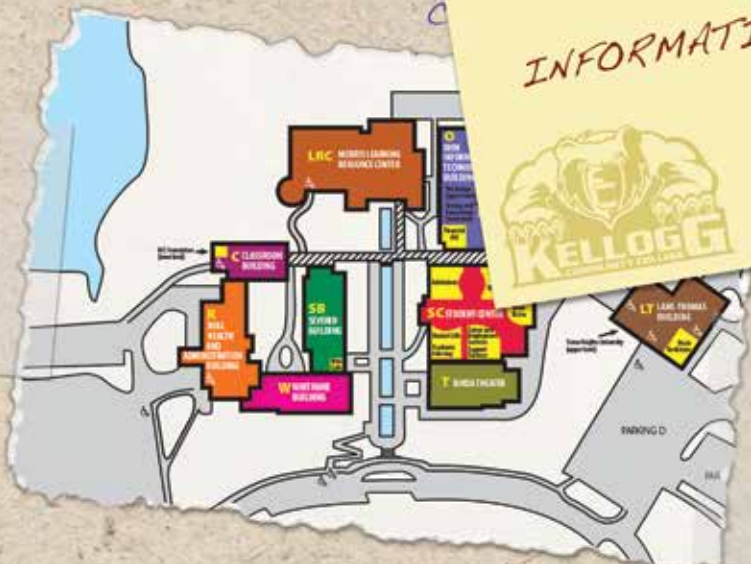
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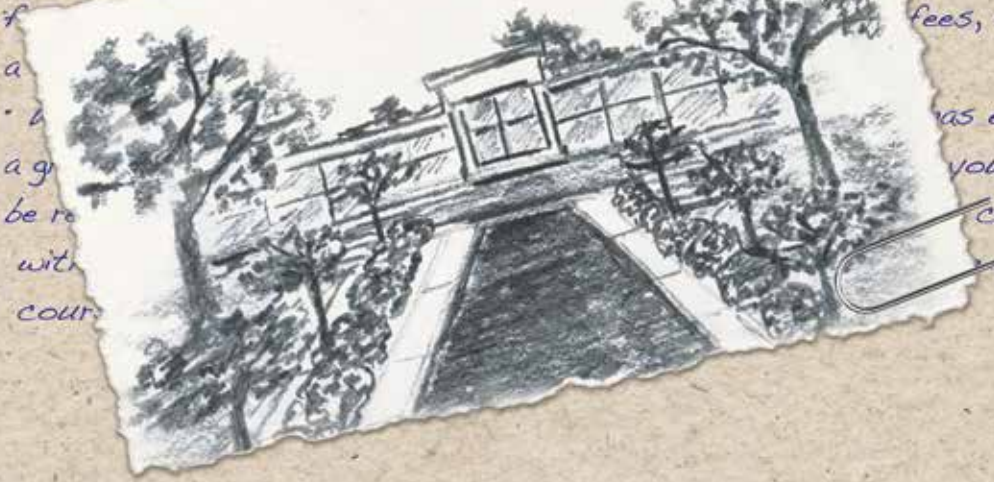
Academic Advising Academic Support 4  
Admissions, Selective  
(Allied Health and Nursing Programs)

Career &  
CENA (Competency)



• Add-You may add courses to your schedule  
start date of the course.

• Drop-You may



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# Academic Advising

[www.kellogg.edu/services/academic-advising](http://www.kellogg.edu/services/academic-advising)

Academic advisors help you reach your educational goals by providing information, encouragement, and the necessary tools to help you navigate the registration process. They will use an academic evaluation and/or a transfer guide as a foundation to the advising conversation.

In general, it's good to see an advisor once per semester. If you're undecided about your program of study or thinking about changing your mind, it's even more important to see an advisor.

## Expectations

As you experience the advising process, we want you to be aware of the expectations about the advisor/student partnership.

You are expected to:

- Recognize that you are responsible for all decisions that you make at KCC, that not all things are possible, and that choices carry consequences
- Understand graduation requirements as they apply to your particular program of study
- Schedule an appointment with an academic advisor, come prepared for advising sessions, and play an active role in the conversation
- Recognize that academic advisors are an important resource and carefully consider advice received
- Monitor your progress in individual courses and towards graduation, and seek help from an academic advisor when you encounter difficulties
- Seek help when it is warranted
- Be familiar with KCC policies, procedures, and resources

Academic Advisors are expected to:

- Encourage you to be responsible for your own education
- Understand KCC graduation requirements and curricular offerings well enough to be able to assist you with academic planning
- Actively encourage you to meet with them
- Be knowledgeable about KCC policies and procedures
- Encourage thoughtful planning, self-assessment, reflection, and connection to the community through co-curricular programming such as Student Life activities
- Monitor your academic progress, contact you if you appear to be in academic trouble, and maintain the confidentiality of your information
- Know when and how to refer you for assistance with academic or personal issues, and assist you with learning how to seek help
- Use test scores and transcripts to assist with course selection and academic planning
- Provide general information and accurate referrals regarding career development

# Academic Support

[www.kellogg.edu/services/academic-services](http://www.kellogg.edu/services/academic-services)

The Academic Support Department is devoted to promoting, supporting, and enhancing student success, persistence, and retention. The department provides opportunities to study with professional assistance, work with the Student Success Strategies Manager, and develop the skills required for 21st century jobs and college success.

## The Bridge

You can drop-in to The Bridge to receive help in most subject matter or program areas. Professional staff is available for English, mathematics, reading, science, and learning strategies. Peer tutoring is also available for most subjects. Located on the upper level of the Ohm Information Technology Center, our facility offers computer stations and software programs devoted to building academic skills. Students can receive help from experienced paraprofessionals with homework assignments, research papers, and other projects.

## Student Success Strategies

The Student Success Strategies Manager provides personalized support for students enrolled in a Transitional Studies course. This staff member works with students to develop a customizable student success plan based on individual student needs and desired outcomes. With various success techniques, students will have the necessary strategies to use in current and future semesters.

## Transitional Studies

Transitional Studies courses are designed to help bridge the gap between a student's current skill level and being college-ready. Many of the general education courses require students to demonstrate college-level competency by meeting scoring requirements on the COMPASS test or by completing a related Transitional Studies course. For some students, placement test scores will require enrollment in transitional studies courses prior to enrolling in other courses (see course pre-requisites for a listing).

Courses include English (TSEN), mathematics (TSMA), reading (TSRE), and learning strategies (TSLS). Transitional studies courses are delivered in a variety of formats: regular face-to-face, accelerated learning program, open-entry/open-exit, and in learning community formats. To be placed in the best format for you, take the COMPASS placement test and meet with an academic advisor who can help you determine which courses would help ensure your success.

# Admissions, Selective (Allied Health and Nursing Programs)

[www.kellogg.edu/admissions](http://www.kellogg.edu/admissions)

KCC offers six Selective Admission programs:

- Dental Hygiene
- Medical Laboratory Technology
- Magnetic Resonance Imaging
- Nursing
- Physical Therapist Assistant
- Radiography

To apply to a selective admissions program, follow these steps in order:

1. Meet with an Academic Advisor to review admission requirements
2. Complete admission requirements
3. Submit a formal Selective Admissions Application to the Admissions office

## Athletics

[www.kellogg.edu/athletics](http://www.kellogg.edu/athletics)

KCC participates in the Michigan Community College Athletic Association (MCCAA), Western Conference, and is a member of the National Junior College Athletic Association (NJCAA).

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

Intercollegiate programs include:

- Men's basketball
- Women's basketball
- Baseball
- Softball
- Women's volleyball

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

Facilities:

- Miller Gym - volleyball, men's and women's basketball
- Sportsplex (located on KCC's Battle Creek campus)
- Soccer field/tennis courts
- Bailey Park Complex - baseball and softball

# Career and Employment Services (CES)

[www.kellogg.edu/services/career-employment-services](http://www.kellogg.edu/services/career-employment-services)

## Student Employment

CES offers work-study employment on and off campus. Work-Study is categorized as follows:

- **On-Campus Work-Study (federally funded)**— You must be registered for at least six credit hours for the semester that work is desired, complete a FAFSA (please see Financial Aid section for FAFSA information) and must have an unmet need. Contact CES to verify eligibility.
- **On-Campus (Non-Work-Study)**— You must be registered for at least six credit hours for the semester that work is desired and complete a FAFSA (please see Financial Aid section for FAFSA information). If you have not completed a FAFSA by the start of the academic semester, a waiver is available. Contact CES to verify waiver eligibility.
- **Off-Campus Work-Study (federally funded)**— You must be registered for at least six credit hours for the semester that work is desired, complete a FAFSA (please see Financial Aid section for FAFSA information) and have an unmet need. Contact CES to verify eligibility.

All student employment requires a background check to be completed (at the point of a job offer) and the forms to be completed are available at the Career and Employment Services office. Students are capped at working 20 hours per week and schedules are determined at the discretion of the supervisors. On-Campus student employment wages are \$7.40, \$7.50, or \$8.00 per hour depending on the type of position and work to be performed. Off-campus work-study wages are \$8.50 per hour. The majority of work-study related positions can be found on the KCC job board in mid-August.

## Career/Job Searches

You can meet with an employment or career professional to discuss job search strategies and options which include but are not limited to: Networking with area employers, personalized assistance with resume writing, interviewing, job search planning, videotaped mock interviews, cover letter and prospecting letter writing assistance, and leveraging technology. Appointments are required and can be completed by contacting [jobhelp@kellogg.edu](mailto:jobhelp@kellogg.edu).

## Online Job Board (College Central Network)

CES offers an online job board for you and alumni to access all jobs that come into the office; this includes on-campus, off-campus, work study, internships, co-ops, volunteer opportunities, part-time, and full-time positions. Registration with CES is required and can be achieved online with the KCC job board [www.collegecentral.com/kellogg](http://www.collegecentral.com/kellogg).

## Resource Room

CES maintains a resource room complete with four computer stations that may be



utilized by you and alumni for employment and job search purposes. Printers, copiers, scanners, fax machines, and phones are available. You may access the reference library which includes books, videos, newsletters, periodicals, handouts, and company profiles. The resource room is available for walk-in guests and is self-directed.

Additional information for students and alumni can be found on the Career and Employment Services web page at [www.kellogg.edu](http://www.kellogg.edu).

### **Job Fairs/Workshops**

CES will host several events throughout the academic year, including job fairs, networking events, workshops, and other specialized and employment related activities. Check the CES website, KCC Job Board, and Bruin Beat for up-to-date information.

## **CENA (Competency Evaluated Nursing Assistant)**

CENA is a nursing assistant training program approved by the state of Michigan, Department of Public Health, and offered at KCC as NURS 105. See “Registration.” For more information about the CENA program go to [www.kellogg.edu/admissions/allied-health-admissions](http://www.kellogg.edu/admissions/allied-health-admissions).

After you have successfully completed the CENA program, you may complete your Michigan Nurse Aide Competency Evaluation at KCC. Preregistration and an authorization to test from the State of Michigan are required prior to testing. To make an appointment for testing, contact Nursing at 269-965-3931, ext. 2318. For more information about testing, go to [www.kellogg.edu/admissions/testing-assessment](http://www.kellogg.edu/admissions/testing-assessment).

## **CLEP/DANTES**

The College Level Examination Program (CLEP) and Defense Activity for Non-traditional Education Support (DANTES) exams are designed for individuals who have had training that may be equivalent to college credit or for individuals who can learn a subject outside of a formal classroom setting. You should check with the institution receiving your scores to determine if the scores will be accepted as academic credit. Information regarding how KCC grants credit for CLEP/DANTES testing can be viewed at [www.kellogg.edu/admissions/testing-assessment](http://www.kellogg.edu/admissions/testing-assessment). Contact the Records and Registration office to schedule an exam time. Testing fees are located on the KCC website at [www.kellogg.edu/admissions/testing-assessment](http://www.kellogg.edu/admissions/testing-assessment).

- For more information on how to prepare for a CLEP exam, visit [clep.collegeboard.org](http://clep.collegeboard.org)
- For more information on how to prepare for a DANTES (or DSST) exam, visit <http://getcollegecredit.com>

## **KCC Closing—Weather and Emergency-Related Conditions**

It is the policy of KCC to hold regular classes on all scheduled days. If an emergency develops requiring KCC to close and/or cancel classes, you may receive this information via email or text, the KCC website at [www.kellogg.edu](http://www.kellogg.edu), and from local television

and radio stations.

- Sign-up for KCC closing and emergency email and text messages on the KCC Web Portal—“KCC Alert Notification”
- Detailed information about the KCC Closing Policy is found on the KCC Web Portal

## **COMPASS (Skills Assessment)**

COMPASS is an online placement assessment that measures your skills in reading, writing, and mathematics. The results of your assessment will be necessary for your Academic Advising appointment. The assessment is untimed, but could take two or more hours to complete. All students new to KCC will need to take all or part of the COMPASS assessment. If you have taken COMPASS at another institution you may have your scores sent to KCC’s Testing Center for evaluation. Sample questions for the COMPASS assessment can be found at [www.kellogg.edu/admissions/testing-assessment](http://www.kellogg.edu/admissions/testing-assessment). If you have already taken the COMPASS assessment and are in need of retesting, see the Testing Center Policy located in the Rules and Regulations section of the Student Handbook.

## **Counseling Services**

Professional counseling and referral is offered to registered KCC students. Counselors are available to assist in the areas of personal, academic and career counseling. You may schedule appointments by contacting Support Services. For assistance in selecting courses toward a degree or certificate, please contact Academic Advising.

## **Disability Services**

While ensuring the academic integrity of its programs, KCC is dedicated to providing the reasonable accommodations needed to ensure equal access to educational opportunities for individuals with verified disabilities. Disability services are provided to students who self-disclose a disability to the Support Services Department and provide appropriate documentation. Appropriate documentation is provided by a licensed professional, with specific knowledge of both the individual and the disability, and includes: diagnosis, method of diagnosis, how the disability affects one or more major life function and recommendations for academic accommodations in a college setting.

## **Employment** (see Career and Employment Services)

## **Grades and GPA Calculation**

See the KCC Academic Catalog for information on the grading system, grade points, and calculating your grade point average (GPA) for KCC.

## Graduation

To graduate from KCC you must complete an application for graduation for each degree or certificate. The form is available online through KRIS, at the Records and Registration office, or any KCC registration location.

Applications for graduation are accepted during the following dates:

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

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

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

## Commencement Ceremony

Commencement is held in May. You will receive information regarding graduation activities, ordering a cap and gown, diploma, and purchasing announcements through your KCC email account in February.

Certificate programs of fewer than 16 credit hours are not eligible for participation in the commencement ceremony.

Submitting a late application for graduation could result in your inability to participate in the commencement ceremony and/or having your name publicized in the commencement program.

## Library Services in the Learning Resource Center (LRC)

[www.kellogg.edu/services/library](http://www.kellogg.edu/services/library)

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

Here is a sampling of the resources we provide:

- **Book Collections**—Books are shelved in several collections: Current, located on level 2, and Classic, located on level 1. Additionally, we have children's, paperback, young adult and media collections. Use the library website to search

for materials. Books are checked out to students with a valid KCC student ID for three weeks.

