

Student Handbook

2017-2018



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 Bruin 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 Bruin Portal
- 11 Commencement

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Academic Advising

www.kellogg.edu/academic-advising

Academic advisors help you reach your educational goals by providing information, encouragement, and the necessary tools to help you enhance your college experience. They will provide an academic program plan using tools to guide the advising conversation.

Advising services are offered on the Battle Creek campus and on designated days at the Eastern Academic, Fehsenfeld and Grahl Centers.

Expectations in a Student – Academic Advisor Partnership

Academic Advisors assist students:

- Interpret placement testing scores
- Obtain information about academic programs at KCC
- Understand the registration process including drop/add/withdraw
- Select appropriate courses
- Understand graduation requirements
- Navigate the transfer process
- Understand Michigan Transfer Agreement requirements
- Understand how to read and interpret an Academic Evaluation as a tool to select courses
- Interpret the KCC Catalog and explain College policies and procedures as outlined in the Student Handbook
- Seek the appropriate college resources

Students are expected to:

- Be familiar with and adhere to KCC policies, procedures, requirements, and deadlines
- Come prepared to your meeting to ask questions as well as discuss any academic difficulties and program/career changes
- Recognize that academic advisors are an important source of information and carefully consider their advice regarding opportunities and/or resources that may enhance your educational experience
- Monitor academic progress in individual courses and understand graduation requirements to ensure that your educational and career goals are being met
- Accept responsibility for all decisions and actions made at KCC

Academic Support

The Bridge

The Bridge is devoted to enhancing student success, persistence, and retention. Located on the upper level of the Ohm Information Technology Center, our facility offers computer stations, tables for group work, and comfy chairs to read and study.

The Bridge provides opportunities to utilize tutoring assistance. Students can drop-in to receive professional tutoring in most subject matter or program areas, such as anatomy and physiology, business statistics, biology, chemistry, computers, English, mathematics, reading, study skills, and writing. Experienced tutors will help students with homework assignments, research papers, and other projects. Academic make-up and online testing can also be found in The Bridge. Tests can be conveniently scheduled by visiting The Bridge. Testing support includes make-up, online, and academic department credit by exams.

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 a placement 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 prerequisites for a listing). Courses include English (TSEN), mathematics (TSMA), reading (TSRE), and learning strategies (TSLs). Take the placement test and meet with an academic advisor who can help you determine which courses would help ensure your success.

Academic Testing

Academic testing, located at The Bridge, provides testing support for courses offered by the College. Testing support includes make-up, online and credit by department exam.

Admissions, Selective (Allied Health and Nursing Programs)

www.kellogg.edu/admissions

KCC offers six Selective Admission programs:

- Dental Hygiene
- 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

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

Bruin Portal

The Bruin Portal provides a gateway to a suite of commonly-used services for students. From the Portal you can access:

- The KCC Self-Service Center, including registration, financial and grade information
- KCC email account
- Notices of KCC news and events
- Links to other KCC online resources, including course management systems, library and alert notification system
- e-Check refund — sign up to receive refunds by direct deposit. From the KCC Self-Service Center menu, click on Financial Information and click Bank Information to enroll. For further information contact the Business Office at 269-965-4140.

Your login to the Portal will be provided in your KCC admissions letter. Your KCC email account will be established after you register for classes or file the FAFSA for financial aid.

Access to the Bruin Portal is achieved by clicking the Bruin Portal Login button on the College home page, www.kellogg.edu. Instructions on the use of the Bruin Portal are available within the Bruin Portal

Career and Employment Services (CES)

www.kellogg.edu/ces

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.

Upon job offer, students are required to complete a student employment background check; students can complete required forms in the Career and Employment Services office located in the Student Center, Suite 105. Students may work up to 20 hours per week when classes are in session (up to 39 hours per week when classes are not in session or during the summer semester). Schedules will be determined at the discretion of the supervisors. For an up to date list of on-campus or work study wages, contact Career and Employment Services at 269.565.2637 or by email at jobhelp@kellogg.edu. Work-study related and/or on-campus positions can be found on the KCC job board at: www.collegecentral.com/kellogg.

Career Services and Exploration

Students are encouraged to meet with a career educator to discuss job search strategies and options which include but are not limited to: networking with area employers; personalized assistance with resume and cover letter writing, interviewing, and job search planning; creating and editing e-portfolios; conducting interests profiles and other tools related to career exploration; outlook and wage information; and utilizing social media for career outreach with emphasis on LinkedIn. Appointments

are required and can be completed by contacting jobhelp@kellogg.edu or by calling 269.565.2637.

Online Job Board (College Central Network)

CES offers an online job board for students 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.

Additional Resources

Students have access to a 4-computer lab within the Career and Employment Services office. Other office items available for student use for the purpose of employment and job searching includes fax machine, copier, printer, internet, and phones upon requests.

Additional information for students relating to employment including up-to-date employment trends, tutorials and tip cards, outlook, career advice, employment related articles, best practices, and other job-related and exploration worksheets can be found at www.kellogg.edu/ces.

Events and Workshops

CES will host several events throughout the academic year which may include employer recruiting visits, networking events, workshops, job fairs, and other employment related activities. For an up-to-date listing, please visit the “events” page on College Central Network at www.collegecentral.com/kellogg (login required) or visit the Career and Employment Services page at www.kellogg.edu/ces and click on “CES Events”.

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.

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.

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 informa-

tion via email or text, the KCC website at www.kellogg.edu, and from local television and radio stations.

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

Counseling Services

Professional counseling and referral is offered to registered KCC students. Counselors are available to assist in the areas of personal, academic, disability and career counseling. You may schedule appointments by contacting Support Services at supportservices@kellogg.edu or 269-965-4150. For assistance in selecting courses toward a degree or certificate, please contact Academic Advising.

Disability Services

The Support Services department is responsible for the coordination of services for students with disabilities. Students must voluntarily identify themselves and make arrangements to supply the department with appropriate documentation in accordance with the Americans With Disabilities Act and Section 504 of the Rehabilitation Act, documentation must attest to a disability that limits a major life activity. Requests for reasonable accommodations will be determined through an interactive process with the student and will include a review of the documentation provided by a licensed professional with specific knowledge of both the individual and the disability. Appropriate documentation includes: diagnosis, method of diagnosis, how the disability affects one or more major life functions and recommendations for academic accommodations in a college setting. Accommodations will not include changes to overall academic requirements. The same standards for mastery of skills or information are applied to students with or without disabilities. Students may contact the Support Services department at 269-965-4150 or email supportservices@kellogg.edu. For additional information regarding disability services visit the Disability Services page at www.kellogg.edu/disability.

Employment (see Career and Employment Services)

Enrollment Verification

You may request a document to verify your enrollment at Kellogg Community College via the web at www.kellogg.edu through the Bruin Portal; or by submitting a request to the Registrar’s office at the Battle Creek campus or at the Eastern Academic, Fehsenfeld and Grahl Centers.

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 Kellogg Community College with a degree or certificate, be sure you have the correct program code in the KCC student information system. You begin the process by verifying your program code through your Bruin Portal account for each degree and/or certificate you are applying for. Under “Academic Profile,” view the “Change Academic Program Code” option. If your program code(s) of study is not listed, please contact the Registrar’s office at 269-965-4129 for assistance.

You must complete an Application for graduation form for each degree or certificate you are applying for. The form is available online through your Bruin Portal account, at the Records and Registration office, or any KCC registration location. You will be awarded one free diploma for each KCC certificate/degree. Additional copies of the same KCC certificate/degree may be purchased.

Applications for graduation are accepted during the following dates:

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

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

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

Graduation Audit

All coursework must be completed by the end of the semester, including completion of “I” (Incomplete) grades and transfer credits from other institutions. Final grades and any program related forms must be submitted for you to graduate. Your application for graduation is considered incomplete if this does not occur. Incomplete applications will be moved to the next semester. If at the end of the next semester your application is still incomplete, you will need to reapply for graduation in a future semester.

When your application for graduation is complete, a review of your academic record will be conducted by the Registrar’s office to determine if graduation requirements have been met. The audit results will be sent to your KCC email account.

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

An opportunity for you to order a printed diploma or certificate will be provided during the final graduation audit. You will also receive information on participating in the KCC commencement ceremony, held annually in May.

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

Graduation with Honors

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

Summa Cum Laude 3.90-4.00 Highest Honors

Magna Cum Laude 3.50-3.89 High Honors

Cum Laude 3.00-3.49 Honors

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

Commencement Ceremony

Commencement is held in May. You will receive information regarding graduation activities, ordering a cap, gown, and diploma 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.

Course Exemptions and Substitutions

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

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

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

Course exemptions and substitutions are requested as part of the graduation audit, and are designed to assist the graduating student and not to circumvent the established

program of study. You may request course exemption and substitution by contacting the chairperson, director or coordinator of the degree or certificate program to discuss your exemption and substitution options.

Miller Gym

(Note: The Miller Gym is closed for the 2017/2018 academic year for construction.)

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 wellness center (weights, stationary bikes, 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 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 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 payment plan within 24 hours of registering for their classes. Find additional information at www.kellogg.edu.

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.

Student Payment Plan

KCC partners with Nelnet Business Solutions to administer a low cost payment plan for all students. It is KCC's policy that you either pay your balance in full or enroll in

the Nelnet 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.

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 the Bruin Portal. Any questions should be directed to the Business Office at 269-965-4140 or busoffice@kellogg.edu.

Registration and Schedule Adjustments

You may register for classes online using the Bruin Portal or in person, with picture ID, at any KCC registration location. Specific dates and times of registration are published at www.kellogg.edu.

Registration opens:

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

Current course schedule information is found on the Bruin Portal. 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.

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

Drop/Add

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

Automated Drop

A student who has not fulfilled the prerequisites for the course in which they have enrolled and does not have a prerequisite override in the system will automatically be dropped from the enrolled course. For this purpose no course or grade entry will be made on the student's permanent academic record. Tuition and fees will be refunded.

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

Course Cancellations

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

Auditing a Course

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

Withdrawals

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

You may process withdrawals either in the Bruin Portal or by submitting a withdrawal form to the Registrar's office, the Eastern Academic, Grahl, or Fehsenfeld Centers or RMTC office. If you need assistance to withdraw, contact an academic advisor.

Course Withdrawal

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

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

Withdrawal from College

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

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

Administratively Initiated Withdrawals

You may be administratively withdrawn from any course:

1. When it has been determined by the instructor that excessive absence has prohibited successful completion of the course
2. When it has been determined by the Business Office that you have not fulfilled tuition and fee obligations to the College
3. As a sanction resulting from your violation of the Student Code of Conduct

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

Generally, you will be notified of excessive absences. When absences jeopardize successful completion of the course, the instructor may initiate a course withdrawal through seven-eighths (7/8) of the course duration.

Semesters

Fall Semester—August through December

Spring Semester—January through May

Summer Semester—May through August

Student Housing

The College does not have approved housing on or off campus. Housing is available near the campus in private homes and apartments. It is your responsibility to visit available housing.

Student ID Card

KCC student ID cards are provided at all KCC registration locations and validated each semester. You must be currently registered and show a government-issued picture ID in order to obtain a KCC student ID card. A replacement card can be purchased for a fee.

KCC requires photo identification to utilize facilities, to obtain student information, and to receive discounted rates at KCC events. Acceptable forms of photo identification are:

- KCC ID card
- Driver's license
- State ID card
- U.S. military photo card
- State or federal government issued photo ID

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/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 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, Bruin Portal, student email, course management systems, and wireless network access. You can contact the I.S. Help Desk at helpdesk@kellogg.edu, 269-965-4148 or by visiting the Learning Resource Center 8 a.m.-5 p.m., Monday-Friday.

Testing & Assessment

The Testing and Assessment Center provides placement testing for KCC courses. The ACCUPLACER® test is offered for placement into certain classes. In addition, the Center offers national credit by exam tests, such as CLEP, DANTES Subject Standardized Tests (DSSTs) and GED examinations.

Course Placement (ACCUPLACER®)

If you are enrolling for the first time at Kellogg Community College, you may need to take one or more of the ACCUPLACER® tests for Math, Reading, or Sentence Skills. ACCUPLACER® is an online placement tool. The purpose of this placement test is to ensure you are properly placed into courses for which you are adequately prepared, and therefore have the most opportunity to succeed. ACCUPLACER® is offered at the Testing and Assessment Center in the Ohm Information Technology

Center and at the Eastern Academic, Fehsenfeld, and Grahl Centers. There is no fee for initial placement tests. Completing the placement test is required before you meet with an academic advisor to plan your initial class schedule.

Alternatives to the ACCUPLACER® Test

If you took the ACT or SAT assessment, you may choose to use those scores in lieu of taking the ACCUPLACER® test. Some portions of the ACCUPLACER® test may need to be completed even if you are using ACT or SAT scores. If you wish to use ACT or SAT scores, you will need to provide a copy of your scores to the College before you plan to register for classes.

Textbooks

Kellogg Community College Bruin Bookstore is located on the first floor of the Lane Thomas Building. The Bruin Bookstore offers new and used textbooks, supplies, insignia items, clothing, software and snacks for students to purchase. Students at the Fehsenfeld, Grahl and Eastern Academic Centers may purchase their books online at bookstore.kellogg.edu or at the Battle Creek Bruin Bookstore. The average cost of a new textbook is estimated at approximately \$175.00. Please be aware some classes may require more than one textbook. A detailed refund policy is given with every purchase and is also posted in the store. The Bruin Bookstore will ship textbooks within the continental United States for an additional shipping and handling fee.

If you have been approved for financial aid, you may purchase books on account according to the dates posted in the bookstore. A KCC student or government issued ID and KCC class schedule are required for purchases made with financial aid. Students found abusing the right to charge purchases at the Bruin Bookstore against pending financial aid may be placed on financial aid suspension.

During the last week of the semester, the Bruin Bookstore offers a textbook “buyback” service conducted by an independent used book company. Times and dates are posted in the Bruin Bookstore.

Any questions should be directed to the Bruin Bookstore at kccbookstore@kellogg.edu, or 269-965-4128.

Transcripts

Requesting a Transcript

You may request a transcript of your academic record via the web at www.kellogg.edu by accessing the Bruin Portal; www.kellogg.edu/admissions/registrar/transcripts or with a completed and signed transcript request form or other written and signed request submitted to the Registrar’s office at the Battle Creek campus or at the Eastern Academic, Fehsenfeld and Grahl Centers. There is a minimal charge per copy for each transcript. The College reserves the right to withhold transcripts of students who have outstanding financial accounts.

An unofficial transcript, known as a course history, is also available via the Bruin

Portal or in-person by showing a picture ID at the Registrar's office at the Battle Creek campus or at the Eastern Academic, Fehsenfeld and Grahl Centers.