- **Digital Collections**—The library provides you with an array of online journal articles as well as other online resources, including eBooks, test preparation materials and specialized databases. Visit the library website at [www.kellogg.edu/library](http://www.kellogg.edu/library).
- **Information/Research Service**—Get help with research and other information needs at the information desk on Level 3. Have a question and can't come in? We have a chat service available 24/7; link to Research Help Now from the library's website. Use our research guides at <http://guides.kellogg.edu>.
- **MeLCat (Michigan eLibrary Catalog)**—Our library is a member of MeLCat, a statewide resource sharing service. You can place a request from our library catalog and items from other libraries will be delivered here where you can pick them up for a three-week loan.
- **Group Study Rooms**—Spaces are provided for student group work on a first-come, first-served basis. A room can be checked out for four hours at the Checkout Desk.
- **Technology in the Library**—There are 100 computer workstations with networked printers and several scanners for your use. Additionally, you can borrow a laptop or iPad for use within the library. The library offers wireless access.

## Military Duty

If you are currently enrolled as a student and are called for military duty, present a copy of your military orders to the Records and Registration office. You may be dropped from all uncompleted courses without grade and be granted a refund of all tuition and fees paid for the dropped courses.

## Miller Gym

The Miller Gym is located on the Battle Creek campus and has the following indoor and outdoor recreational facilities:

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

All registered students with a current, validated KCC student ID are encouraged to make use of the facilities for open recreation. An open recreation schedule is found at [www.kellogg.edu/athletics](http://www.kellogg.edu/athletics) and posted inside the main entrance to the Miller Gym with weekly schedules posted outside each facility area. The open recreation schedule is subject to change whenever conflicts occur with scheduled classes, athletic events or special event usage.

Equipment for recreational activities may be checked out, with valid KCC student ID, from the Issue Room located on the first floor of the Miller Gym. If any equipment is lost, damaged, or destroyed, you will be expected to replace the item(s).

## Payment Information—Tuition and Fees

You have two payment options:

- Payment in full when registering for classes
- Enrollment in the Nelnet/FACTS payment plan

It is KCC's policy that all students, including students who have been awarded financial aid or scholarships, must either pay their balance in full or enroll in a Nelnet/FACTS payment plan within 24 hours of registering for their classes. Find additional information at [www.kellogg.edu](http://www.kellogg.edu) and click on "FACTS."

### Drop for Non-Payment

Failure to pay in full or enroll in the student payment plan will result in all your classes being dropped. Any questions should be directed to the Business Office at 269-965-4140 or [www.kellogg.edu](http://www.kellogg.edu).

### Student Payment Plan

KCC partners with Nelnet Business Solutions to administer a low cost FACTS Payment Plan for all students. It is KCC's policy that you either pay your balance in full or enroll in the FACTS payment plan regardless of your financial aid status to secure your classes. The student payment plan offers multiple down payment and monthly payment options while the financial aid payment plan offers a delayed payment option for all balances and fees. Payments are made electronically by registering a checking account, savings account or any major credit card on the enrollment application. Details regarding both payment plan options are available online at [www.kellogg.edu](http://www.kellogg.edu) and click on "FACTS."

## Refunds

Refunds are automatically generated if you have a credit (negative) balance on your student account resulting from dropped or cancelled classes and/or disbursement of financial aid. You must be attending classes and continue to meet all eligibility requirements in order to receive a financial aid refund. Payments made by credit card may be refunded back to the original card. All other refunds will be distributed either by paper check mailed to the address on file or direct deposit into a bank account enrolled through KRIS. Any questions should be directed to the Business Office at 269-965-4140 or [busoffice@kellogg.edu](mailto:busoffice@kellogg.edu).

## Registration

You may register for classes online using KRIS or in person, with picture ID, at any KCC registration location. Specific dates and times of registration are published at [www.kellogg.edu](http://www.kellogg.edu).

Registration opens:

- Fall Semester—June
- Spring Semester—October
- Summer Semester—April

Current course schedule information is found on KRIS. KCC reserves the right to change and cancel course offerings during the registration period.

If you have not fulfilled the prerequisites for any course in which you have enrolled, you may be dropped from the course without course or grade entry on your permanent academic record.

KCC reserves the right to deny your registration if you have a financial hold on your account or a violation of the Student Code of Conduct which prohibits registration.

## Schedule Changes

Schedule changes may be made within the drop and withdrawal deadline dates which are found on KRIS (under “Class Schedule”, click on the course), and at any KCC registration location.

- **Add**— You may add courses to your schedule until the start date of the course.
- **Drop**— You may drop courses prior to the end of the drop period for the course. You will receive a refund of tuition and fees, minus a five dollar drop fee for each course dropped.
- **Withdrawal**— If you drop a course after the drop period has ended, a grade of “W” will be entered on your academic record, and you will be responsible for the cost of the tuition and fees for each course withdrawal. The withdrawal period ends prior to the end date of the course.

*Note: Financial aid recipients should check with the Financial Aid office prior to making any schedule changes after classes begin.*

Semesters:

- Fall Semester—August through December
- Spring Semester—January through May
- Summer Semester—May through August

## Student ID Card

KCC student ID cards are provided at all KCC registration locations and validated each semester with proof of registration and government-issued picture ID. A replacement card can be purchased for a fee. Your KCC student ID is used for identification for KCC faculty and staff, as well as receiving discounted rates at KCC events, use of the Miller Gym facilities and use in the Learning Resource Center.

*Note: Misuse of the KCC student ID is considered a violation of the Student Code of Conduct and may result in disciplinary action.*

## Student Insurance

A sickness and injury insurance plan is available to you. The plan is underwritten by Sentry Student Security Plan and not subsidized by KCC. Applications are available from the Academic Advising office and administrative offices at the regional centers.

## Support Services

[www.kellogg.edu/services/student-support-services](http://www.kellogg.edu/services/student-support-services)

The Support Services Department exists to address the needs of students attending KCC. Primary goals include improved retention, academic and personal success, and graduation rates. Support Services implements intensive and comprehensive college-wide services. Services include: tutoring, disability, Special Populations Program (Carl D. Perkins Vocational and Technical Education Act), Student Support Services Program (federally funded TRiO program), counseling, and veteran/active duty.

Support Services administers funds for the following grant programs: Special Populations and Student Support Services. In order to be eligible for funding, you must meet specific criteria and have received an award letter from the Financial Aid office for the current academic year.

Support Services may be reached at [supportservices@kellogg.edu](mailto:supportservices@kellogg.edu) or 269-965-4150.

## Tech Support

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

## Testing

Various testing services are available at KCC registration locations. Please contact the appropriate campus to inquire about testing times, services available, and whether an appointment is necessary.

## Transcripts

### Requesting a Transcript

You may request a transcript through KRIS at [www.kellogg.edu](http://www.kellogg.edu) or in person at any KCC registration location. There is a charge per copy for each transcript requested. KCC reserves the right to withhold your transcript if you owe an outstanding debt. An unofficial transcript, known as a course history, is available free of charge through KRIS or in person by showing a picture ID at any KCC registration location.

## **Transferring Credit**

See the KCC Academic Catalog for information on transferring credit to and from KCC.

## **Tutoring Services**

If you are having trouble understanding the material in a class and have already met with the instructor and worked with fellow students, you should seek out Tutoring Services. Applications are online at [www.kellogg.edu/student-services/tutoring](http://www.kellogg.edu/student-services/tutoring). Tutoring can provide you with individual and small group assistance. Students who have successfully completed college-level course work provide the tutoring.

## **Veteran Services**

Veterans, active duty military and families seeking assistance may contact the Support Services department to access campus resources and services. Services include: tutoring, counseling, VetSuccess counseling and referral to appropriate Veteran's Affairs and community resources. Contact Support Services for further information.





General financial aid eligibility requirements state that you must:

- Have a high school diploma, GED or completed a secondary school education in a home-school setting.
- Be admitted to KCC and enrolled as a regular student. (Guest students are not eligible for financial aid.)



Enroll in a financial aid program.

• Be a U.S. citizen or permanent resident.

• Not be on probation.

• Not be on academic suspension.

• Be pursuing a degree or certificate program.

• Be a high school senior or college freshman.

• Be a resident of the United States.

(You must be a U.S. citizen or permanent resident.)

• Maintain satisfactory academic progress as defined by federal regulations pursuant to KCC's SAP.



FINANCIAL AID



# Financial Aid

[www.kellogg.edu/admissions/financial-aid](http://www.kellogg.edu/admissions/financial-aid)

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

You must be enrolled in an eligible program of study leading toward a degree or one-year certificate to qualify for financial aid programs. In addition, most programs require enrollment of at least half-time status. The KCC Academic Catalog contains complete information on the range of programs available to you. You will receive correspondence from the Financial Aid office through your student KCC email account on the KCC Web Portal. All required forms can be obtained at [www.kellogg.edu/admissions/financial-aid/student-forms-documents](http://www.kellogg.edu/admissions/financial-aid/student-forms-documents).

## Aid Sources

### Scholarships and Grants

- Federal Pell Grants are federally-funded grants based on need; you must file the FAFSA to be eligible.
- Federal Supplemental Educational Opportunity Grants are federal grants awarded to Pell Grant recipients with the greatest financial need; you must file the FAFSA to be eligible.
- KCC Scholarships and Scholarship Endowments provide gifts if you meet eligibility requirements. Funding from these programs is limited. Contact the KCC Foundation at 269-965-3931, ext. 2239, or download an application at [www.kellogg.edu/about/foundation/student-scholarships](http://www.kellogg.edu/about/foundation/student-scholarships).
- Michigan Competitive Scholarships are awards made by the State of Michigan based on ACT score and financial need. You must file the FAFSA each year to be eligible.

### Work Opportunities

Federal Work Study is a federally-funded work program awarded to students with a financial need. On-campus and off-campus jobs are limited to 20 hours per week. You must be at least 18 years old to be eligible for Federal Work Study and fill out the FAFSA and indicate a desire to work.

### Loans

#### *Federal Direct Subsidized Stafford Loan*

William D. Ford Federal Direct Stafford Loans (Direct Loans) are low-interest, educational loans. Funds are provided by the federal government. These loans help you finance your educational expenses up to \$3,500 per year for freshman, and \$4,500 per year for sophomore students. A maximum of \$23,000 may be borrowed as an undergraduate student.

The interest rate is paid by the federal government while you are attending college on at least a half-time basis. The Financial Aid office must have an Institutional Student Information Record (ISIR) on file to award this loan. You must file the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to be considered for a loan. Only students with demonstrated need qualify for this subsidized loan.

### *Federal Direct Unsubsidized Federal Stafford Loan*

Regardless of income, you will be able to obtain this student loan. Interest starts accruing on this loan beginning the day the loan is disbursed. Borrowers from this program are responsible for interest accrued during the in-school and deferment periods. Interest payments can be paid monthly or quarterly or capitalized by the lender and added to the loan principal.

You can receive subsidized and unsubsidized loans for the same loan period. The combined total of both programs cannot exceed Federal Stafford Loan Program annual limits or your Cost of Attendance.

### *Federal Direct Plus Loan*

This is a non-need based source of loan funds available to parents of dependent undergraduates. There is no federal interest subsidy. Under the Federal Plus Loan, when the borrower is a parent, repayment of interest and principal must begin within 60 days of disbursement of the loan. Parents can choose to defer the payment until after the student graduates or drops below halftime.

There is no grace period for Parent PLUS Loans. The interest rate is fixed determined on a yearly basis. The parent may borrow up to the cost of education minus other aid. A FAFSA must be on file prior to the awarding of a PLUS loan.

### *Entrance and Exit Counseling*

If you are awarded a loan, you are required to complete an entrance loan counseling session prior to the loan being disbursed. If you received a loan, you are required to complete an exit loan counseling session prior to program completion at KCC.

You will receive a six-month grace period after graduating or dropping below half-time status before you begin repayment. All principle payments are automatically deferred while you are enrolled on or above a half-time basis and during your grace period.

Both counseling sessions are completed online. You must list KCC as the school to which you would like the counseling information sent.

Additional resources:

- Manage your Direct Loan account, complete your Master Promissory Note, Entrance and Exit Counseling, and calculate and make payments on your student loans at [www.studentloans.gov](http://www.studentloans.gov).
- You can make inquiries about Title IV grants and/or loan amounts, outstanding balances, and check on loan statuses and disbursements at [www.nslds.ed.gov](http://www.nslds.ed.gov).

## Common Financial Aid Terms

- **COA**—Cost of Attendance (budget). This is the total cost of attending a college or university, including tuition, room and board, books, lab fees, transportation and basic living expenses.
- **Credit Hour**—Credit hours are units of value given to courses. Some courses may be worth more credits than others. Many institutions base tuition costs on the number of credit hours taken, and some financial aid programs require you to maintain a minimum number of credit hours per semester.
- **Deferment**—A deferment is an approved pause in repaying a student loan. You may seek a deferment due to financial hardship; time spent continuing your education, active military service or other reasons as determined by the lender.
- **Disbursement**—The release of loan funds to the school for delivery to the borrower. The payment will be made via EFT (Electronic Funds Transfer) to the school. Loan funds are first credited to your KCC account for payment of tuition, fees, room and board and other school charges. Any excess funds will be paid to you in the form of a check or direct deposit.
- **Drop**—Dropping a course means you may receive a refund of tuition and fees paid for the course. A \$5 drop fee will be applied if courses are dropped after the class begins. The drop period is typically 1/10 of the course meeting time and should be verified via KRIS for each course and section you may consider dropping.
- **EFC**—Expected Family Contribution. To be eligible for financial aid, families must complete the FAFSA with detailed financial information. The EFC is calculated based on this information, showing the amount of money the family can reasonably be expected to contribute toward their child’s education. The EFC is used to determine students’ eligibility for need-based financial aid.
- **FAFSA** (Free Application for Federal Student Aid) - Filling out the FAFSA is the first step in the financial aid process. To be eligible to receive federal financial aid and many state-level financial aid programs, you must complete the FAFSA.
- **Federal Work Study Program**—A federally funded, need-based program administered by each school. This program allows you to work on campus to help pay for your education and living expenses.
- **Late Add**—If you are granted permission to add a course after the add/drop period, the course added will not be counted toward determining the enrollment level for financial aid.
- **Merit-Based**—These are financial aid programs which require you to meet a certain level of academic achievement.
- **Need-Based**—These are financial aid programs which require you to meet a certain level of academic achievement. COA-EFC=Need
- **SAP (Satisfactory Academic Progress)**—This is a federal regulation establishing educational standards for students receiving Federal Title IV aid (Pell Grant and William D. Ford Loans) to ensure students are progressing toward an educational objective and complete a degree within a reasonable time frame.
- **Withdrawal**—You may withdraw from course(s) online or in person. You may withdraw after the drop/refund period and prior to 7/8 of the duration of the course. A grade of “W” will be placed on your academic transcript for each

course withdrawn. Tuition and fees will not be refunded. If you withdraw during the final 1/8 of the course, a grade of “F” will be placed on your academic transcript. If you stop attending a course and do not formally withdraw, the instructor will assign a final grade based upon progress toward completion of course objectives. Consult the KCC Web Portal for class specific withdrawal date.