Transferring Credit

If you have attended other colleges you will want to have your official transcripts submitted to the Kellogg Community College Registrar's office for evaluation and transfer of credits. Transcript evaluations are generally processed within two to four weeks, and you will receive an email to your KCC email account. For more information on transferring credits to KCC see the Transfer Evaluation Process section.

Transfer Evaluation Process

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

A maximum of 60% of a KCC degree or certificate may be completed using transfer credits. Grades from other institutions are not calculated in your cumulative grade point average at KCC.

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

Courses completed with a passing grade of "C" or above may be considered for transfer. Following the transfer evaluation process, an email will be sent to your KCC email account.

Evaluation of International Transcripts

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

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/tutoring or by contacting Support Services at tutoring@kellogg.edu or 269-965-4150.

Veteran Services

Veterans, active duty military and families seeking assistance may contact the Support Services department to access campus resources and services. Services include: tutor-

ing, counseling, VetSuccess counseling and referral to appropriate Veteran’s Affairs and community resources. Contact Support Services at supportservices@kellogg.edu or 269-965-4150 for further information.

Choice and Accountability Act Policy

Any individual using educational assistance under either Chapter 30 (Montgomery GI Bill—Active Duty Program), Chapter 33 (Post-9/11 GI Bill), of title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. 3311(b)(9) who lives in the State of Michigan while attending Kellogg Community College (regardless of his/her formal state of residence) shall be charged in-state tuition rates.

Financial Aid

www.kellogg.edu/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 Bruin Portal. All required forms can be obtained at 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.
- 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 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.
- 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.

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. The drop period is typically 1/10 of the course meeting time and should be verified via the Bruin Portal 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 Bruin 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)
- 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. 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.

Any individual using educational assistance under either Chapter 30 (Montgomery GI Bill—Active Duty Program), Chapter 33 (Post-9/11 GI Bill), of Title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. 3311(b)(9) who lives in the State of Michigan while attending Kellogg Community College (regardless of his/her formal state of residence) shall be charged in-state tuition rates.

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

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 for you to gain experience including campus activities, student organizations and clubs, Honors Program, honors societies, The Bruin newspaper, and 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 be successful in new challenges. Additionally, the Student Life office maintains campus postings, handles 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 whose focus is campus activities.

Student Life Events

September

- Hispanic Heritage Month event(s)
- Coffeehouse Performance
- Bruin Blast
- Constitution Day
- Volunteer & Civic Engagement Fair
- Welcome events at the Regional Centers

October

- Bruins Give Back
- Coffeehouse Performance
- National Coming Out Day
- Transfer Tours
- Broadway in Chicago trip
- Scary Movie Night

November

- Native American Heritage event(s)
- Transfer Fair
- Bruins Give Back
- Coffeehouse Performance

December

Coffeehouse Performance
Stress Busters

January

Bruin Boost
MLK Day event

February

Black History Month event(s)
Bruins Give Back
Transfer Tours
Welcome events at the Regional Centers
Volunteer & Civic Engagement Fair
GradBlitz

March

Women's History Month event(s)
Bruins Give Back
Transfer Tours
Broadway in Chicago trip

April

Earth Day celebration
Bruins Give Back
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, or Kellogg Singers. The KCC's 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 and is published nine times annually. It contains campus and community news, opinion pieces, and campus event information. Mosaic (an art and literary publication) is published each winter as a project of the Crude Arts Club; the publication features student poems, short stories, photography, and artwork.

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. A RSO should include a minimum of 5 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 — Andrew Wickenden, Advisor, email: wickendena@kellogg.edu: The Anime club celebrates the Japanese Art of animation as well as Japanese culture. All students are welcome!

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—Matt Samra, Advisor, extension 2285: 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.

Disc Golf Club—Graham Smith, Advisor, extension 2510: This group offers a place for students to meet, play and explore the facets of Disk golf!

Emergency Medical Services Club: Stars of Life—Clark Imus, Advisor, extension 2652: The purpose of Emergency Medical Services Club: Stars of Life, is to expand the relationship between the different levels of EMS students along with building a strong correlation within the community we serve.

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

The Gathering—Anna Cox, Advisor, Extension 2333: The Gathering is club in which students can come together to play various card games in a safe and private environment. The club helps build and understand of the mechanics of each game and allows players to partake in monthly tournaments in which they can win prizes.

Healthy Choices Leadership Organization—TBD, Advisor, call Student Life extension 2634: 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)—Drew Hutchinson, Advisor, extension 2600: 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 2520: The Career Club is designed for students to enhance their career search 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 League of Legends Team —Jonathan Williams, Advisor, extension 2229: The purpose of the League of Legends Team is to compete in the upcoming Collegiate League Riot Games. All experience levels are welcome.

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.

Phi Theta Kappa—Drew Hutchinson, Advisor, extension 2600; Angie Bess, Advisor, extension 2093; Kim Madsen, Advisor, extension 2508; Joe Vitanza, Advisor, extension 2519: 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—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—Bridget Korpela, Advisor, extension 2325; Stacey Shramm, Advisor, extension 2300: 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—Elizabeth Fluty, Advisor, extension 2420; Karen Kulhanek, Advisor, extension 2317: This organization is open to nursing students

attending KCC. The objectives are to cultivate, promote, and sustain the art and science of nursing; to represent and safeguard the common interest of the members of the nursing profession; and to contribute toward the improvement of public health.

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

True Life Fellowship of Kellogg Community College—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.

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 to currently active RSOs
- Name of RSO
- Constitution, including:
 - Name of the organization
 - Objectives and purpose
 - Membership
 - Officers and duties
 - 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 5 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 by October 15; 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. Failure to register your organization will result in not having access to 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.
- **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.
- **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 one additional week for proofing the design. Upon final approval of the proof from the RSO, Media Design will send the artwork to the KCC Print and Document Services 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 also 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

Dean’s List

A dean’s list, which recognizes 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 eligibility—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 eligibility—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

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 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/academics/honors-program and follow the instructions outlined on the form.

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. To learn more about how to get involved, contact Student Life.

Phi Theta Kappa—Phi Theta Kappa is The International Honor Society of the Two-Year College. 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 Kappa's
- Press release announcing your Induction to the Society

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

Students who meet the following requirements are eligible for membership:

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

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 choice even when it is a non-traditional choice for their gender. The following criteria must be met:

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

Should the award recipient elect to be nominated for the Michigan Breaking Traditions Award, 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 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

Outstanding Regional Manufacturing Technology Center Student

The faculty and staff at the Regional Manufacturing Technology Center (RMTC) selects based on the following criteria:

1. No incompletes at the time of nomination
2. Leadership – student must act as a positive model for others
3. Consistency – demonstrates a strong understanding of curriculum
4. Demonstrates a sense of commitment to his/her program

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

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 and Community 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

The following Student Life rules and regulations are in addition to all state and federal laws.

Campus Postings

Student Life maintains public bulletin boards on the Battle Creek campus. Students, faculty, and staff can submit requests for postings. Requests to post non-college related information can be submitted and will be posted if space permits. Priority is granted to KCC-related postings. Bulletin boards are updated at least once each week during the academic year.

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

Digital Displays

Digital display monitors exist at Kellogg Community College to raise current students' awareness of KCC events, services, academic programs and initiatives. The monitors display a rotating variety of digital slides that are designed to capture students' attention as they walk through hallways and sit in commons areas. There are monitors on the North Avenue campus and at each of the regional academic centers in Albion, Coldwater and Hastings and at KCC's Regional Manufacturing Technology Center in Battle Creek. The monitors are centrally controlled by Student Life, which manages the slide content in partnership with Public Information and Marketing and works with Information Services to maintain the infrastructure and software. Monitors located in the Binda Performing Arts Center have added functionality and are managed by the Theatre staff.

Policy/Procedure

In order to balance the College's promotional needs with effective viewer engagement, Student Life and PIM propose the following usage policy:

- Graphic design, photographic, video and audio content on Student Life-controlled public display monitors will elevate current students' awareness of KCC events, services, academic programs and initiatives. The monitors will not be used to promote non-KCC content, nor will they be used as a vehicle for paid advertising from external sources.
- Digital slides, as defined by still images overlaid by text and design elements, will rotate on a loop and transition from one slide to the next every 7 to 12

seconds. Slides will be produced by or in consultation with graphic designers in the Media Design Center and managed by Student Life.

- Video content, as defined by moving visual images with or without audio tracks, will be limited to 30 seconds in duration. Video content must be submitted to Student Life broadcast-ready, in high-definition format and edited for a mass audience. On a case-by-case basis, video content will be approved or rejected by Student Life in consultation with Public Information and Marketing.
- Audio content is allowed on digital slides and videos. However, some monitors may be permanently muted depending on their proximity to offices and study locations.
- In urgent situations and emergencies, digital monitors may be used to communicate cancellation, directional and safety information system-wide.
- Requests for content will be made via a form in Student Life and/or work order to the Media Design Center for artwork; both processes will require approval prior to upload.

Additional guidelines

- Slides promoting events will be displayed up to one month prior to event dates and removed from rotation immediately following.
- Slides promoting specific courses or programs for the upcoming semester will be displayed every other week or until the courses reach full enrollment.
- Slides promoting ongoing initiatives and services, such as a branding campaign or tutoring, will be displayed every other week or until the initiative/service has ended.
- Any slide older than one year will be removed from the rotation until it is reviewed and updated.

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

Field Trips and Overnight Travel

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

An advisor for the student organization should initiate the travel approval process by contacting Student Life. A Field Trip Request form, with all appropriate signatures, should be submitted to the Human Resources office for appropriate action not less than five (5) days prior to departure. Travel outside of the state will require additional signatures as deemed by Student Life.

KCC vehicles may be requested by KCC organizations for approved travel when accompanied by the faculty sponsor. Students are not permitted to drive vehicles rented through KCC or KCC owned vehicles. Students choosing to drive their own vehicle to a destination for the purpose of a RSO sponsored trip still need to be identified on the Field Trip Request Form.

The RSO advisor should obtain all the necessary information and turn the completed form in at Student Life for final approval. Once approved, completed Field Trip Requests are held on file with the Human Resources office.

Overnight Travel

RSO officers, members, and/or advisors planning on overnight travel must submit a Field Trip Request Form and a Travel Request Form along with detailed information about the trip. When KCC funds are being used, including RSO funds, to fund overnight trips, it is required that an advisor (or appropriate delegate who is a KCC employee) will be present for the duration of the trip. 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 by the Student Life office 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 ten (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 ten (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

Kellogg Community College prohibits active commercial solicitation on College-owned property unless the activity is specifically authorized by the College. Refer to the Commercial Solicitation Policy.

Table Scheduling

RSOs and other active students who wish to schedule a promotional table in the Student Center or other designated location on campus must complete a Table Request Form, available in Student Life. Tables are scheduled on a first-come, first-served basis.

Students are expected to have their tables staffed at all times and comply fully with the College's policies (see Policies section of Student Handbook for further details). The College is not responsible for any lost, damaged or stolen items.

The College takes seriously students' rights to a safe campus, where free exchange of thoughts and ideas are encouraged. Tables will be monitored to ensure compliance with College policies, including Freedom of Expression.

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 privileges associated with being a RSO through Student Life.

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

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 Public Safety 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.

- **Bystander Intervention**—Students have a dual responsibility as a bystander to both act to protect the safety of others and to not incite or add to any disruptive activity. Students are expected to alert KCC Public Safety or local police in the event of any situation where the health or safety of any person is at risk. Whenever possible, all students are expected to safely intervene to interrupt harmful behavior or speech (see “Bystander Intervention” under “Reporting Incidents of Harassment/Violence”). Likewise students have a responsibility to remove themselves from the vicinity of activity which threatens to disrupt or is disrupting normal College functions if their presence incites or adds to the disruption. Failure to leave a scene when asked to disburse by KCC Public Safety, College personnel, or other law enforcement officials may result in disciplinary and/or legal action.
 - **Bystander Amnesty in Sexual Violence Cases**—A bystander reporting sexual violence to College officials or law enforcement will not be subject to disciplinary action for violations of alcohol and/or drug use policies occurring at the time of the sexual violence. Amnesty may also be granted for other violations of the Student Code of Conduct, depending on the severity of the violation. Students will be expected to take responsibility for any negative impact their behaviors had on others or the environment.
- **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: www.kellogg.edu/acceptable-use-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**—Intentional or reckless interference with KCC activities, campus safety, or the management of the classroom including the overall learning environment of the College. Intentional misuse of College equipment including third party vending and teller machines.
- **Drug and Alcohol Policy**—The unauthorized use, possession, sale, manufacture or distribution of illegal drugs, controlled substances, look-alike drugs,

narcotics, drug paraphernalia, alcoholic beverages, or being under the influence of the same while on KCC premises or at KCC-sponsored activities.

- **Endangerment**—The creation of a hazard, endangering the physical safety of self or others by engaging in a dangerous activity or using hazardous materials or chemicals; interference with the freedom of another person to move about in a lawful manner on KCC premises or at KCC-sponsored events is prohibited.
- **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 and Reports**—Intentionally initiating or causing to be initiated any false alarm, report, or warning of any kind on KCC premises or at KCC-sponsored activities.
- **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.
- **Harassment**—Participating in any form of harassment (see “Prohibited Discrimination, Harassment, Threat of Violence, and Violence Policy”)
- **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.
- **Intimidation**—To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Sex Offenses**—Any physical sexual act perpetrated against a person’s will or without a person’s consent, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Sex offenses include fondling, incest, statutory rape, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion (see “Prohibited Discrimination, Harassment, Threat of Violence, and Violence Policy”)

- **Sexual violence**—Participating in any acts of sexual violence which includes domestic violence, dating violence, stalking, and sex offences including all acts of rape (see “Prohibited Discrimination, Harassment, Threat of Violence, and Violence Policy”).
- **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**—Kellogg Community College prohibits active commercial solicitation on College-owned property unless the activity is specifically authorized by the College. Refer to the Commercial Solicitation Policy.
- **Stalking**—Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) Fear for his or her safety or the safety of others; or (2) Suffer substantial emotional distress. Stalking is a willful course of conduct involving repeated or continuous harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested. It is the policy of the Kellogg Community College Department of Public Safety to aggressively investigate any cases of stalking. When officers are able to establish probable cause in these cases, appropriate action will be taken.
- **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**—Participating in any form of violence or causing reasonable concern of such harm (see “Prohibited Discrimination, Harassment, Threat of Violence, and Violence Policy”)
- **Voyeurism**—Spying on people engaged in intimate behaviors, such as undressing, sexual activity or other actions usually considered to be of a private nature.
- **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 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. The process provides students notice of and an opportunity to respond to allegations of violations of the Student Code of Conduct, excluding allegations of sexual harassment or sexual violence. Allegations of sexual harassment or sexual violence (i.e. alleged Title IX violations) should be reported and will be investigated pursuant to the “Reporting Incidents of Sexual Harassment or Sexual Violence” policy beginning on page 88 of this Handbook.