## Eligibility for Aid

General financial aid eligibility requirements state that you must:

- Have a high school diploma, GED or completed a secondary school education in a home-school setting
- Be admitted to KCC and enrolled as a regular student. (Guest and Dual Enrolled students are not eligible for financial aid)
- Be a U.S. citizen or eligible non-citizen
- Not be in default on a student loan
- Not owe a repayment on a federal grant previously received
- Be pursuing an eligible program of study leading to a degree, one-year certificate or transfer to a four-year college
- Be registered with Selective Service if a male at least 18 years of age. (You may register online at [www.sss.gov](http://www.sss.gov))
- Maintain satisfactory academic progress as defined by federal regulations and pursuant to KCC’s SAP policy

## Terms and Conditions of Financial Aid

Financial Aid awards are subject to the following stipulations:

1. You must be a citizen or permanent resident of the United States.
2. To be eligible for most types of financial aid, a minimum of six credit hours per semester is required. If classes are dropped or cancelled after initial registration, the financial aid package may be adjusted.
3. If dropped or cancelled classes decreases or cancels eligibility for financial aid, any balance owed to KCC is your responsibility.
4. You must inform the Financial Aid office of aid received from sources outside the office.
5. If additional financial aid is received after the award letter is issued, the award package may be adjusted or cancelled.
6. Financial aid is contingent upon the continuation of the current aid programs, sufficient appropriations and you meeting KCC’s SAP Policy.
7. Financial Aid is contingent on you attending all courses for which you are registered.
8. Adjustments to the award package may be required for changes in the family’s financial situation, additional available funding, levels of enrollment, residency, errors in calculations, clerical errors, or further file review.
9. You will be notified of all adjustments to the financial aid award package.
10. You are responsible for debit balances that may be created on your account as a result of an adjustment.
11. Financial aid received for the current award year cannot be used to pay indebtedness from a previous award year.
12. All funds received are to be used for education-related expenses while attending KCC.

13. In cases of enrollment at more than one institution for the same period of time, federal and state funding may only be received at one institution.
14. By signing the Title IV statement on the Financial Aid Certification form, you are authorizing federal funds to apply to all charges on your KCC account.

## Enrollment and Attendance

### Enrollment Levels

These enrollment levels define full-time and part-time students and apply to all semesters, including summer.

Full-time . . . . .	12 or more credit hours
3/4-time. . . . .	9 – 11 credit hours
1/2-time. . . . .	6 – 8 credit hours
Less than 1/2-time . . .	Less than 6 credit hours

Any courses for which there is an “I” grade on your transcript for a previous enrollment period will not be counted toward your level of enrollment for a current semester for financial aid. An “I” grade means you agreed to complete the course by a specified date without re-enrolling. If you choose to audit a course, it will not be included in the enrollment level. Classes added after the add period will not be included in the enrollment level for consideration of aid.

### Non-Attendance

In order to receive funds from any Title IV program, you must attend the classes you are enrolled in, which are used to compute your financial aid eligibility. If you NEVER attend the classes you are enrolled in, the Financial Aid office will review your financial aid eligibility and may adjust your award(s) based on the classes you have attended. You will be responsible for any outstanding balance owed on your KCC account.

### Complete Withdrawal

If you completely withdraw from all courses before the 60% point of the semester, a Federal Refund Calculation will be completed to determine what portion of disbursed aid you must repay KCC. If you drop or withdraw from your classes your KCC account will be adjusted according to KCC’s tuition refund policy. If you find it necessary to drop/withdraw during a semester, you must notify the Records and Registration office to complete the necessary drop/withdrawal paperwork.

Title IV aid that has been received during a semester will be recalculated to determine how much has been earned if you:

- Officially withdraw from ALL courses within a semester, or
- Officially withdraw from a course AND are not registered in a course that spans the length of the semester, or
- Received failing grades in ALL courses in which you are enrolled within a semester

If you withdraw or stop attending ALL your classes, you may be responsible for a portion of the charges incurred, which is calculated based on the last date of attendance reported for you by your instructors. Withdrawing from class and/or never attending class may also affect your academic progress and result in termination of financial assistance. Please review KCC's SAP requirements for more details on how to remain in satisfactory academic standing.

Title IV funding must be returned to the following federal programs in the following order:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
- PLUS Loan
- Pell Grant
- Supplemental Education Opportunity Grant (SEOG)
- Other federal, state, private, or institutional student assistance

## Repeat Coursework

- You may receive aid when repeating a course that was previously failed (received a "0.0" grade point or "No Pass"), regardless of the number of times the course was attempted and failed.
- You may receive aid to repeat a previously passed course one additional time. (A passing grade is any grade other than an "F, W, NR or N, I, G") See the Academic Catalog for an explanation of grades.
- Once you have completed any course twice with a passing grade, you are no longer eligible to receive aid for that course.
- A recalculation of aid is done to exclude the credits for the repeated course if you retake a course that is not aid eligible.
- This rule applies whether or not you received aid for earlier enrollments in the course.

*Note: Federal regulations specify that you may not receive aid for repeating courses previously passed if you are required to retake those courses as part of a structured program.*

## Satisfactory Academic Progress (SAP)

### Policy

Federal regulations require that you maintain satisfactory academic progress (SAP) in order to continue receiving financial aid. The minimum standards of SAP at KCC include the following components:

- You maintain a cumulative grade point average based on number of credits attempted (may be different than records GPA)
- You complete a minimum of cumulative credit hours attempted based on number of credits attempted (including all transfer credits)
- You complete less than 150% total cumulative credits required for program degree of record (including all transfer credits)

A review of SAP will be done at the end of each semester following the posting of grades to your official transcript. The Financial Aid office will review your academic history and notify you if you are being placed on financial aid warning or suspension. If you are placed on suspension you will receive an email with information about the appeal process.

The first time you do not meet minimum standards you will be placed on financial aid warning and are eligible to receive all forms of aid. If you do not meet minimum standards the second semester, you will be placed on financial aid suspension and will not be eligible to receive any federal or state financial aid. You may appeal using the appeal form sent to your KCC email account.

## **Grades**

### *Cumulative Credit Hours Attempted*

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

### *Cumulative Credit Hours Successfully Completed*

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

### *Audit Grades*

Credit hours taken for a grade of “audit” do not apply toward an associate degree or certificate program. Therefore, credit hours with this designation are not included in determining enrollment status for financial aid disbursements or satisfactory academic progress.

If you have a change in grade type to an “audit” after the disbursement of financial aid, you will be reviewed for an enrollment status change. This change may result in a reduction of financial aid eligibility and a balance owed to KCC.

### *Incomplete Grades*

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



## *Open Entry Courses, Industrial Trades Courses*

Open entry courses and industrial trades courses will be treated like any other course for SAP. If the course is not completed by the end of the semester when SAP is evaluated, you may appeal using the SAP Appeal form to have your status re-evaluated once a grade is assigned.

### **Appeal Process**

You may appeal your SAP Appeal status by filing the SAP Appeal form. Reinstatement of aid is subject to professional judgment, submission of proper documentation of your circumstances, and availability of funds.

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

1. A significant medical illness or injury that directly affected your ability to meet the academic standards.
2. The death of a close relative during the time period that directly affected your ability to meet the academic standards.
3. You attended school more than two years previous and experienced difficulties at that time that directly affected your ability to meet the academic standards.
4. You received a change of grade from a previous semester and are requesting that SAP be re-evaluated.
5. You completed the maximum credits allowable for financial aid at KCC, including transfer credit hours, and the current program of study requires additional credits for completion
6. You experienced a significant personal tragedy or event that affected your ability to meet academic standards.
7. You experienced another significant situation that affected your ability to meet academic standards.

## **Veterans Affairs (DVA) Benefit Services**

Application forms are available at [www.gibill.va.gov](http://www.gibill.va.gov). Additional forms to complete a Veteran file are available from the Financial Aid office on the North Avenue campus in Battle Creek. Scheduled VA orientations are available to assist with the certification process requirements and guidelines.

### **Academic Progress Standards**

Recipients of DVA benefits must achieve satisfactory academic progress (SAP) toward their educational goals. KCC will evaluate the academic progress of each recipient at the end of each academic session.

### **Satisfactory Progress Policy**

A DVA benefits recipient is considered to be making SAP if a minimum cumulative grade point average (CGPA) is maintained based on the SAP policy. Class absence must not interfere with the successful pursuit or completion of the course objectives. Recipients are expected to make consistent and incremental progress toward completion of an academic program. Recipients enrolled in industrial trades course

work must complete the scheduled/enrolled clock hours by the end of the enrollment period for which they have been certified.

### **Probationary Benefit Status**

A DVA benefits recipient who is not making satisfactory progress will be placed on probationary benefit status. This probationary status may continue for up to two subsequent semesters. During the probationary period, the recipient is eligible for certification. To regain satisfactory progress status, a probationary semester must be completed with all progress standards being met.

### **First-time Recipients**

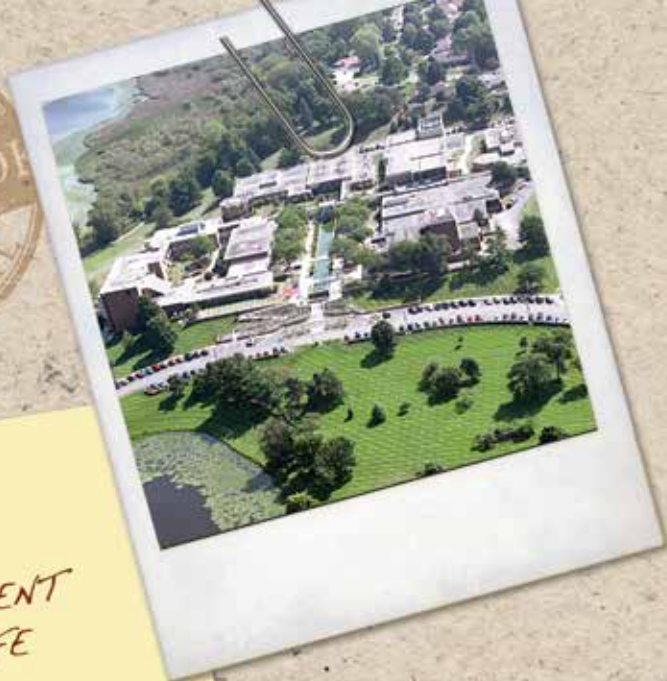
First-time DVA benefits recipients who have an established academic record at KCC must meet the satisfactory progress policy. Students not meeting the policy requirements will begin their benefits on probationary benefit status as outlined above.

### **Suspended Benefit Status**

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

### **Appeal of Benefit Status**

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



STUDENT  
LIFE



GO BRUINS!!

## Student Life

[www.kellogg.edu/student-life](http://www.kellogg.edu/student-life)

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

## Campus Activities

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

### Student Life Events

#### *Fall Events*

Hispanic Heritage Month event(s)  
Coffeehouse Concert Series  
Bruin Blast  
Constitution Day  
Volunteer & Civic  
Engagement Fair  
Welcome Events at the Regional Centers  
Bruins Give Back  
American Red Cross Blood Drive  
National Coming Out Day  
Transfer College Tours  
Broadway in Chicago field trip  
Scary Movie Night  
Native American Heritage event(s)  
Transfer Fair  
Stress Busters

#### *Spring Events*

Bruin Boost  
MLK Day celebration  
Black History Month event(s)  
Bruins Give Back  
Transfer College Tours  
Welcome Events at the Regional Centers  
Volunteer & Civic  
Engagement Fair  
Women's History Month event(s)  
American Red Cross Blood Drive  
Chicago Field Trip  
Earth Day Celebration  
KAB Birthday Bash  
Stress Busters

## Co-Curricular Programs

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

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

## Student Leadership Institute

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

## Registered Student Organizations (RSOs)

Currently enrolled KCC students come together to form registered student organizations (RSOs) around common interests. An RSO should include a minimum of five students. Student Life stands ready to support the endeavors of all RSOs. Each RSO must register with Student Life each fall semester in order to be officially recognized by KCC. Privileges are granted only to those organizations who officially register.

Student members associated with an organization are expected to abide by all KCC policies and procedures, including those outlined by Student Life, as well as all federal, state, and local laws. A statement of compliance must be included in each organization's constitution. Furthermore, all approved RSOs must agree to uphold good and proper conduct. Poor conduct includes but is not limited to violation of the KCC Student Code of Conduct, dishonesty (furnishing false information, forgery, acting as an agent of KCC without authorization), unauthorized posting, and violations of the law and KCC policies.

## Current RSOs

**Anime Club**—(Vacant): The purpose of the club is to allow members to preview anime not readily available on American television, hold discussions about anime, provide opportunities for group trips to conventions, and end misconceptions about anime.

**Art League**—Ryan Flathau, Advisor, extension 2559; Pete Williams, Advisor, ext. 2565: This club is open to all students interested in expanding their knowledge of art.

A variety of activities outside the classroom will be offered to encourage greater art appreciation by the members.

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

**Chess Club**—Student Life, extension 2634: The Chess Club meets weekly to engage in competitive chess play; call Student Life for current schedules.

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

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

**Encore Theatre Company**—Brad Poer, Advisor, extension 2558: This company is open to all students interested in further developing theatrical experiences on and off the campus. The goal is to entertain and educate audiences, explore theatre, and expose drama to all age groups. Students are encouraged to offer their support and talents to the community.

**Film Club**—(Vacant): This club views films based on certain themes. The films will serve as enrichment functions with exposure to film medium and discussion of social context.

**The Gathering** – Anna Cox, Advisor, extension 2333: The purpose of this group is to bring together new and experienced Magic players for the enjoyment of the game.

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

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

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

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

**Kampus Activities Board (KAB)**—TaNisha Parker, Advisor, extension 2600; Rose Dulaney, Advisor, extension 2626: KAB is a group of students interested in planning activities on campus and being actively involved on campus. The board also provides representation for the student body and acts as a liaison between the student body and staff and administration.

**KCC Career Club**—Patrick Casey, Advisor, extension 2636; Chuck Newman, Advisor, extension 2094: The Career Club is designed for students to enhance their career research and employment strategies with emphasis on local employer networking, learning about and utilizing new technology, and learning and applying best practices. K4Cs is headed by a student leadership group that will help decide the direction of the club.

**KCC Golf Club**—Ron Davis, Advisor, extension 2284: The purpose of this club is to stimulate interest in golf at KCC by bringing together a group of golfers who wish to form a golfing organization that promotes and conserves the best interest and true spirit of the game of golf as embodied in its ancient and honorable traditions.

**KCC Road Runners**—Holly McKee, Advisor, extension 2629; Michelle Wilson, Advisor, extension 2234: This group is open to all KCC students interested in promoting good health in a positive and fun way through running and other physical activities.

**The N.E.R.D.S.**—Craig Mack, Advisor, extension 2352: The purpose of The N.E.R.D.S. is to serve as a forum for like-minded people and the continued interest in the pursuit of all things nerd related.