Complaint Procedure

- Any person may report that a student has allegedly violated the Student Code of Conduct.
 - KCC employees should use the electronic system to file an official report when an alleged violation occurs.
 - Students should file an official written report with the Dean of Student Services (or designee).
Note: Emergency situations are reported directly to KCC Public Safety or by contacting 9-1-1
- Upon receiving such a report, the Dean of Student Services (or designee) may, when appropriate, attempt to arrive at a resolution to the complaint.

Investigation Procedure

- Absent extenuating circumstances, the respondent (the student against whom a complaint or allegation has been made) will generally be notified of the complaint within ten (10) business days of the date on which it was received by KCC.
- Interviews will be held as needed with the complainant(s), respondent(s), and other parties with first-hand knowledge of the alleged event(s), and compiled along with other relevant evidence that may exist.
- The investigator will prepare a final summary report.

Determining Responsibility and Sanctions

- The Dean of Students Services (or designee) will review the investigator's report and, if necessary, any evidence gathered by the investigator.
- Based on a preponderance of the evidence (measure of more likely than not the violation occurred), the Dean of Student Services (or designee) shall determine whether a violation of the Student Code of Conduct did occur.
- The respondent(s) will receive notice of the determination of whether a violation has occurred and the sanction(s) for the violation(s).
- If it is determined that one or more violations did occur, the respondent(s) will have seven (7) business days to complete and return the "Student Code of Conduct Violation Response Form" and either accept or deny responsibility for the violation(s) and/or contest sanction(s).
- If the respondent denies responsibility for the violation or contests the sanction(s), the case will move forward to the Student Code of Conduct Review Panel.

Student Code of Conduct Review Panel

- The Student Code of Conduct Review Panel (Review Panel) is convened by the Vice President (or designee). All efforts will be made to convene the Review Panel within twenty (20) business days of receipt of the completed "Student Code of Conduct Violation Response Form."
- Review Panel members will include three (3) to five (5) KCC employees and may include up to two (2) currently enrolled students with the exception of Title IX violations. No person who is personally involved in a particular case will be a member of the Review Panel to consider that case.

- The complainant(s) and respondent(s) shall be allowed five (5) business days to review and supplement the relevant and material portions of the investigation file with their written statement and other relevant materials. Information in the file may be provided in redacted form in compliance with State and federal laws. Review of the file must take place in person at the College or a mutually agreed-upon location if it is determined by the College that circumstances require an alternate location. (NOTE: In Title IX cases this step occurs during the investigation phase.)
- The Review Panel shall be provided with the relevant and material portions of the investigation file for review including the investigator's summary report.
- The Review Panel's proceedings shall be closed to the public to maintain confidentiality. The Review Panel may request to speak with the complainant(s), respondent(s), witnesses, or any other person to clarify information in the file.
- The decision of the Review Panel may include:
 - Uphold the decision that the respondent(s) violated the Student Code of Conduct and uphold the sanction(s) imposed
 - Uphold the decision that the respondent(s) violated the Student Code of Conduct, but reduce the sanction(s) imposed because the sanction(s) are too severe.
 - Determine that the respondent(s) did not violate the Student Code of Conduct because the evidence did not meet the standard of preponderance.
- The respondent(s) shall be notified of the Review Panel's decision in writing.
- The decision of the Student Code of Conduct Review Panel is 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 Education Records

Under the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, students have the right to request that inaccurate or misleading information in their education record be amended. KCC is required under FERPA to consider the request; however, KCC is not required to amend education 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 www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html

The student must follow these levels of appeal for education 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 and 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.*

Nursing and Allied Health Admission Appeals

Questions concerning Nursing and Allied Health selective admission decisions should be directed to the Admissions office. If a satisfactory solution to the questions cannot be reached, you may submit a written appeal to:

Selective Admissions Appeal Committee
c/o Admissions Director
Kellogg Community College
450 North Avenue
Battle Creek, MI 49017-3397

The appeal committee will convene and a decision regarding the status of your appeal will be sent to you via U.S. Postal Service.

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
- 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

See Tuition Refund Policy under the Policies Section

Satisfactory Academic Progress (SAP) Appeals

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

Academic Forgiveness Policy

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

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

Original entries for courses excluded under the terms of this policy and the actual cumulative grade point average will remain on the student's record. When transferring to another college or university, a student may be held accountable for all attempts and grades associated with a course taken at Kellogg Community College.

Academic Fresh Start Policy

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

1. Students requesting Academic Fresh Start must have shown academic success in their most recent semester(s) at KCC.
2. The student determines the semester to begin their Academic Fresh Start. A period of two years or more must have passed since the Academic Fresh Start point.
3. 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.
4. While the affected grades and credits are excluded from transcript calculations, they remain as part of the official transcript.
5. This is a one-time request that cannot be reversed.
6. Courses for which grades have been excluded under this policy are not counted toward meeting graduation requirements for a KCC degree or certificate.
7. Semesters containing courses which have been applied to an awarded degree or certificate may not be excluded as part of this policy.

The Academic Fresh Start policy is a Kellogg Community College policy and does not affect the considerations of transfer institution. Application forms for Academic Fresh Start are available from the Registrar's office; Eastern Academic, Fehsenfeld, and Grahl Centers; and the RMTC 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

- Instructor reviews information and determines whether there is sufficient reason to proceed with the charge of academic integrity violation.
- Instructor discusses the matter with the student and provides an opportunity for the student to accept or deny responsibility for violation of the academic integrity policy.
- Instructor imposes one of the following penalties within the confines of the course
 - Grade of zero on the assignment
 - Requirement of an alternate assignment
 - Failure of the course
- Instructor files an academic integrity report submitted to the chairperson/director of the academic department.
 - This report must contain the students' signature (or by attaching an email from the student) either accepting or denying responsibility for the charge of academic integrity violation.
- Department chairperson/director routes report to the academic dean along with any recommendation for additional penalties as follows:
 - Withdrawal from the course
 - Withdrawal from the academic program
- Academic dean takes action on any recommendations and submits the report to the Vice President for Instruction.
- Vice President for Instruction sends a notice to the student stating the formal charges and consequences along with the appropriate sanction outlined below:
 - First Violation – Warning
 - Second Violation – Probation (up to one year)
 - Third Violation – Suspension (up to one year)
 - Fourth Violation – Dismissal
- If the student denies responsibility for violation of the Student Code of Conduct or contests the sanction(s) imposed, the case will move forward to the Student Code of Conduct Review Panel.

Academic Progress Standards

All students are expected to meet standards for academic progress while attending Kellogg Community College. Students will be monitored for academic progress at the end of each semester (fall, spring, and summer) after a student has attempted at least 12 cumulative credit hours at KCC.

Students must achieve a required minimum cumulative GPA (Minimum Cumulative GPA Measure) and complete a specified percentage of cumulative credit hours attempted (Pace of Progression Measure) to indicate academic progress.

Students will be notified of their academic progress status through their KCC email account if they do not meet the minimum standards for academic progress. (Students who are meeting the academic progress standards will not receive notification.)

The first time a student does not meet academic progress standards they will be placed on Warning. A student that continues to not meet minimum academic progress standards will be placed on Academic Monitoring that may result in Academic Probation. More information on expected academic progress standards can be found online at www.kellogg.edu.

Students in specific programs at KCC, and students receiving financial aid and/or veterans benefits must meet the specific academic requirements that determine continuation in those programs. Students receiving financial aid, should review additional information at www.kellogg.edu/sap-standards.

Alcohol and Drug Policy

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 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 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.

Drug and Alcohol Prevention Program (DAPP)

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) requires an institution of higher education (IHE) such as Kellogg Community College, to certify that it has implemented programs to prevent the abuse of alcohol and use and/or distribution of illicit drugs by KCC students on its premises and as a part of any of sanctioned college activities. KCC annually distributes the following to all students in its Annual Security Report (ASR).

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by student;

- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and alcohol abuse;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

Standards of Conduct

Currently enrolled students are required to abide by KCC's Student Code of Conduct. The current Code of Conduct is available in the Student Code of Conduct section. The following acts are considered violations under the Student Code of conduct:

- Use, possession, manufacturing, distribution, or being under the influence of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by federal law. Possession of drug paraphernalia is also prohibited on campus.
- Use, possession, manufacturing, distribution, or being under the influence of alcoholic beverages or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
- Failure to abide by the Student Code of Conduct may result in sanctions listed in the Student Code of Conduct section.
- KCC Public Safety reserves the right to require a breathalyzer and/or drug testing of persons who appear to be under the influence of prohibited drugs and/or alcohol while on KCC premises or at KCC-sponsored activities.

Sanctions

Sanctions are administered on a case by case basis, taking into consideration the unique facts and/or mitigating or aggravating circumstances presented. The ultimate goal of the sanctions is to reinforce KCC's commitment to a positive and safe learning environment consistent with acceptable social standards, and in accordance with federal, state, and local laws. Furthermore, when a student has also violated the law, the KCC Police Department will seek prosecution of drug and alcohol related offenses that occurs on the college campus or college events and involve currently enrolled students when warranted.

- **Federal**—Federal law provides criminal and civil penalties for unlawful possession or distribution of a controlled substance. Under the Controlled Substance Act as well as other related federal laws, the penalties for controlled substance violations includes, but is not limited to, incarceration, fines, potential for the forfeiture of property used in possession or to facilitate possession of a controlled substance (which may include homes, vehicles, boats, aircrafts and any other personal or real property), ineligibility to possess a firearm, and potential ineligibility to receive federal benefits (such as student loans and grants).

Specific statutes include but are not limited to

- 21 USC §801, et seq.
- MCL 333.7403, et seq.
- MCL 436.1703, et seq.
- **State**—Under current Michigan state law, “a person shall not knowingly or intentionally possess a controlled substance. If an individual is found guilty of a violation of the state law, they may be subject to large fines and/or imprisonment. A minor may not “purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, possess or attempt to possess alcoholic liquor, or have any bodily alcohol content. Violation of the law may subject a minor to fines, participation in a substance abuse program or treatment center, imprisonment, community service hours, and/or out of pocket expenses related to required substance abuse screenings.
- **Local**—The City of Battle Creek ordinances prohibits the “sale, consumption or possession of an alcoholic beverage in an open container. Violations of the city ordinance may subject an individual to fines and costs, requirement to participate in alcohol and/or substance abuse treatment and may possibly result in a driver’s license suspension.
- **College**—Violations of the Student Code of Conduct are taken very seriously. In cases of noncompliance with the Student General Rules or a violation of the Student Code of Conduct, the College will impose discipline that is consistent with the impact of the offense on the College community. Progressive discipline principles will be followed in that the student’s prior discipline history at the College will be taken into account. Disciplinary action taken against a student may include, but is not limited to, one or more of the sanctions listed in the Student Code of Conduct section.

Health Risks

According to the National Institute of Drug Abuse (NIDA), the following are risks associated with drugs and alcohol abuse.

- **Drug Abuse:** The following sub categories are the most frequently used drugs, listed with their associated risks associated category(ies), per NIDA.6
 1. **Cannabinoids**—(marihuana & hashish) Known risks are “cough, frequent respiratory infections, possible mental health decline, and addiction.
 2. **Opioids**—(heroin & opium) Known risks are “constipation; endocarditis; hepatitis; HIV; addiction; fatal overdose.”
 3. **Stimulants**—(cocaine, amphetamine & methamphetamine) Known risks are “weight loss, insomnia, cardiac or cardiovascular complications, stroke, seizures, and addiction. Specific risks associated with cocaine use is “nasal damage from snorting;” and specific risks associated with methamphetamine use is “severe dental problems.
 4. **Club Drugs**—(MDMA-methylene-dioxy-methamph-etamine[also known as: Ecstasy, Adam, clarity, Eve, lover’s speed, peace, uppers]; Flunitrazepam [also known as: Rohypnol: forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies]; GHB [also known as: Gamma-hydroxybutyrate: G, Georgia home boy, grievous bodily harm, liquid

ecstasy, soap, scoop, goop, liquid X]) Known risks are “sleep disturbances, depression, impaired memory, hyperthermia, addiction.” Risks specific to GHB are “unconsciousness, seizures, and coma.

5. **Dissociative Drugs**—(Ketamine [also known as: Ketalar SV: cat Valium, K, Special K, vitamin K]; PCP and analogs [also known as: Phencyclidine: angel dust, boat, hog, love boat, peace pill]; Salvia divinorum [also known as: Salvia, Shepherdess’s Herb, Maria Pastora, magic mint, Sally-D]; Dextrometh-orphan (DXM) [also known as: cough and cold medications: Robotripping, Robo, Triple C]). Known risks are “anxiety, tremors, numbness, memory loss, nausea.
 6. **Hallucinogens**—(LSD [also known as: Lysergic acid diethylamide: acid, blotter, cubes, microdot yellow sunshine, blue heaven]; Mescaline [also known as: Buttons, cactus, mesc, peyote]; Psilocybin [also known as: Magic mushrooms, purple passion, shrooms, little smoke]) Known risks are “flashbacks and Hallucinogen Persisting Perception Disorder.
 7. **Other Compounds**—(Anabolic steroids [also known as: Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise: roids, juice, gym candy, pumpers]; Inhalants [also known as: Solvents (paint thinners, gasoline, glues); gases (butane, propane, aerosol propellants, nitrous oxide); nitrites (isoamyl, isobutyl, cyclohexyl): laughing gas, poppers, snappers, whippets]) Known risks for anabolic steroids are “hypertension, blood clotting and cholesterol changes, liver cysts, hostility and aggression, acne, (in adolescents) premature stoppage of growth, (in males) prostate cancer, reduced sperm production, shrunken testicles, breast enlargement, (in females) menstrual irregularities, and development of beard and other masculine characteristics.” For inhalants, the known risks are “cramps, muscle weakness, depression, memory impairment, damage to cardiovascular and nervous systems, unconsciousness, and sudden death.
- **Alcohol Abuse:** Alcohol affects every organ in the drinker’s body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that results in harm to one’s health, interpersonal relationships, or ability to work.

Information and Support Services

The following programs are available to currently enrolled students at KCC:

- Ongoing promotions regarding substance abuse counseling (via KCC Support Services)
- Ongoing campus presentations about substance and alcohol abuse
- Individual counseling by KCC Counselors for students who need assistance with substance and alcohol abuse issues (via KCC Support Services)
- Informational tables on substance and alcohol abuse at student events
- General substance/alcohol abuse information available on the KCC website

Annual Notification of the DAAPP

Notification of the information contained in the DAAPP will be distributed to all currently enrolled students on or before October 1st of each year in the College's Annual Security Report.

Oversight Responsibility

The Vice President for Student and Community Services along with the Director of Public Safety shall have oversight responsibility of the DAAPP including, but not limited to: updates, coordination of information required in the DAAPP, and coordination of the annual notification to students.

Americans With Disabilities Act

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

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

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

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.