**Phi Theta Kappa**—(Vacant): This organization is an international honor society in which membership is by invitation only. Students in this organization must have completed 12 or more semester hours with a 3.5 or better grade point average. New KCC students may be invited to provisional membership based on their high school academic achievement and leadership activities.

**Physical Therapist Assistant Club**—Tracy Wood, Advisor, extension 2322: This organization is interested in education, community service, and promoting awareness of physical therapy. The purpose is to enrich and broaden the views and knowledge of students in the field of physical therapy while participating in community service opportunities.

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

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

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

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

**True Life Fellowship**—Roderick Simmons, Advisor, extension 2621, Kate DeGraaf, Advisor, extension 2211: This student-run organization is non-denominational and open to all students. Bible studies, speakers, and other various activities are used to enhance the student's spiritual development.

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

**Tennis Club**- Thomas Rose, Advisor, extension 2749: The purpose of the Tennis Club is to allow those who played tennis in high school the opportunity to continue playing tennis with others as part of a team, as well as afford others who are interested the opportunity to play.

## **RSO Essentials**

### *Registering a New RSO*

Students are encouraged to form new student organizations; the Student Life staff is available to help guide students through this process. An organized group of enrolled KCC students, coming together for a common purpose, may begin a new RSO. To register a new RSO, follow these steps:

- Ensure that your organization is unique among currently active RSOs
- Name of RSO
- Constitution, including:
  - Name of the organization
  - Objectives and purpose
  - Membership
  - Officers, duties, and election process
  - Meetings



- KCC non-discrimination clause
- Advisor(s) name and position with KCC
- Current list of officers and members, including student K-ID numbers and contact information
- A minimum of four currently enrolled KCC students is required

Once this information is secured, schedule a meeting with the Manager of Student Life to discuss your organization’s registration. Once your organization meets the basic registration requirements, it will be granted active status. Active status will allow your organization to take advantage of the privileges granted to RSOs. This includes access to funding from various campus resources (i.e. Student Life, other supporting campus departments).

### *Annual Re-Registration for Current RSOs*

Student Life requires all RSOs, new and existing, to register their organization each fall semester; participation in the annual Bruin Blast event indicates intention to register. By registering, RSOs renew access to RSO privileges granted by KCC. To register, RSOs must have the following information on file with Student Life:

- Name of RSO
- Constitution, including:
  - Name of the organization
  - Objectives and purpose
  - Officers and duties
  - Statement of compliance and non-discrimination clause
- Advisor(s) name and position with KCC
- Current list of officers and members, including student K-ID numbers and contact information
  - Students who are listed as members or officers of an organization must be currently enrolled KCC students in good academic standing; must not be under any type of disciplinary sanction from KCC; and must meet the criteria stated in the organization’s constitution.
- Current list of members
- Meeting information (date(s), time(s), and location)

This information can be sent electronically to [studentlife@kellogg.edu](mailto:studentlife@kellogg.edu). Failure to register your organization will result in not having RSO privileges.

### *RSO Privileges*

- **The Bruin Advertising**—RSOs can advertise in The Bruin student newspaper for free. Submit requests electronically to Student Life at [studentlife@kellogg.edu](mailto:studentlife@kellogg.edu).
- **Bruin Beat Events Calendar**—RSOs have access to, and are encouraged to, promote meetings and events electronically on the KCC Events Calendar. To submit a request, send event information to Student Life at [studentlife@kellogg.edu](mailto:studentlife@kellogg.edu).
- **Campus-Wide Postings**—RSOs can request to have promotional materials posted campus-wide. See the Student Life Rules and Regulations section for more information on this process.

- **Financial Account**—RSOs will have two accounts with KCC, one for expenditures and one for revenues. RSOs wishing to make a deposit must contact Student Life. Off-campus accounts are not permitted. A KCC financial account allows for campus departments to easily transfer funds as means of support for your organization. Each month during the academic year, Student Life will send an updated account balance to advisors.
- **Official Recognition by the College**—KCC will officially recognize student organizations that meet the aforementioned criteria. However, such recognition does not imply that KCC is liable for the actions of an organization because of its association with KCC. Furthermore, the student organization agrees to assume responsibility and indemnify and hold harmless KCC, its trustees, employees, and agents for any and all liability which may result from actions conducted on or off campus, including, but not limited to judgment costs, attorney’s fees, discovery costs, or expenditures.
- **Printing Costs**—Student Life supports RSOs in their marketing efforts by paying for internal printing costs associated with a RSO-sponsored activity.
- **Media Design Center**—To render these services, RSO officers and members should first discuss their marketing plan with their advisor; the advisor should then plan time to share these details with the Media Design staff. Allow at least two weeks for the staff to develop a design and allow at least 1 additional week for proofing the design. Upon final approval of the proof from the RSO, Media Design will send the artwork to the Duplication/Distribution Center for printing. Media Design staff has the right to verify with Student Life at any time if the organization submitting a design request is currently registered and active.
- **Student Life Co-sponsorship**—As a co-sponsor of RSO events, Student Life can provide a variety of services to support your organization. Support may come in the form of funding, assistance with event planning, promotion of your event and/or organization, access to leadership development for officers and members, and/or use of Student Life supplies.

## RSO Advisors

RSO advisors are important not only because they are role models for students, but because their involvement in the organization itself provides learning experiences that are transferable to situations beyond college. RSO advisors must be employees of KCC. In order to assist the advisor and the RSO in understanding the roles of an effective advisor, Student Life offers the following list of responsibilities:

### *Advisor Responsibilities to the RSO*

- Assist officers in understanding their duties, administering programs and plans, organizing projects, and making appropriate transitions.
- Preserve the continuity of the organization through the constitution, traditions, files, and meeting minutes.
- Encourage the use of procedures to ensure that the meetings run in an orderly and efficient manner.
- Encourage students to understand and apply democratic principles, including the recognition of minority opinions and rights.
- Attend as many organization meetings and events as possible.
- Articulate campus policies and procedures.

- Support officers and be available for evaluation of ideas.
- Maintain the ability to deal with the same issues each year and remain open to new ideas.
- Facilitate discussions among officers and between officers and members.
- Be familiar with national structure and services if relevant.
- Assist with specific KCC services, for example, obtaining organization account information and reserving campus space.
- Consult on programs.
- Advise individual students as necessary.
- Assist the organization as needed.
- Aid in the marketing and recruitment of the organization.

### *RSO Responsibilities to the Advisor*

- Notify the advisor of all meetings and events.
- Confer with the advisor on plans, projects, and events.
- Consult with the advisor before making structure or policy changes.
- Understand that although the advisor has no vote, he/she has speaking privileges and reserves the right to deter plans in case of violation.
- Remember the responsibility for the success or failure of group projects rests ultimately with the group, not the advisor.
- Acknowledge the advisor's time and energy and express appropriate appreciation.
- State clearly and openly the expectations of the advisor.
- Evaluate the advisor and periodically give feedback.
- Declare the advisor's length of service to the organization.

## **RSO Event Planning**

### *Pre-Planning*

Before you start planning an event or activity, consider these questions first:

- Has this activity been reviewed with your RSO advisor?
- What liability does the organization run the risk of incurring? Is the potential liability for the organization worth the potential benefits to the organization?
- What state laws or city ordinances have the potential of being violated? What safeguards will be used to keep these laws from being violated?
- How will security be maintained during the event?
- List the possible problem situations that could present themselves at the event and how the organization will resolve each possible problem.
- Do you have an established timeline to plan the event?
- What campus resources are available to your organization to ensure a successful event?
- Does your organization need to develop a sub-committee for this event? Who will serve on that committee and who will chair the committee?
- What is the purpose/goal of the event?
- Who is your target audience for the event?

## Checklist for Event Planning

For the most successful event, plan a program **at least six to eight weeks** in advance. Student Life encourages use of this checklist as means of supporting organizations in the event planning process.

- Decide on an event/program.
- Contact your advisor for support and feedback.
- Obtain feedback from Student Life and determine what approval process(es) your organization may need to go through.
- Contact appropriate individuals (i.e. DJ, magician, food supplier, etc.) to find out cost and availability.
- If funding is needed, develop a budget. Discuss use of RSO funds, fundraising, and/or possibility of requesting funding from KCC with your advisor.
- Check in with Student Life to ensure that you are on the right track and see if Student Life can assist with any of the planning.
- Decide on three possible dates and three possible locations for the event.
- Decide on a time for the event.
- Consider developing a sub-committee to share the responsibilities; committees are an ideal way to get RSO members involved.
- Follow the appropriate procedure for reserving any necessary rooms.
- Complete any necessary forms (i.e. Fundraiser Request, Table Request, etc.).
- Complete any necessary media requests (i.e. DVD player, microphone, flip charts, etc.).
- If you need volunteers, start gathering a commitment from them. Develop a “to do” list for volunteers. Consider holding a meeting of volunteers prior to the event so that you can share your expectations of them.
- Touch base with your advisor to seek suggestions, support, and feedback.
- Start marketing. Complete marketing requests—allow at least two weeks for the Media Design Center to create a design, an additional week for proofing the design, and five business days for printing of marketing materials. Marketing materials should be visible on campus at least two weeks prior to the event.
  - Table set-up request
  - Bruin Beat events calendar
  - Posting flyers
  - Digital displays
  - Request to be added to the weekly broadcast message for KCC employees
  - Outdoor marquee (only for events open to the community)
- Wait for requests to be fulfilled; requests may take up to two weeks for confirmation.
- Create a brief evaluation for attendees to complete at the end of the event.
- Consider the details (i.e. name tags, check-in procedures, signage, when to hand out the evaluation, how that will be turned in, etc.).
- Plan a “dry-run” the day before – visualize the event from start to finish, making sure all loose ends are tied up.
- Create an event toolbox (i.e. stapler, tape, blank name tags, markers, etc.).
- Get a good night’s rest the night before the event.
- EVENT DAY! Remember to breathe.
- Celebrate your successes!
- Make a few quick notes about the event (i.e. number that attended, overall

thoughts on how the event went, note any possible improvements, etc.).

- File your notes in Student Life for future reference.
- Send “Thank You” notes to all volunteers, speakers, and any other key players in your success.
- Relax.

### *Tips for Success*

- Hold consistent meetings of key players for effective communication. Always be sure the advisor is kept updated.
- Create an event timeline—go backwards. Often times, starting an event timeline from event backwards can be most effective.
- Stay healthy. Check-in with yourself often, ask for help when you need it, get good rest and eat healthy.
- Use your resources! There are huge pockets of resources on campus to help your organization be successful – your advisor can help identify these resources.
- Be honest. An important sign of a strong leader is one who is honest; tell your key players when you’re unsure of something.
- Engage your help. Utilizing your team helps for a great event and with your stress level.
- Write down your goals and share them. This is essential for good communication; when you and your team are all moving in the same direction, you are more likely to be successful because you’ve driven down the same road.
- Consult with Kampus Activities Board to see if there is any way they can help.

## **Student Honors and Awards**

### **Student Honors**

#### *Graduating with Honors*

If you have fulfilled the requirements for an associate degree and have earned a cumulative grade point average of 3.00 or higher you will graduate with honors as follows:

3.00 – 3.49	Honors (Cum Laude)
3.50 – 3.89	High Honors (Magna Cum Laude)
3.90 – 4.00	Highest Honors (Summa Cum Laude)

Honors recognition will appear on your official academic transcripts and diploma.

### **KCC Honors Program**

Honors Program students have unique opportunities for academic challenge as well as interaction with other motivated students and Honors faculty through coursework and fellowship activities. The Honors Program promotes leadership and fosters partnerships and mentoring between students and faculty.

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

### *Benefits of Completing the Honors Program:*

- Attract transfer institutions and increase scholarship opportunities
- Conference and field trip opportunities
- Admission into the Lee Honors College at Western Michigan University and Honors College at Albion College
- Honors designation on transcripts

### *Admission to the Honors Program*

To be eligible for the Honors Program, you must complete an application and meet one of the following requirements:

#### **High School Students**

- High school GPA of 3.5 or higher and ACT composite of 24 or higher; or,
- Be a recipient of a Gold Key or Board of Trustees scholarship

#### **Current KCC Students**

- Minimum, cumulative GPA of 3.5 and 12 completed credits

#### **Transfer Students**

- Combined transfer GPA of 3.5 or higher and 12 completed credits

### *Honors Program Requirements*

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

- Maintain a minimum, cumulative GPA of 3.2
- Complete four honors courses and/or contracts for a minimum of 11 credits of honors coursework in college-level courses
- At the time of graduation, submit an Honors Program Graduation form

### *Honors Program Courses and Contracts*

To fulfill the Honors Program requirements, you have the option of fulfilling an honors contract in any college-level KCC course. An honors contract is a mechanism for adding an “honors dimension” to the course by contracting with the instructor to complete additional coursework and receive honors designation. If you are interested in developing an honors contract, you should contact individual instructors at the start of the semester to discuss options.

If you are interested in completing an honors contract, you should begin by downloading a copy of Honors Contract from [www.kellogg.edu/studentlife](http://www.kellogg.edu/studentlife) and follow the instructions outlined on the form. Honors contracts must be completed with a B+ or higher in order to receive Honors Designation.

### *Honors Societies*

KCC has two honors societies that you may consider joining, if eligible. Each society has its own eligibility criteria, advisor(s), and membership requirements. Contact the

advisor if you are interested in learning more.

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

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

**Psi Beta**—Donn Montgomery, Advisor, extension 2227: Psi Beta is the National Honor Society in Psychology for community and junior colleges. It is the first two-year college honor society approved for membership in the Association of College Honor Societies. The mission of Psi Beta is professional development of psychology students through promotion and recognition of excellence in scholarship, leadership, research, and community service.

Students who meet the following requirements are eligible for membership:

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

## Dean's List

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

- Full-Time student recognition- you must have completed 12 or more semester hours of credit during either the fall or the spring semesters to qualify. You must not have received any grades of "I" (incomplete) or "W" (withdrawn). There are no grade points associated with grades of "G", "X", and "P" and; therefore, are not calculated in the cumulative grade point average.
- Part-Time student recognition-you must have completed 6 or more semester hours of credit in either the fall or spring semesters, and have completed a total of 18 or more cumulative semester hours of credit and not received any grades of "I" (incomplete) or "W" (withdrawn). There are no grade points associated with grades of "G", "X", and "P" and; therefore, are not calculated in the cumulative grade point average.
- Students will be recognized as follows:
  - 3.50-3.89 High Honors
  - 3.90-4.00 Highest Honors

## Student Awards

It has long been a tradition at KCC to recognize students who have exhibited outstanding achievement in their fields of study, interest, and/or expertise. Award recipients are selected by the faculty and administrators in the department that corresponds with each award. Awards are also given to the overall outstanding full- and part-time graduate in each of the two academic divisions. All students receiving recognition are honored at a banquet held in the spring where they are presented with the award(s).

Each award carries its own set of criteria determined by the division in which the award is housed.

### *Career and Occupational Education Division Awards*

#### **The Breaking Traditions Award**

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

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

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

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

#### **Outstanding Associate Degree Nursing Graduate**

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

1. High academic achievement: 3.5 or higher GPA
2. Outstanding clinical achievement based on evaluations submitted by clinical



instructors which reflect excellence in meeting clinical objectives including technical skills, nurse/client relationship, and the fulfillment of professional role and responsibilities

3. Potential for contribution to the profession based on such evidence as involvement in the student and/or national professional organization, high ethical values/ behaviors, and leadership skills

### **Outstanding Business Management Graduate**

The Business faculty selects based on the following criteria:

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

### **Outstanding Computer-Aided Drafting and Design Technology Graduate**

The following criteria must be met:

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

### **Outstanding Computer Engineering Technology Graduate**

The following criteria must be met:

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

### **Outstanding Dental Hygiene Graduate**

Dental Hygiene faculty selects based on the following criteria:

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

- Leadership—motivates other students by positive example

### **Outstanding EMS Student**

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

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

### **Outstanding Graphic Design Graduate**

The Graphic Design faculty selects based on the following criteria:

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

### **Outstanding Medical Laboratory Technology Graduate**

The following criteria must be met:

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

### **Outstanding Magnetic Resonance Imaging Graduate**

MRI faculty selects based on the following criteria

1. Superior academic achievement based on overall grade point average and academic performance in the MRI courses (GPA of 3.5 or better)
2. Outstanding clinical achievement based on performance in the clinical education sites as indicated on clinical staff evaluations
3. Potential for contribution to the profession, as evidenced by an involvement in professional organizations, and a desire for continuing education
4. Demonstrates of the following qualities:
  - Consistency—performs at a steady level of excellence
  - Maturity—accepts responsibilities in class and in the clinical setting

- Creativity—demonstrates talent and proficiency in completing course requirements
- Leadership—motivates other students by positive example

### **Outstanding Office Information Technology Graduate**

The following criteria must be met:

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

### **Outstanding Physical Therapist Assistant Graduate**

The following criteria must be met:

1. High academic achievement based on an overall GPA of 3.5 or better, academic performance in Physical Therapist Assistant course work of 3.3 or better, and general consistency of academic performance
2. Outstanding clinical achievement based on evaluations submitted from each of four clinical affiliations which address competency in technical skills; observation skills; concern for patient care, comfort, and safety; oral and written communication; organization of time; attitude and interpersonal relationships; fulfillment of professional role and responsibilities. Outstanding student will earn at least:
  - “Acceptable” ratings for 80% or above of all rated categories on the clinical assessment tool for PTA 221 clinical experience
  - “90-100%” grading on at least 80% of all rated categories on each of the two clinical assessment tools for PTA 224 and 225 clinical experiences
  - An outstanding narrative assessment for PTA 226 clinical experience
3. Potential for contribution to the profession based on such evidence as interest in and willingness to pursue special fields of study related to physical therapy, involvement in the student and/or national professional organization, leadership skills, helping/teamwork behaviors, highly ethical values/ behavior, and community/volunteer involvement. The outstanding PTA student will demonstrate outstanding performance in at least three of the above listed areas.

### **Outstanding Radiography Graduate**

Radiography faculty selects based on the following criteria:

1. Superior academic achievement based on overall grade point average and academic performance in the RADI courses (GPA of 3.5 or better)
2. Outstanding clinical achievement based on performance in the clinical education sites as indicated on clinical staff evaluations
3. Potential for contribution to the profession, as evidenced by involvement in community projects, leadership roles assumed, interest and involvement in professional organizations, and a desire for continuing education
4. Demonstrates the following qualities:
  - Consistency—performs at a steady level of excellence

- Maturity—accepts responsibility in class and in the clinical setting
- Creativity—demonstrates talent and proficiency in completing course requirements
- Leadership—motivates other students by positive example

### *Arts and Science Division Awards*

#### **Arts and Communication Department**

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

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

The following additional criteria applies to particular awards:

#### **Outstanding Achievement in Art**

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

#### **Outstanding Achievement in Communication**

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

#### **Outstanding Achievement in Creative Writing**

- Editing, promoting, or writing for Mosaic
- A body of creative, written work that reflects talent and rich inner experience
- Serious commitment to creative writing
- Participation in campus readings

#### **Outstanding Achievement in English**

- At least 12 hours of English at KCC; may include 151, 152, and 153

#### **Outstanding Achievement in Foreign Language**

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

#### **Outstanding Achievement in Music**

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

#### **Outstanding Achievement in Theatre**

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

## **Elizabeth and Guido Binda Excellence in Visual and Performing Arts Awards**

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

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

Students who receive Binda Awards will have:

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

## *Criminal Justice Department Awards*

### **Outstanding Criminal Justice Graduate**

The following criteria must be met:

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

### **Outstanding Paralegal Graduate**

The following criteria must be met:

1. Be in the process of completing the associate degree or certificate with an overall GPA of 3.5 or higher
2. Demonstrate a commitment to the legal profession and the community through service learning, community service, volunteer work, internship/cooperative education placements, or extracurricular activities
3. Exemplify the following qualities:
  - Competency – perform at a consistent level of excellence in class and related activities
  - Maturity – demonstrate the behaviors of a responsible learner and accept responsibility in class and related activities
  - Leadership – act as a positive role model for other students and motivate other students by example
  - Creativity and problem solving ability – demonstrate talent and proficiency in completing course requirements in a proactive manner
4. Promote the paralegal profession and demonstrate the potential for contribution to the profession

## *Early Childhood and Teacher Education Department Awards*

### **Outstanding Early Childhood Education Program Graduate**

The following criteria must be met:

1. Be in the process of completing the associate degree in early childhood with a program code of 215, and have an overall GPA of 3.5 or higher
2. Have an Individual Educational Plan (IEP) on file in the Early Childhood Program office

3. Demonstrate a commitment to the early childhood education field
4. Show a commitment to the community through service learning, community service, volunteer work, or extracurricular activities
5. Demonstrate the following qualities:
  - Consistency – perform at a steady level of excellence
  - Maturity – accept responsibility in class and extracurricular activities
  - Creativity – demonstrate talent and proficiency in completing course requirements
  - Leadership – motivate other students by positive example
  - Critical thinking – demonstrate skill in gathering, analyzing, interpreting facts, and problem solving

### **Outstanding Education Major Graduate**

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

### *Math and Science Department Awards*

#### **Outstanding Achievement in Mathematics**

The following criteria must be met:

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

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

#### **Outstanding Biology Student**

The following criteria must be met:

1. Minimum of 3.5 GPA in biology courses

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

### **Outstanding Chemistry Student**

The following criteria must be met:

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

### **Outstanding Physics Student**

The following criteria must be met:

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

### *Social Science Department Awards*

#### **Outstanding Human Services Program Graduate**

The following criteria must be met:

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

#### **Service Learning Commitment Award**

The following criteria must be met:

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

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

#### **Outstanding Student in Social Sciences**

The following criteria must be met:

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

## *Student Services Division Awards*

### **All-Michigan Academic Team**

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

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

### **Outstanding Female Scholar Athlete**

- The Female Scholar Athlete of the Year comes from the following sports: volleyball, basketball, and softball.
- This student-athlete represents outstanding academic achievement in the classroom.

### **Outstanding Male Scholar Athlete**

- The Male Scholar Athlete of the Year comes from the following sports: basketball and baseball.
- This student-athlete represents outstanding academic achievement in the classroom.

### **Outstanding Student Employee**

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

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

## *Outstanding Graduate Awards*

### **Outstanding Graduate Award—Arts and Sciences Division**

### **Outstanding Graduate Award—Career and Occupational Division**

Full-time Student Category:

1. Associate degree candidate
2. GPA of 3.5 or higher
3. Completed a 12-hour credit load or more for at least three semesters while at KCC
4. Contributed to campus activities in addition to classroom participation (possibilities include student organizations and clubs, publications, athletics, Kampus Activities Board, teaching assistantships)
5. Demonstrate the following qualities:
  - Consistency—perform at a steady high level of excellence
  - Maturity—accept responsibility in class and extracurricular activities
  - Creativity—demonstrate talent and proficiency in completing course requirements
  - Leadership—motivate other students by positive example



Part-time Student Category:

1. Associate degree candidate
2. GPA of 3.5 or higher
3. Completed less than a 12-hour credit load for at least three semesters
4. Completed at least 40 hours of course work with KCC; successfully managed multiple responsibilities such as working, managing a household, raising a family, or volunteering in the community concurrent with attending classes at KCC

## **Student Life Rules and Regulations**

### **Bruin Beat Events Calendar**

The Bruin Beat events calendar is used to promote campus events. To submit a request, send the following information to [studentlife@kellogg.edu](mailto:studentlife@kellogg.edu):

- Date(s) of meeting, event, and/or program
- Event name
- Location
- Time
- Event snapshot (in 25 words or less)
- Event sponsor (i.e. student organization, campus department, etc.)

### **Campus Postings**

All campus postings require the approval of Student Life on the Battle Creek campus. Students, faculty, staff, and community members can submit requests for postings. Requests to post non-college related information may be posted if space permits; information that competes with the activities or offerings of Kellogg Community College may be denied approval. Priority is granted to college-related postings. Bulletin boards are maintained by Student Life staff and updated at least once each week during the academic year.

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

### **Digital Displays**

With the KCC Diversity Initiative as its foundation, the digital displays serve primarily as a vehicle to promote and communicate diversity initiatives as a shared venture throughout the KCC community. A standard slide background image will be used for all requests submitted to the Dean of Student Services office unless custom design art work is provided by the KCC Media Design office. Requests for custom design slides should be submitted directly to the Media Design Center and allow at least two weeks for design processing. Media Design will forward your slides to the Dean of Student Services office for upload.

To submit a request, submit a Digital Display Request Form at least 10 business days prior to event date. The form can be found on the KCC internal share drive. Individually designed slides will not be accepted.

Requests will remain in an active file until the end date of the event or 30 days, whichever comes first.

The slide show will consist of a maximum of 20 slides. The 20 slides will be filled using this system of prioritization on a first come, first serve basis:

Priority #1—Submissions that align with the purpose of the displays

Priority #2—Submissions that communicate student-oriented KCC deadlines and procedures

Priority #3—Submissions that promote KCC events

Running slide shows will be interrupted in the case of a campus emergency, as determined by the office of Institutional Facilities.

## **Field Trips and Overnight Travel**

Any and all student functions involving travel are limited to students and approved guests as deemed by Student Life. All College-sponsored travel is required to have an appropriate College employee present for the entire duration of the travel. Students participating in Student Life field trips must leave and return on the transportation provided by the College. College-sponsored travel is defined when College funds are used to support the trip, full or partial support. All attendees, including students and guests, must adhere to the Student Code of Conduct for the duration of the travel (see the Student Code of Conduct section for details).

The designated College employee responsible for the travel should initiate the travel approval process by contacting Student Life. A completed Field Trip Request form, with all appropriate signatures, must be submitted to Human Resources and Public Safety prior to departure. Travel outside of the state may require additional signatures as deemed by Student Life.

College vehicles may be requested for College-sponsored travel. Students are not permitted to drive vehicles rented through the College or College owned vehicles. Students choosing to drive their own vehicle to a destination for the purpose of a College-sponsored trip still need to be identified on the Field Trip Request Form.

Overnight travel requires a Field Trip Request Form and Travel Request Form along with detailed information about the trip. The responsible College employee is required to meet with the Manager of Student Life prior to departure to review rules and regulations. College employees are prohibited from sharing overnight lodging with students.

## **Fundraising for Registered Student Organizations**

RSOs are encouraged to participate in fundraising activities in order to produce revenue for the organization. Student Life must approve all fundraising activities.

Any registered student organization on campus wishing to raise funds must obtain approval from Student Life prior to beginning any fundraising activities. All fundraising activities must adhere to the Student Code of Conduct. RSOs that engage in

fundraising activities without prior approval may be in jeopardy of being placed on probation or losing official registration status.

An advisor or student may initiate the fundraising approval process by completing a Fundraising Request form not less than 10 business days prior to the date of the fundraiser.

All RSO fundraising activities must be approved by Student Life in advance. Applications can be picked up in Student Life. RSOs must file a revenue report at the completion of all fundraising activities within 10 days of the conclusion of the approved fundraising activity. Student Life reserves the right to deny any fundraising activity that may be deemed harmful and/or in violation of KCC policy.

## **Mediation and Conflict Resolution**

Periodically, RSOs have an internal issue that may need mediation from an unbiased, outside entity. Student Life is available as a resource to serve as a mediation guide; Student Life will not intervene unless all parties express a willingness to enter a mediation conversation.

## **Room Reservations and Meeting Space**

RSOs can reserve rooms through their advisors or Student Life. When using space at KCC such as classrooms or conference rooms for meetings, an advisor must be present; if an advisor cannot attend, RSOs may use any public space at KCC (i.e. Student Center) to meet without an advisor.

RSO members and officers should discuss room reservations with the advisor; the advisor or Student Life will make the official request following the established guidelines put forth by the Scheduling Manager.

When making a request, be sure to have made the following considerations:

- Number of people expected
- If there will be food at the program/event (not all rooms allow for food)
- Media needs
- Location, especially for attendees who may not be familiar with campus

A request for a specific room can be made; however, there is no guarantee the request can be met. KCC reserves the right to alter room reservations at any time in order to better meet the needs of the KCC community. Every opportunity will be made to minimize this potential inconvenience, including but not limited to, reasonable notification of change and offering of another similar space.

## **Solicitation Policy**

Sponsoring agents, agencies, or individuals wishing to solicit funds or services from students on campus shall secure prior written authorization from the Student 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 the pre-approved location(s) as determined by Student Life.

### **Table Request**

RSOs wishing to set up a table in the Student Center must gain approval from Student Life in advance. Table Request forms are available in Student Life; allow 10 business days for processing. RSOs are expected to have tables staffed at all times. RSO requests are given preference over Visitor Requests.

### **Visitor Request Policy**

To make a request, visitors must complete a Visitor Request form available in Student Life. Requests are granted on a first-come first-served basis and are approved dependent on availability of space. Visitors must adhere to the KCC fundraising and solicitation policy (Refer to policy).

### **Violations of the Student Code of Conduct**

Sanctions may be imposed upon any RSO and/or individual student found to have violated the Student Code of Conduct as outlined in the Student Handbook. Determination of sanctions shall be determined case by case, and are based on creating fair and reasonable sanctions for violations. RSOs that have violated the Student Code of Conduct may lose all RSO privileges.

Student Life is responsible for communicating any violation(s) directly to the Vice President for Student and Community Services.



KCC is an educational community and expects that students will conduct themselves as responsible citizens of the community. The rights of each person in the KCC community carry a related responsibility to allow others to exercise their rights. In fostering a positive learning environment, KCC promotes cooperation among faculty, staff, and students. Conflicts may arise and resolution between originating parties should be sought prior to in-third-party intervention.

STUDENT CODE  
OF  
CONDUCT  
AND APPEALS



Define  
YOURSELF

## Code of Conduct for Students

The purpose of a code of conduct for students in the college setting is to protect and preserve a positive learning environment for the college community. Consistent with that purpose, reasonable efforts are made to foster the personal and social development of those students who are held accountable for violations of the Student Code of Conduct or any KCC policies and regulations

KCC upholds all federal, state, and local laws and expects students to abide by such laws. Any students failing to observe these laws, the Student Code of Conduct, or any specific regulation adopted by KCC, or who act in a manner not in the best interest of the KCC community shall be subject to disciplinary action.