Change of Grade Policy

Upon completion of a course, a final grade is entered onto a student's transcript as an official record. Any change of a final grade must be submitted to the Registrar's Office within one year of the date when the grade was assigned.

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 and from local television and radio stations.

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

Commercial Solicitation Policy

Kellogg Community College prohibits active commercial solicitation on College-owned property unless the activity is specifically authorized by the College. Active commercial solicitation is defined as the promotion or sale of products, merchandise or services for the benefit or profit of individuals or business interests. Groups and individuals seeking to engage in active commercial solicitation activities for a specific duration on College-owned property must first receive written permission, which is contingent upon requestors agreeing to abide by the College's time, place and manner regulations and comply with all other campus policies.

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.

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 College students, faculty, and staff are expected to respect the rights of copyright owners and comply with copyright laws.

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.

Education Records and FERPA

Student education records are maintained in compliance with the Family Educational Rights and Privacy Act (FERPA) which is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department.

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by an eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the student.

Education 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

Confidentiality of Records

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 partner-

ship 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)

Access to Education Records

Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. A school is not required to provide an eligible student with copies of education records unless failure to do so would effectively prevent the student from obtaining access to the records.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to an eligible student's request. Accordingly, a school is not required to provide an eligible student with updates on his or her progress in a course (including grade reports) or in school unless such information already exists in the form of an education record.

Amendment of Education Records

Under FERPA, an eligible student has the right to request that inaccurate or misleading information in his or her education records be amended. While a school is not required to amend education records in accordance with an eligible student's request, the school is required to consider the request. If the school decides not to amend a record in accordance with an eligible student's request, the school must inform the student of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the eligible student has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the eligible student's record for as long as the record is maintained.

However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about an eligible student. FERPA was intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords

eligible students the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade or an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to an eligible student's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

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 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 educator and employer and does not discriminate on the basis of national or ethnic origin, ethnicity, race, ancestry, color, sex (sex or gender, affiliation, expression or orientation), marital/family status, age, physical or mental ability or attributes, genetic information, political affiliation, veterans status, religion, or any other characteristic covered by law 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.

Freedom of Expression Policy

Kellogg Community College is a public institution of higher education whose authority is derived from the Michigan Constitution of 1963 and whose property and resources are primarily dedicated to academic, administrative and related functions. As an institution that highly regards the freedom of speech, freedom of expression and right to peaceably assemble, Kellogg Community College affords groups and individuals an invitation to exercise such freedoms on its grounds. The purpose of this policy is to facilitate expressive activities while ensuring that such activities do not interfere with College operations and the learning environment.

For anyone lawfully present on the College's campuses, the outdoor common and indoor common areas are designated as venues for free expression, including spontaneous expression, speeches, demonstrations and the distribution of information. Anyone who wishes to engage in commercial solicitation is required to reserve time and space for such activities following the terms of the College's Facility & Grounds Usage and Commercial Solicitation policies.

For purposes of this policy, the term "expressive activity" includes such activities as:

- Meetings and other group activities;
- Speeches, performances, demonstrations, parades, marches, rallies, vigils and other events;
- Distributions of informational materials, such as circulars, newspapers, leaflets and pamphlets;
- Any other expression, including spontaneous expression, protected by the First Amendment to the U.S. Constitution.

While Kellogg Community College maintains its authority to regulate the time, place and manner of expressive activities, it shall not consider or regulate the content of speech or viewpoint of speakers in the application of this policy. When expressive activities occur, Kellogg Community College will work to ensure that such activities transpire without interference by the College, provided the learning environment is not disrupted and campus safety is not compromised by said expressive activities. If persons react negatively to expressive activities occurring on the campus of Kellogg Community College, the College will take necessary steps to ensure campus safety while allowing the expressive activity to continue, unless the College's operations are materially and substantially disrupted.

For purposes of this policy, the terms “outdoor common” and “indoor common” refer to such areas as:

- Lawns, sidewalks, benches and other outdoor areas that are not otherwise reserved for use;
- Student lounges and other indoor areas designated for social interactions that are not otherwise reserved for use.

Expressive activities, as defined by this policy, are allowed on Kellogg Community College campuses during the periods that College facilities are open to the general public.

No expressive activity at Kellogg Community College shall be permitted to:

- Violate or infringe upon the rights of others;
- Falsely defame an individual;
- Constitute a genuine threat or harassment;
- Invade privacy or confidentiality interests;
- Block access to campus buildings;
- Impede ingress or egress to the College or any College property, pedestrian pathway, parking lot, building, facility or event;
- Obstruct vehicular or pedestrian traffic;
- Include the use of audio amplification devices, unless specifically authorized by the College;
- Include the use of fire or pyrotechnics, unless specifically authorized by the College;
- Affix materials to College buildings, equipment, fences, trees or property, unless specifically authorized by the College.

Kellogg Community College does not assume any obligation or responsibility for the content of expressive activities or materials distributed. People engaging in expressive activities assume responsibility for damages to College property, for the cleanup of materials immediately following the conclusion of expressive activities and for remaining in compliance with applicable local, state and federal laws.

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.

Reverse Transfer Policy

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

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 at southwest side of the Davidson Center
- Southwest end of Binda Performing Arts Center
- 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

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.

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.

- **ACCUPLACER® Retest Policy**—KCC adheres to retest requirements set by the placement committee. A retest fee may be applied to each retest.
- **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.
- **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
- **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.
- **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 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.

Transfer Credit Policy

KCC will accept comparable college course work earned at other accredited colleges and universities and through the military. Courses considered for transfer must have a comparable course offered at KCC. Courses completed with a passing grade of “C” or above may be considered for transfer. A maximum of 60% of a KCC degree or certificate may be completed using transfer credits. Grades from other institutions are not calculated in your cumulative grade point average at KCC. Once received by the Registrar’s Office, official academic transcripts from other colleges are not available for release to the student or to other KCC offices without an educationally-related purpose for viewing the transcript.

To begin the transfer evaluation process, request from your other institutions attended an official academic transcript to be sent to the Registrar’s office for the purpose of transfer credit evaluation. Following the transfer evaluation process, an email will be sent to your KCC email account indicating the courses and credits transferred to KCC.

Tuition Refund Policy

1. A course section dropped by the specified drop date listed on the Class Schedule (www.kellogg.edu), will be granted a full refund of paid tuition and fees with no academic penalty. Any course section dropped after the stated drop date will be processed as a course withdrawal (grade of “W” on academic transcript) subject to the tuition and fees of the course.
2. Refund calculations are based upon the total tuition and fee obligations to the College and not upon the amount of partial payment made.

See Refund Appeals under the Appeals Section

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.

Campus Law Enforcement

The College's Department of Public Safety is a fully functioning law enforcement agency with arrest powers and is comprised of a blended force of Michigan Commission on Law Enforcement Standards certified officers and unarmed security officers contracted through a licensed State of Michigan security provider. 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 College Public Safety Department also maintains an excellent working relationship with the City of Battle Creek Police Department and other local law enforcement departments which can assist with enforcement of state and local laws and ordinances.

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 Sheriff Department and the City of Hastings fire department when incidents occur at the Fehsenfeld Center.
- Work closely with the Calhoun County Sheriff 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 Bruin 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 Public Safety 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 and Community 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 KCC Public Safety at ext. 4444

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/safecampus.

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 KCC 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/.

Prohibited Discrimination, Harassment/Sexual Harassment and Threat of Violence/Violence Policy

The policy of KCC is no tolerance to all forms of discrimination, 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 at 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; 2013 VAWA Amendments to the Clery Act.