The following acts of prohibited conduct apply to all events whether the offense takes place on College premises or at College sponsored, endorsed, supported, or related events which occur off campus, or when an offense which occurs off campus may adversely affect any interest or mission of the College. All issues of sexual misconduct that occur off campus will be considered under the jurisdiction of this Code.

### Prohibited Conduct

Any student who commits any of the following acts of misconduct shall be subject to disciplinary action. KCC 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.

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

- **Academic Dishonesty**—Any violation of the Academic Integrity Policy
- **Acts of Dishonesty**—(1) Misrepresentation of facts or furnishing false information to any KCC employee in any oral or written transaction with the College; making a false statement which materially interferes with College processes or procedures. (2) Forgery, alteration, or misuse of any KCC document, record, or instrument of identification; withholding material information from College processes and/or officials.
- **Animals**—Animals are prohibited in KCC facilities, with the exception of specially trained and certified working service animals for persons with a documented disability. Specially trained and certified working service animals must be under the control of the handler at all times. If it is not apparent the animal is trained to help, College staff may ask whether the animal is required because of a disability and what work or task the animal has been trained to perform. 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.
- **Arrest Policy**—Students who are arrested by any law enforcement agency are required to inform the KCC Chief of Police of such matters within 72 hours of the arrest. Students arrested may be subject to College disciplinary action when

their conduct violates College standards. Failure to report this information to the College will result in a “Failure to Comply” charge and may result in further disciplinary action.

- **Children and Dependent Adults on Campus**—Any person who brings with them a minor child or dependent adult to any KCC 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). 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 KCC, the person responsible will be required to remove them from campus.
- **Compliance with General Laws**—Students or student organizations involved in violations of any federal, state, or local laws may be subject to disciplinary action. Disciplinary action imposed by the College may precede and/or be in addition to any penalty imposed by an off-campus authority.
- **Computer Misuse**—Violations of KCC’s Acceptable Use of Technology policy: <http://www.kellogg.edu/faculty-staff/learning-technologies/technology-policy>.
- **Discrimination**—Engaging in discrimination against other persons on the basis of race, religion, color, gender, height, weight, national origin, marital status, age, sexual orientation, disability, veteran’s status, or political affiliation. This includes any crime motivated by such discrimination.
- **Disruptive Activity**—Intentionally or recklessly interfering with KCC activities or campus safety. No person or organization may interfere with, disrupt normal activity and operations of, or promote the interference or disruption of students, faculty, administration, staff, or the educational mission of the College including college buildings, equipment, or facilities. Any form of expression that materially interferes with such activities and operations or invades the rights of persons is prohibited. (a) Non-compliance with reasonable time, place, or manner restrictions on expression is considered a violation of this section. Such activities includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter’s ability to conduct the class or program, and the ability of others to profit from the class or program. (b) Bystanders: To remain in the vicinity of activity which threatens to disrupt or is disrupting normal College functions may have serious legal and disciplinary implications. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be in violation of this policy by jointly engaging in an enterprise which is prohibited by law. Students are advised to, and should accordingly avoid, the scene of any disruptive or potentially disruptive action. In any case, failure to leave a scene which asked to disperse by College or other law enforcement officials will result in disciplinary and/or legal action.
- **Drug and Alcohol Policy**—The unauthorized use, possession, sale, manufacture or distribution of illegal drugs, controlled substances, look-alike drugs, narcotics, alcoholic beverages, or being under the influence of the same while on KCC premises or at KCC-sponsored activities.
- **Endangerment**—Intentionally initiating or causing to be initiated any false

report, warning, or threat of fire, explosion, or other emergency on KCC premises or at KCC-sponsored activities.

- **Failure to Comply with Official Requests**—Students and student organizations are expected to comply with and respond appropriately to the reasonable and lawful requests of College officials in the performance of their duties. A failure to properly comply with a verbal warning or a sanction may also be considered failure to comply with an official request.
- **False Alarm**—No person shall make, or cause to be made, a false fire alarm or emergency report of any kind.
- **Financial Aid Fraud**—Perceived, attempted or actual financial aid fraud or corresponding behaviors that would allow a student to receive a monetary benefit for which they are not eligible.
- **Fire Alarms and Emergency Procedures**—Students are required to evacuate any building when a fire alarm is sounded, and to follow emergency procedures as instructed by College officials.
- **Fire Hazard**—No person shall start a fire or create a fire hazard on College property without authorization. This regulation also prohibits the possession and/or use of candles, torches, incense and/or incense burners, other open flame apparatus, as well as extension cords and other devices or materials which may create a fire hazard if used without authorization or in unauthorized areas.
- **Gambling**—Encouraging, promoting, or participating in gambling on KCC premises or at KCC-sponsored events is prohibited.
- **Hazing Policy**—Any acts which are hazing in nature committed by a person, whether individually or in concert with others, against a student in connection with being initiated into, affiliating with, holding office in, participating in, or maintaining membership in any organization or team affiliated with the College are prohibited. This includes acts intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts.
- **Smoking and Tobacco**—Smoking, including the use of e-cigarettes, in campus areas other than permitted designated locations; use of tobacco products in any KCC facility. (see Smoking and Tobacco Policy)
- **Soliciting**—Selling or soliciting goods or services on campus without written permission from the supervising KCC official(s).
- **Student I.D. Policy**—Lending a KCC Student ID to anyone for any reasons not authorized by the College, failing to present an ID when requested by a College official acting in the performance of his or her duties, or possessing or using a fraudulent ID card, may subject the owner and/or the holder to disciplinary action.
- **Theft**—Passing worthless check, money order, or other method of payment to KCC; Attempted or actual theft of College property, property of a member of the KCC community, or property of an authorized campus visitor.
- **Unauthorized Presence/Use of College Facilities**—Unauthorized entry into, presence in, or use of College facilities, equipment or property which has not been reserved or accessed through appropriate College officials is prohibited.
- **Vandalism**—Attempted or actual damage to or destruction of KCC property, property of a member of the KCC community, or property of an authorized



campus visitor. This includes actions that have the potential for such damage or destruction and conduct which threatens to damage or creates hazardous conditions.

- **Violence/Harassment**—Participating in any form of violence or harassment or causing reasonable concern of such harm. (see Harassment & Violence Policy)
- **Weapons**—The unauthorized possession or use of firearms, or weapons of any other kind is prohibited. The use or display of any object or instrument in a dangerous or threatening manner is prohibited.

## Sanctions

The following corrective actions, singly or in combination, may be imposed when a student admits responsibility or is found responsible for violation of the Student Code of Conduct, any KCC policies and/or any KCC regulations.

- **Administrative Course Withdrawal**—A student may be administratively withdrawn from any course as a result of a violation of the Student code of Conduct. The student remains responsible for the course(s) monetarily, and the action will result in a grade of “W” or “F” on the student’s academic record.
- **Warning**—A verbal or written warning that the student is violating or has violated the Student Code of Conduct and that continued misconduct may be cause for more severe actions.
- **Probation**—Probation is for a designated period of time and further violation may result in suspension.
- **Interim Suspension**—Suspension, effective immediately, for an interim period whenever there is evidence that the continuing presence of the student on KCC premises poses a substantial threat to the physical or emotional safety of any member of the KCC community, or that any personal or public property is jeopardized. A suspension of this type will last until the complaint proceeding is resolved or for a period of no longer than one year.
- **Suspension**—Separation of the student from KCC for up to one year, after which the student is eligible for readmission with conditions. The student shall not participate in any KCC-sponsored activity and may be barred from KCC premises and/or KCC-sponsored activities.
- **Dismissal**—Permanent separation of the student from KCC. The student may also be barred from KCC premises and/or KCC-sponsored activities.
- **Expulsion**—Permanent expulsion from KCC including employment, using KCC services, participating in KCC-sponsored events, appearing on campus or at KCC-owned facilities, or representing KCC in any manner.
- **Loss of Privileges**—Denial of specific privileges for a designated period of time.
- **Restitution**—The student is required to make payment to KCC 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.
- **Other Sanctions**—Other sanctions may include, but are not limited to, recommendations for counseling and/or psychiatric assessments, specific behavior-related courses, educational or rehabilitative programs, or community service projects.

## **Due Process for Violation of the Student Code of Conduct**

Students have the essential responsibilities of citizenship and joint responsibility is shared by the student body and KCC to uphold the principles of “due process” in all actions. Student due process is designed to afford students civil rights as provided under the Constitution of the United States and by State of Michigan laws and regulations, and the process provides students notice of and an opportunity to respond to allegations.

### *Complaint Procedure*

The procedure provides a mechanism for resolving complaints regarding violations of the Student Code of Conduct (excluding complaints about violence and/or harassment).

- KCC faculty and staff will use the electronic system to file an official report when a violation occurs
  - Emergency situations are reported directly to KCC Public Safety or by contacting 9-1-1
- Students may file an official report with KCC Public Safety, the Director of Student Relations, or in the office of the Vice President for Student Services

### *Investigation Procedure*

- Interview of complainant
- Interview of accused student and any witnesses
- Attempt to arrive at an informal resolution

### *Charge Procedure*

The Vice President for Student Services may initiate formal charges if it appears that a violation of the Student Code of Conduct did occur.

Written notice is sent by certified U.S. mail to the student charged with a violation; notice will include:

- Alleged violation of the Student Code of Conduct
- Sanction(s) imposed including time frame for each sanction
- Information on requesting a Judicial Board hearing to contest the charges and/or sanctions

### *Student Response to Charges*

The accused student may respond in one of the following manners:

- Accept responsibility for the charges and accept the sanction(s) imposed
- Accept responsibility for the charges and request a Judicial Board hearing regarding the sanction(s)
- Deny responsibility for the charges and request a Judicial Board hearing

## **Judicial Process**

The process to request a Judicial Board hearing:

- Accused student submits a written request to the Vice President for Student Services

- Request must be made within ten (10) business days following the written notification of charges to the student

*NOTICE: Regarding Academic Integrity Cases*

*Judicial Boards do not impact decisions made by faculty within the confines of the course (i.e. assignment or course grade). Students with these concerns must file an Academic Appeal following the process outlined in the KCC Student Handbook.*

The Judicial Board is convened by the vice president (or designee) who will serve as chairperson and select Board members according to the case being heard. Board members will include three KCC employees and two currently enrolled students. No person who is personally involved in a particular case will be a member of the Judicial Board to hear that case.

1. The Judicial Board hearing will be held on the Battle Creek campus and scheduled at the convenience of the Board members; however, all efforts will be made to schedule the hearing within fifteen (15) business days of the student's request for a hearing.
2. The student will have the right to be assisted at the hearing by an advisor of his/her choice. The advisor is not a legal representative and is not permitted to present or speak during the hearing.\*
3. Both parties will be given the opportunity to present information and witnesses who have first-hand knowledge of the events in the case. Character witnesses are allowed only during the Sanctioning Phase of the hearing.\*
4. Both parties must advise the Vice President's office of any individual(s) attending the hearing with them.
5. Should either party elect to or fail to appear before the Judicial Board, the hearing will be held as scheduled.
6. The hearing is closed to spectators.
7. The Judicial Board hearing will be digitally recorded. This recording represents the sole official verbatim record of the hearing and is the sole property of KCC.

*\*Student must sign a FERPA release if another student or anyone from outside of KCC will be present at the hearing.*

*Judicial Board Decision*

- The Judicial Board decides the case based solely on the information presented during the hearing.
- The Judicial Board's determination shall be made on a preponderance of the evidence—a measure of whether more likely than not the accused student violated the Student Code of Conduct.
- The Judicial Board will make recommendations to the Chairperson regarding appropriate sanction(s).
- The Chairperson will notify the student of the decision of the Judicial Board within ten (10) business days after the completion of the hearing.
- The Judicial Board decision may be appealed by the accused student to the President of KCC within ten (10) business days of the decision.

## *Judicial Board Appeal Process*

The President of KCC shall have the sole authority to determine whether or not an appeal warrants further review. The appeal process may be initiated by either the accused student or the complainant and must be submitted in writing to the Vice President for Student Services within ten (10) business days of the decision rendered. An appeal that has been accepted for review shall be limited to review of the verbatim record of the Judicial Board hearing and supporting documents for one (or more) of the following reasons only:

- A material deviation from written procedures that jeopardized the fairness of the process
- New information, that was unavailable at the time of the hearing, would have resulted in a different outcome
- A demonstrable bias by a member(s) of the Judicial Hearing board
- A sanction that is disproportionate to the severity of the violation

In deciding on an appeal, the President (or designee) may:

1. Affirm the finding and the sanction imposed by the Judicial Board.
2. Affirm the finding and reduce, but not eliminate, the sanction. Sanctions may only be reduced if found to be grossly disproportionate to the offense.
3. Remand (order back) the case to the original Judicial Board. Cases may be remanded if specified procedural errors or errors in interpretation of KCC 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.

The decision of the President (or designee) shall be considered final and binding upon all involved.

## **Student Appeals and Complaint Process**

KCC is an educational community and expects that students will conduct themselves as responsible citizens of the community. The rights of each person in the KCC community carry a related responsibility to allow others to exercise their rights. In fostering a positive learning environment, KCC promotes cooperation among faculty, staff, and students. Conflicts may arise and resolution between originating parties should be sought prior to involving third-party intervention.

Students have the right to review decisions made and to appeal those decisions. All appeals are made in writing and the process followed depends on the type of case. Appeals that have gone through the entire line of appeal are considered final and binding on all parties involved.

### **Appeal of Educational Records**

Under the Family Education Rights and Privacy Act (FERPA) of 1974, as amended, students have the right to request that inaccurate or misleading information in their educational record be amended. KCC is required under FERPA to consider

the request; however, KCC is not required to amend educational records. FERPA's amendment procedure may not be used to challenge a grade or an individual's opinion, or a substantive decision made by a school about a student. See details on FERPA at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

The student must follow these levels of appeal for educational records issues:

1. Director of the department responsible for the record (or designee)
2. Dean of the division involved (or designee)
3. Vice President for Student & Community Services (or designee)

Students who believe their rights have been abridged, or that the institution has failed to comply with FERPA requirements, may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-8520.

## **Grade Complaints and Academic Appeal Process**

Students must first discuss their grade concerns with the instructor and, if needed, the department chairperson/director, and, if necessary, with the dean of the division. If the matter is not resolved, they may file a written appeal with the Academic Appeals Committee.

- The Grade Appeal Form is available online at <http://www.kellogg.edu/registrar/refund.html>
- The written appeal must be submitted within one (1) year of when the grade was assigned
- An appeal may be submitted for the following reasons:
  - Unfair grading
  - Personal, non-academic circumstances
  - This appeal process may not be used for complaints based on discrimination or harassment/sexual harassment\*
- The Academic Appeals Committee will respond in writing within 30 business days of receipt of the appeal, barring exigent circumstances.

## **Non-Grade Complaints**

Before initiating the formal complaint process, students are first expected to meet with the initial decision-maker and/or head of the department involved to attempt to resolve issues in an informal manner.

If the complaint is not resolved at the informal meeting, the following complaint process is to be followed:

- The student files a written complaint with the next-level supervisor within ten (10) business days from the date of the alleged decision.
- The next-level supervisor (or designee) will investigate and attempt to resolve the complaint.
- Written notice of the decision based on the results of the investigation will be sent to the student. Any administrative action is not public information, except when disclosure is compelled by law, and will not be included in the written

notice.

- If the decision in the written notice is unsatisfactory to the student, the student may appeal to the appropriate vice president (or designee) within ten (10) business days.
- The vice president (or designee) will render a final decision.

*\*This Student Appeals and Complaint Process section does not address discrimination, harassment, sexual harassment or violence/threat of violence complaints. For complaint procedures refer to the following sections: Equal Opportunity; Harassment and Threat of Violence/Violence Policy.*

## **Refund Appeals**

If you believe that your circumstance warrants a refund of tuition and fees, you may appeal for a refund of tuition and fees.

- The Refund Appeal Form is available online at [www.kellogg.edu/registrar](http://www.kellogg.edu/registrar)
- The written appeal must be submitted within one (1) year of the date when the course was taken
- The appeal must include supporting documentation showing an extenuating circumstance
- The Refund Appeals Committee will respond to you in writing

## **Satisfactory Academic Progress (SAP) Appeals**

Additional information on the SAP appeal process is found in the Financial Aid section of this Handbook.



### *Equal Opportunity*

*KCC 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 KCC has inadequately applied these principles, he/she may contact one of the Equal Opportunity/Affirmative Action Officers or the Director of Human Resources at Kellogg Community College.*



## Academic Fresh Start Policy

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

The policy contains the following points:

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

Application forms for Academic Fresh Start are available at the Records and Registration office.

## Academic Integrity Policy

Ethical conduct is the obligation of every member of the KCC 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 KCC'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 KCC 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 KCC endorses the MLA style which is incorporated into and explained in several texts available in the Bruin 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 he or she is responsible:

- Instructor imposes the penalty within the confines of the course (i.e. failure of the assignment, requirement of an alternate assignment, or failure of the course)
- Instructor files an academic integrity report and submits to the chairperson/director of the academic department
- Department chairperson/director routes report to the academic dean along with any recommendation for additional penalties (i.e. withdrawal from the course and/or program)
- Academic dean takes action on any recommendations and submits the report to the Vice President for Student Services as a violation of the Student Code of Conduct

- Vice President for Student Services sends a notice by certified mail to the accused student stating the formal charges and penalties along with the appropriate sanction outlined below:

Sanctions for violating the Student Code of Conduct—Academic Integrity:

- **First Violation** – Warning
- **Second Violation** – Probation
- **Third Violation** – Suspension
- **Fourth Violation** – Dismissal

**If the student maintains he or she is not responsible:**

- Instructor imposes the penalty within the confines of the course (i.e. failure of the assignment, requirement of an alternate assignment, or failure of the course)
- Instructor files an academic integrity report and submits to the chairperson/director of the academic department
- Department chairperson/director meets with the student to discuss the academic integrity report, along with any other pending actions (i.e. withdrawal from course and/or program) and attempts to resolve the case.

*If the issue is resolved*—The case is processed accordingly

*If the issue is not resolved*—The student will meet with the academic dean and one of two things will occur:

- *If the issue is resolved*—The case will be processed accordingly
- *If the issue is not resolved*—The student may provide to the Vice President for Instruction a written request for a Judicial Board hearing. If the student does not request a Judicial Board hearing, the case will be processed as a violation of the Student Code of Conduct

## Academic Probation Policy

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

Students will be placed on Academic Probation II if their CGPAs are not within the Academic Good Standing range at the end of their first semester of probation. These students must meet with an academic mentor. Students who have not successfully returned to Academic Good Standing at the completion of their Academic Probation II semester, will be subject to Academic Suspension. The Academic Review Board will consider completion of prior probation requirements, progress toward Academic Good Standing, and any extenuating circumstances. Students may be placed on Academic Suspension or Academic Probation III.

Academic Probation III requires students to meet with an academic mentor and attend

an academic success workshop in Academic Support. This level may be repeated if the Academic Review Board determines it is appropriate, based on student progress.

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

## **Alcohol and Drugs—Policy on the Possession, Use, and Sale of**

KCC's concern for individual students, the effects of drugs and alcohol, and for the potential harm of the use of drugs and alcohol are consistent with the requirements of the Drug Free Schools and Communities Act of 1965 (HEA), as amended by the Drug Free Schools and Communities Act Amendments of 1989. KCC believes that drug abuse education and prevention programs are essential components of a comprehensive strategy to address illicit drug and alcohol use by students and employees on KCC premises or while engaged in KCC-related activities. Such abuse constitutes a grave threat to physical and mental well-being and significantly impedes the learning process. A listing of the effects and uses of drugs and alcohol is found at <http://www.drugabuse.gov/publications/drugfacts/nationwide-trends>.

As addressed in the Student Code of Conduct, KCC complies with local, state, and federal laws including those which regulate the possession, use, and sale of alcoholic beverages and controlled substances. A copy of the legal sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol is found at <http://www.justice.gov/dea/druginfo/ftp3.shtml>.

### **Chemical Dependency**

KCC 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 from the Support Services Department, Academic Advising Department, and any KCC counselor.

## **Bookstore Refund Policy**

Each semester the Bruin Bookstore posts on the website (<http://bookstore.kellogg.edu>) and in the store the last day for full refunds on textbooks. After this posted date customers are given one day to return books.

- All merchandise must have a current semester receipt/packing list.
- Returns on textbooks are not accepted when purchased during the last 10 days of classes.
- Items purchased must be in the exact same condition as they were purchased, including original packaging, tags/labels, no highlighting, marks, or opened CD's/disks.
- A refund policy statement is given with each book purchased and students are reminded to read this policy thoroughly before requesting a refund.

Refunds are issued in the same form as payment was made. The exception to this

would be cash; it may be in the form of a check mailed to the customer or direct deposited. Purchases by check require a five-business day waiting period before receiving a cash refund.

All other unopened/unused Bruin Bookstore merchandise is refundable within 3 days of purchase; this excludes candy/food, bar charts, and syllabi.

Please attend class before opening or writing in your textbooks.

Some remaining textbooks will be returned to publishers by mid-semester. Please plan to purchase your textbooks prior to this time or make arrangements with the Bruin Bookstore staff.

## **College Closing—Weather and Emergency-Related Conditions**

It is the policy of KCC to hold regular classes on all scheduled days. If an emergency develops requiring KCC to close and/or cancel classes, students may receive this information via e-mail or text, on the KCC website at [www.kellogg.edu](http://www.kellogg.edu) and from local television and radio stations.

- Sign-up for KCC closing and emergency email and text messages on the KCC Web Portal, “KCC Alert Notification”
- Detailed information about the KCC Closing Policy is found on the KCC Web Portal, “Inclement Weather College Activities”

## **Communicable Disease and Vaccination Policy**

It is a KCC policy to safeguard, to the highest degree possible, KCC 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 KCC 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 KCC 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, KCC 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.

## Confidentiality of Records

Student educational records are maintained in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. Educational records include all information maintained by KCC which is directly related to the student with the exception of:

- Records of KCC law enforcement unit compiled for law enforcement purposes
- Records of instructional, supervisory, administrative, and certain educational personnel which are in the sole possession of the originator
- Financial records of the student's parents
- Confidential letters of recommendation prior to January 1, 1975
- Confidential letters and recommendations associated with admissions
- Records containing information about more than one student
- Reports made by physicians, psychiatrists, or psychologists
- Records which relate exclusively to individuals in their capacity as KCC employees

The Act defines the following as “public directory information” and allows release of this information to external agencies at the discretion of KCC officials:

- Student name, address, telephone number, and e-mail address
- Dates of attendance and enrollment status
- Major field of study; Degrees, honors, and awards received
- Participation in officially-recognized activities
- Sport, weight, and height of members of athletic teams
- Previous educational agency or institution attended

Students have the right to prohibit release of directory information and may submit a written request to the Records and Registration office. This request must be submitted before the first day of the semester.

KCC prohibits the release of personally identifiable information other than directory information from education records without the student's written consent. Exceptions to this statement are listed below:

- Qualified personnel within KCC and persons who have entered into a partnership or contract with KCC and whom KCC has determined have a legitimate educational interest
- Compliance with judicial orders and pursuant to lawfully issued subpoenas
- Accrediting organizations to carry out their accrediting functions
- Compliance with state or federal mandates
- Emergency situations to protect your health or safety
- Other educational institutions in which the student is enrolled or intends to enroll
- NJCAA for student athletes
- Military recruiters for the purpose of federal military recruiting as stated in PL 104-206, Section 509(2)
- Reporting requirements of the Carl D. Perkins Vocational and Technical Education Act, Section 113 and the Workforce Investment Act of 1998, Section 122 (KCC may use your Social Security Number in order to compile summary reports as mandated by these acts)

## Copyright Statement

Kellogg Community College is required by federal law to inform students of its policies and sanctions related to copyright infringement. Copyright is a protection provided by the laws of the United States to the creators of works of authorship. Works of authorship encompass many different formats including literary, dramatic, musical, artistic, and a few other creative work formats (17 U.S.C. § 102). These laws prevent people from using the creative works of others without obtaining the author’s or creator’s permission. This means that you can’t use someone else’s work for a presentation or report without getting the permission of the author or creator first.

The one exception to this rule is the principle of “fair use.” This principle allows a very limited use of copyrighted materials for educational purposes (17 U.S.C. § 107). If you have questions about whether your use of copyrighted material is “fair use”, please ask your instructor or a librarian.

If you are found to have used copyrighted information in violation of copyright law, the College will take action against you. Possible action includes sanctions as set forth in “Sanctions” section of this Handbook, the notification of law enforcement authorities, and the notification of the copyright owners. All

## Course Withdrawal, Administrative

You may be withdrawn from any course under the following conditions:

- It has been determined that your behavior has been disruptive or detrimental to the learning environment
- It has been determined by the instructor that your class absence is excessive and has prohibited your successful completion of the course—your instructor may initiate a course withdrawal through 7/8 of the course duration
- You have not fulfilled your tuition and fee obligations to KCC

A grade of “W” (withdrawal) will be recorded on your academic record for any course from which you were administratively withdrawn.

## Dress Code

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

## Emergency Messages to Students

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.

KCC 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 Police/Director of Student Relations 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 KCC to deliver a message to the student. Due to scheduling issues and student attendance, KCC 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**

KCC 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 KCC 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 Complaint Procedure located in the Student Code of Conduct and Appeals 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.

## **Indebtedness Policy**

If a student has a prior unsettled indebtedness, KCC 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 KCC.

## Lost and Found Policy

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

## Media Use Statement

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 Public Information and Marketing Department in writing when they register.

## Residency Policy

Your residency status is based on the taxing district in which you live, and the tuition you pay is based on your residency status. See the KCC Academic Catalog for information on establishing your residency and how residency is determined for tuition purposes.

## Smoking and Tobacco Policy

All KCC facilities are tobacco-free pursuant to, Part 126 of the Public Health Code, PA 368 of 1978. In addition, KCC 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:

### North Avenue Campus

- Picnic table between the Davidson Center and Lane Thomas Building
- West side of the Binda Theatre
- South corner of outdoor seating area west of the Roll Building main entrance
- Rear of the Miller Gym
- Center of covered parking area at Mawby center
- Private vehicles

### Eastern Academic Center

- Paved area at rear (east side) of building
- Private vehicles

### Fehsenfeld Center

- Paved area at south side of garage
- Private vehicles



## Grahl Center

- Northeast corner of garage
- Private vehicles

## RMTC

- Picnic table at south end of building
- Private vehicles

## Solicitation Policy

Sponsoring agents, agencies, or individuals wishing to solicit funds or services from students on campus shall secure prior written authorization from the Student 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 the preapproved location(s) as determined by Student Life.

## Student Locker Policy

Coin-operated lockers are available to registered KCC students for temporary daily storage purposes. Students may use the lockers when the campus is open, and all contents must be removed daily by the user. Contents remaining in the locker after 10:00 p.m. will be removed by KCC security personnel and taken to lost and found in the Student Life office. The items will be placed in a bag and labeled as to the locker number. Any perishable food items (including containers) will be disposed of immediately. To retrieve items, the student will need to appear in Student Life, return the locker key, show picture ID, and sign for their items. Student Life will follow established policy to identify that the locker contents belong to the student claiming the items. If the items are not claimed within 30 days, the items will be donated to charity.

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

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

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

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

## Tax Incentives for Higher Education (1098-T Form)

KCC is required to send a 1098-T form to each student who registers for classes throughout the calendar year. This form is used to verify enrollment and report to the IRS all qualified tuition and related expenses billed by KCC as well as report all scholarship and grant funds received by the student during the calendar year. Receipt of the form does not mean you qualify for an educational tax credit, it simply means that you were enrolled in a KCC course at some point during that year. To see if you are eligible to claim a tax credit see IRS Publication 970, Tax Benefits for Education; Form 8863, Education Credit; and the form 1040 or 1040A instructions.

## Technology Policy

KCC's Acceptable Use of Technology Policy describes the responsibilities assumed when KCC computer systems or network are used by faculty, staff or students. Please refer to complete policy at: [www.kellogg.edu/services/information-services](http://www.kellogg.edu/services/information-services).

## Testing Center Policy

The Testing and Assessment Center reserves the right to immediately dismiss an examinee from the testing room if the examinee violates any of the policies listed below.

- **Cheating**—The Testing Center staff closely monitors testing rooms. Materials not permitted for the test or in the testing room will be confiscated. Additionally, for national or third-party testing programs, irregularities will be reported and the examinee dismissed, if this is a provision of the exam. See the Student Code of Conduct and Academic Integrity Policy
- **Cell Phones**—Cells phones are strictly prohibited in the Testing Center. The presence of a cell phone in the testing room will be considered a violation of the Testing Center Policy.
- **Disruption**—It is important for the testing atmosphere to remain quiet and focused during testing. Any disruption in the testing room, for any reason, will be considered a violation of the Testing Center Policy. See the Student Code of Conduct
- **Identification**—Government-issued ID is required for testing. Certain third-party testing programs have additional ID requirements and the Testing and Assessment Center staff may refuse to administer a test if the ID presented is questionable, expired, or does not meet third-party testing program requirements.
- **Personal Belongings**—Only materials specified by the Testing and Assessment Center or third-party testing program are allowed in the testing room. All items (e.g. purses, backpacks, drinks, food, laptops, and electronic devices) are prohibited in the testing room.
- **COMPASS Retest Policy**—KCC adheres to the requirements and regulations of ACT in regards to offering a retest for the COMPASS assessment. Retest requirements and regulations are subject to the decision of ACT, and a retest fee may be applied to each retest.
- **Testing Accommodations**—Proper documentation is required in order to provide special accommodations for a test. Contact Support Services at

(269)965-4150 or [supportservices@kellogg.edu](mailto:supportservices@kellogg.edu) for information regarding accommodations for KCC tests. For third-party vendor testing follow the guidelines provided by the vendor.

- **Test Scheduling**—Exams for courses taken at KCC are administered on a walk-in basis during the Testing and Assessment Center’s posted hours. Tests with deadlines will not be administered after the deadline has passed. You must complete tests in one sitting, unless your instructor has provided other instructions, and you must finish your test 15 minutes prior to the posted closing time for the Center. If the testing room is full, you may need to wait or return at another time. Exams through outside organizations (CLEP, DANTES, CENA, etc.) must be scheduled in advance through the Records and Registration office.
- **Visitors, Children and Dependent Adults**—Visitors, children, and dependent adults are not allowed inside the testing rooms. KCC policy prohibits leaving children and dependent adults unattended in any campus building or on campus grounds. See the Student Code of Conduct.

## Tuition Refund Policy

- If you officially drop a class, you will be granted a refund of paid tuition and fees. The drop period is through the first tenth (1/10) of the total number of calendar days over which the class meets. An adjustment fee of \$5 per course section dropped will be charged from the first day of the class through the end of the drop period. After the deadline date you will be responsible for all course charges.
- Refund calculations are based upon the total tuition and fee obligations to KCC and not upon the amount of partial payment made.
- In order to drop a course and receive a refund you must initiate an official course drop prior to the drop deadline. Deadline dates are available on KRIS, from your instructor, or from the Records and Registration office. You may drop courses on KRIS or at any registration site. KCC staff members are not responsible to submit schedule adjustments on your behalf.
- Cancelled classes will be granted a full refund of paid tuition and fees.
- A refund will not be granted if you withdraw from classes or are administratively withdrawn from KCC for disciplinary or attendance reasons.



*You. Me. KCC.*

CAMPUS LAW  
ENFORCEMENT



## Campus Law Enforcement

KCC has certified law enforcement staff with full arrest powers augmented by a contract security force serving as conservators of the peace seeking to preserve a safe and secure campus environment. Law enforcement staff carries an official KCC ID. KCC Public Safety staff wears official uniforms of the contracted security company and patrol the campus with a marked KCC vehicle equipped for emergencies.

The law enforcement/public safety staff is responsible to:

- Regularly patrol the Battle Creek campus
- Enforce KCC policies and regulations
- Call for an ambulance in the case of serious personal injury or illness of students or staff (KCC personnel are not expected to administer first aid or medication).
- Work closely with the City of Battle Creek police and fire departments when incidents of a criminal or safety nature occur.
- Work closely with the City of Coldwater police and fire departments when incidents occur at the Grahl Center.
- Work closely with the Barry County Sherriff Department and the City of Hastings fire department when incidents occur at the Fehsenfeld Center.
- Work closely with the Calhoun County Sherriff Department and the Albion fire department when incidents occur at the Eastern Academic Center.

## Campus Crime and Security

The Crime Awareness and Campus Security Act of 1990 calls for KCC to provide the following policy statements and statistical reports to students and employees, as well as upon request to prospective students and the higher education community.

### Security at Campus Facilities

Rules and regulations are developed regarding access to and security of campus facilities. The Director of Institutional Facilities and Public Safety performs regular review of campus facilities including lighting, landscaping, doors, locks, etc. to determine what improvements, if any, need to be made for safety and security.

The following is in place to enhance security and provide a direct line of communication for students and staff:

- Security surveillance cameras are used to monitor the majority of parking areas and KCC facilities.
- Emergency telephones are available in all main campus buildings providing immediate access with KCC Public Safety
- A phone is available outside the main entrance of all regional center buildings to make local calls or contact 911 to report emergencies

### 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, a warning will be issued to the campus community via a combination of text messaging, e-mail messaging, building wardens, digital displays, and security runners.

- Sign-up for emergency text messaging on the KCC Web Portal, “KCC Alert Notification”

## **Criminal Activity Reporting Procedures**

- Emergency telephones are available in all main campus buildings providing immediate access with KCC Public Safety
- A phone is available outside the main entrance of all regional center buildings to make local calls or contact 911 to report emergencies
- Communicate directly with the KCC Chief of Police located in the Lane-Thomas Building, 3rd floor offices
- Use the following telephone numbers in case of emergencies:
  - KCC Switchboard, 269-965-3931
  - Campus Law Enforcement/KCC Public Safety, 269-965-4147
  - Institutional Facilities and Public Safety, 269-965-3931, ext. 2398 or 2571
  - Vice President for Student Services, 269-965-3931, ext. 2611 or 2241
  - Main Office phone for Regional Centers:
    - Eastern Academic Center, 517-630-8169
    - Fehsenfeld Center, 269-948-9500
    - Grahl Center, 517-278-3300
    - RMTC, 269-965-4137

## **Prevention of Crimes**

Personal safety measures are important for all students and staff. The following prevention measures are available to you:

- Stay on lighted walkways and, if possible, walk with a friend
- Ask for a KCC Public Safety escort when walking alone in the dark
- If a situation occurs, yell or scream; create a commotion and get to a safe place
- Keep all possessions in sight to prevent theft of books, purses, wallets, etc.
- Report any incident to Campus Law Enforcement/KCC Public Safety at ext. 4444

Campus Law Enforcement/KCC Public Safety provides the following preventative services 24 hours a day:

- Managing campus parking and regulations
- Providing an escort to your car or from building to building
- Investigating all criminal incidents on campus
- Responding to all smoke, fire, and security alarms on campus
- Coordinating investigations with local police agencies
- Maintaining an accurate and complete record of all incidents occurring on the campus property, within campus buildings, or to the person of students and staff. A log of reportable crimes is part of the Annual KCC Security Report which is found at [www.kellogg.edu/facilities/safetyplan.html](http://www.kellogg.edu/facilities/safetyplan.html)

## **Registered Sex Offender Disclosure Statement**

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. Registered sex offenders enrolled at KCC must contact Campus Public Safety at 269.565.7895 prior to the start of each semester.

Information regarding registered sex offenders can be viewed at [www.mipsor.state.mi.us/](http://www.mipsor.state.mi.us/).

## **Harassment and Threat of Violence/Violence Policy**

The policy of KCC is no tolerance to all forms of harassment, violence, and other forms of abusive behavior, physical or verbal, by any persons on its property, in its facilities, or elsewhere, when conducting its business and KCC-sponsored activities. This policy is based on the following: Title VII of the Civil Rights Act of 1964; the Age Discrimination and Employment Act; the Americans with Disabilities Act; Title IX of the Educational Amendment of 1972; the Rehabilitation Act of 1977.

All threatening comments and violent behaviors are taken seriously, investigated and, if warranted, subject to appropriate action. Threats will not be dismissed as “idle threats,” “just blowing off steam,” or “just a joke.” Such comments, actions, and violent behavior must be immediately reported to the next-in-line supervisor or administrator who is not a party to the alleged violation, or to campus public safety.

All claims of harassment will be investigated and appropriate action taken. Title IX of the Education Amendment of 1972 (Title IX) prohibits retaliation against any individual who files a complaint under Title IX or participates in a complaint investigation.

Visitor violations of this policy will be handled in accordance with applicable laws.

### **Harassment**

Harassment is defined as any verbal or physical conduct that shows hostility, threat, or aversion toward an individual which includes, but is not restricted to, actions based on race, color, religion, gender, national origin, age, disability, height, weight, marital status, sexual orientation, and veteran status. Harassment includes acts against an individual 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 educational environment
- has the purpose or effect of unreasonably interfering with an individual’s work or educational performance
- otherwise adversely affects an individual’s employment or educational opportunities

Examples of harassment include, but are not limited to:

- epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts
- written or graphic material that denigrates or shows hostility toward an individual or group and that is displayed or circulated in any manner
- unsolicited and unwelcome contact that has sexual overtones

## **Sexual Harassment**

Sexual Harassment is defined as any unwelcome conduct of a sexual nature including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment and includes the acts of rape, sexual assault, sexual battery, and sexual coercion. State law defines various violent and/or non-consensual sexual acts as crimes. The College reserves the right to impose any level of sanction, up to and including suspension or expulsion, for any act of sexual misconduct or other gender-based offenses based on the facts and circumstances of the particular grievance. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation and/or gender identity of those involved. (Source: National Center for Higher Education Risk Management—NCHERM)

Examples of sexual harassment include, but are 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; whistling; asking or telling about sexual fantasies; obscene gestures; using demeaning or inappropriate terms, 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
- continuing to express sexual or social interest after being informed directly that the interest is unwelcome
- 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.
- actions or implied actions based on a power differential (quid pro quo)

## **Policy Expectations with Respect to Consensual Relationships**

There are inherent risks to any romantic or sexual relationship between individuals in unequal positions (faculty-student, staff-student). These relationships may be less consensual than perceived by the individual whose position confers power; furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. The College does not wish to interfere with private choices when these relationships do not interfere with the goals and policies of the College. Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical and persons involved in such relationships must bring those relationships to the timely attention of their supervisor. While no relationships are prohibited by this policy, failure to self-report



such relationships to a supervisor as required can result in disciplinary action for an employee. (Source: NCHERM)

## **Threat of Violence/Violence**

Threat of violence includes, but is not limited to:

- Any overt or threatening abusive behavior, physical or verbal
- Physical contact or harm, and threats of physical contact or harm
- Harassment
- Sexual harassment

## **Personal Protection/Restraining Orders**

All individuals who obtain a temporary or permanent Protection from Abuse Order or Restraining Order listing any KCC location as a protected area must provide the KCC Chief of Police with a copy of the order. Procedures are in place to maintain the confidentiality of the information.

## **Weapons-Free Campus**

All weapons are banned from KCC premises.

KCC recognizes that there may be activities related to the educational mission (e.g. physical fitness activities or theatrical productions) that may appear to violate the letter but not the intent of this policy. In such cases, the department organization coordinating the activity is responsible to obtain written approval from the Director of Public Safety (or designee) in advance of the activity.

## **Reporting Incidents of Harassment/Violence**

Individuals who become aware of situations which might pose a threat to the safety of the KCC community or one of its members, including self-harm, should notify campus public safety at extension 4444 or by campus emergency phone, or contact local law enforcement immediately via the 9-1-1.

### *Filing a Complaint—Formal and Informal Options*

- Report the incident to any KCC staff member. That person then has the responsibility to report the incident to a KCC Violence/Harassment Officer. KCC Counselors may be exempt from reporting requirements—this exemption does not apply to situations where there is a threat of harm to self or others.
- File an informal concern with a KCC Violence/Harassment Officer
- File a written formal grievance with a KCC Violence/Harassment Officer:
  - Director of Student Relations
  - Director of Human Resources

Students who intentionally bring false charges will be subject to disciplinary action.

### *Investigation Procedure*

In investigating allegations KCC will use a preponderance of the evidence standard to determine the probability that what is alleged did occur.

If the alleged student aggressor poses a substantial threat to the physical or emotional safety of any member of the KCC community, the Vice President for Student Services (or designee) may impose an interim suspension pending the outcome of the investigation.

1. The KCC Violence/Harassment Officer will interview the complainant and notify the student of his/her right to file a criminal complaint.
2. The accused student will be notified of the complaint within 10 calendar days of the report filing date.
3. The KCC Violence/Harassment Officer will conduct a full investigation of the complaint including interviews with the accused student and any witnesses to the complaint. The investigation will be completed within 20 calendar days of when the accused student was notified of the complaint.
4. Both parties, the complainant and the accused student, will receive a response regarding the outcome of the complaint.

### *Charge Procedure*

If the outcome of the investigation results in formal charges of violation of the Student Code of Conduct, the charge procedure outlined under “Due Process for Violation of the Student Code of Conduct” will be followed.

### **Threat Assessment Team**

The KCC Threat Assessment Team is concerned with promoting a positive and safe academic and work environment, meets regularly to review cases and policies, and meets as needed to address high-risk situations or in the aftermath of an incident.

Goals:

- Establish and maintain early intervention strategies
- Provide proper and appropriate threat and behavior assessment
- Evaluate lines of communication to ensure those remain open and fluid
- Provide clear and direct communication resources for individuals to express concern
- Provide education with regard to safety, the reporting of threats, and alternative support resources
- Develop strategies that are scalable, flexible, adaptive, and able to incorporate a variety of relevant resources
- Build partnerships with departments, organizations and agencies to address potential threats on campus
- Scan the national, state, and local environment for the latest trends

Team members:

- Vice President for Student and Community Services
- Public Safety staff
- Violence/Harassment Officers
- KCC Counselors
- Other departments as needed, depending on the situation

## Parking and Motor Vehicle Regulations

- All motor vehicles which operate within the boundaries of KCC property 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.
- The maximum speed permitted for any vehicle operated on campus is 15 m.p.h.
- Motorized 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. Parking on sidewalks is prohibited. Vehicles shall be parked within the lines (not on or over lines).
- All roadways and areas not specifically designated for parking are considered to be fire lanes and must be kept clear at all times.
- Any vehicle hindering a handicapped person's mobility can be impounded by police and towed at owner's expense.
- 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 must inform KCC Public Safety to preclude the possibility of towing.
- Non-motorized conveyances are subject to the regulations of KCC. Bicycles shall be parked in racks provided and are not permitted in buildings.

### Parking Violations and Fines

- KCC Public Safety will issue tickets to vehicles parked in spaces without the proper permit, and vehicles will be towed at the owner's expense.
- The registered owner of a vehicle which is in violation of any KCC regulation shall be liable for all tickets issued and any assessed fine(s).
- A ten dollar (\$10.00) fine will be assessed for the violation of any parking regulation. Parking fines shall be paid at the Records and Registration office. If a student accumulates six (6) or more unpaid parking tickets, his/her vehicle will be towed at the registered owner's expense (towing and storage charges assessed by the towing service).
- Fines for violating handicap parking range from \$100 to \$250 and will be payable to the City of Battle Creek Parking Violations Bureau.

### *Appeals of Parking Fines*

- Appeals must be made in writing within five (5) business days of the alleged violation(s).
- Appeals are submitted to the KCC Chief of Police who will render a decision
- Should an appeal of the Chief of Police's decision be necessary, the second step is to submit a written appeal to the Director of Institutional Facilities and Public Safety who shall render a final decision.

### Parking for Students with Disabilities

Permits to park in a "handicapped area" must be issued by the Michigan Secretary of State's office ([www.michigan.gov/documents/bfs-108\\_16249\\_7.pdf](http://www.michigan.gov/documents/bfs-108_16249_7.pdf)). Handicap parking is provided at each of KCC's regional centers and on the Battle Creek campus as follows:

- Circle Drive
- Central Street Parking Lot
- Davidson Center
- Roll Building
- Lane-Thomas Building
- Miller Building
- Mawby Center

### **Parking for Campus Visitors/Guests**

Two (2) visitor/guest designated parking spaces along the Circle Drive are intended for guest speakers, consultants, and employment interviewees. Permits for parking in these spots are issued for specific dates, and requests for permits are made by calling 269-965-3931, ext. 2570.