The College strongly encourages anyone who experiences or observes any prohibited discrimination, harassment, threat of violence, or violence to report it immediately to a College harassment officer, College administrator, or KCC Public Safety. The College can only take corrective action when it becomes aware of problems.

All reports made under this policy will be investigated and appropriate action taken. Visitor violations of this policy will be handled in accordance with applicable laws. The College reserves the right to impose any level of sanction, up to and including expulsion, for any act of discrimination, harassment, threat of violence, and violence based on the facts and circumstances of the grievance.

The College prohibits retaliating or discriminating in any way against any person for making a good faith complaint or report about any conduct prohibited by this policy or applicable law, or for opposing any conduct prohibited by this policy or applicable law, or for cooperating in an investigation under this policy or under applicable law.

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, gender identity, ethnicity, national origin, age, disability, height, weight, marital status, sexual orientation, veteran or military status, or any other factor prohibited by law. 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 educational or work environment
- has the purpose or effect of unreasonably interfering with an individual's educational or work performance
- otherwise adversely affects an individual's educational or employment 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, comments about a person's sexual activities, sexually suggestive or degrading jokes, the display of sexually explicit materials that do not serve an academic purpose, and other verbal, nonverbal, or physical conduct of a sexual nature.

Sexual harassment includes sexual misconduct, such as engaging in sexual exploitation or engaging in sexual contact without the other person's effective consent. 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: NCHERM, LLC)

Sexual violence is a form of sexual harassment and includes the acts of rape, sexual assault, sexual batter, and sexual coercion.

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

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.

Threats of violence and acts of violence include, but are 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
- Sexual Violence

Sexual violence includes domestic violence, dating violence, stalking, sexual assault, sexual battery, sexual abuse, sexual coercion, and sex offences including all acts of rape.

Domestic violence is a felony or misdemeanor crime of violence committed

- by a current or former spouse or intimate partner of the victim
- by a person with whom the victim shares a child in common
- by a person who is cohabitating with, or has cohabited with, the victim as a spouse or intimate partner

- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress

Stalking is a willful course of conduct involving repeated or continuous harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested. It is the policy of the Kellogg Community College Department of Public Safety to aggressively investigate any cases of stalking. When officers are able to establish probable cause in these cases, appropriate action will be taken.

Sex offenses are any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity:

- **Fondling**—the touch of the private body parts of another person for the purpose of sexual gratification.
- **Incest**—Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape**—Sexual intercourse with a person who is under the statutory age of consent.
- **Rape**—The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person.

Reporting Incidents of Harassment, Sexual Harassment, or Sexual Violence (Title IX)

Victims of harassment, sexual harassment, and sexual violence have options in reporting incidents and for confidential disclosure. Any individual who experiences, observes, or becomes aware of situations which have occurred or might pose a threat to the safety of the KCC community or one of its members, including self-harm, would use the following reporting procedure:

Reporting Procedure

- Notify KCC Public Safety at extension 4444, by campus emergency phone, or in-person at the Security desk or KCC Public Safety office in the Lane-Thomas Building, 3rd floor, or

- Contact local law enforcement via the 9-1-1
- Contacting a College Harassment Officer (listed below)

Confidentially Disclosing Sexual Harassment and Sexual Violence

KCC Counseling Staff: A student may talk with a KCC Counselor to seek assistance and support without triggering a College investigation that could reveal the victim's identity or that the victim has disclosed the incident. Counselors are not required to report any information about an incident without a victim's permission. A victim who wants to maintain confidentiality must understand that the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

KCC Public Safety and all other College employees: A student may talk with KCC Public Safety or any other College employee who then has the responsibility to report all relevant details about the alleged incident to one of the College's harassment officers (identified below). When a victim tells a responsible employee about an incident, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. If in this report the victim wishes to maintain confidentiality or requests that no investigation into the incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the victim. If the College determines it cannot honor any part of the victim's request, the College will inform the victim prior to starting an investigation and with, to the extent possible, only share information with the people responsible for handling the College's response.

A victim who at first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated.

Requests for confidentiality may not be granted where state law or professional licensing mandates reporting (i.e. reporting on minors; imminent harm to self or others).

College Harassment Officers

Complaints involving sexual misconduct including sexual harassment or sexual violence should be reported to:

KCC Title IX Coordinator
Ali Robertson, Director, Human Resources
Whitmore Administration Building
Phone: 269-660-2366
email: kellisk@kellogg.edu

Complaints involving a student should be reported to:

Chief of Public Safety
KCC Public Safety Office
Lane-Thomas Building
Phone 269-565-7895

Complaints involving a college employee should be reported to:

Director of Human Resources
Whitmore Administration Building
Phone 269-965-4152

Title IX Investigation Procedure

1. KCC's Title IX Coordinator, Deputy Coordinator, or investigators will contact the complainant and notify that individual of their right to access an advisor and their right to file a criminal complaint.
2. Absent extenuating circumstances, the respondent (the person against whom a complaint or allegation has been made) will be notified of the complaint within ten (10) business days of the report filing date and will be notified of their right to access an advisor throughout the process.
3. If the respondent appears to pose a substantial threat to the physical or emotional safety of any member of the KCC community, the KCC Chief of Police (or designee) may impose interim measures (including suspension) pending the outcome of the investigation.
4. KCC's Title IX Coordinator, Deputy Coordinator, or investigators will conduct a full investigation of the complaint including interviews with the complainant(s), the respondent(s), any other parties with first-hand knowledge of the alleged event(s), as well as any other relevant evidence that may exist.
5. The investigator will prepare a draft summary of the statements and other evidence compiled during the initial phase of the investigation.
6. The complainant(s) and respondent(s) shall be allowed five (5) business days to review and supplement the relevant and material portions of the file with their written statement and other relevant materials. Information in the file may be provided in redacted form in compliance with State and federal laws. Review of the file must take place in person at the College or a mutually agreed-upon location if circumstances require.
7. If the information provided by the complainant(s) or the respondent(s) requires follow-up investigation, that investigation will be conducted.
8. The investigation will generally be completed within 60 calendar days of when the respondent was notified of the complaint, unless factors warrant additional time.
9. The investigator will prepare a final summary report to provide to the Title IX Coordinator.

Determining Responsibility and Sanctions

KCC will determine responsibility and sanctions for allegations of harassment, sexual harassment and/or sexual violence in accordance with the procedure outlined under

“Due Process for Violation of the Student Code of Conduct” beginning on page 57 of this Handbook. If the respondent denies responsibility for the violation(s) and/or contests the sanction(s), the case will move forward to the Student Code of Conduct Review Panel as outlined on page 58 of this Handbook.

Bystander Intervention

KCC students are expected to alert KCC Public Safety or local police in the event of any situation where the health or safety of any person is at risk. Whenever possible, all students are expected to safely intervene to interrupt harmful behavior or speech. As a bystander it is important that students use a form of intervention that provides for their own safety while coming to the assistance of another or when attempting to impact campus culture. Examples of safe bystander intervention include:

- Speaking up when people use racist, sexist, homophobic, or other harmful and harassing language
- Offering to accompany another student to a safe location
- Calling KCC Public Safety or local police when you fear for another person’s safety, and it is not safe for you to act alone

Bystander Amnesty in Sexual Violence Cases

A bystander reporting sexual violence to College officials or law enforcement will not be subject to disciplinary action for violations of alcohol and/or drug use policies occurring at the time of the sexual violence. Amnesty may also be granted for other violations of the Student Code of Conduct, depending on the severity of the violation. Students will be expected to take responsibility for any negative impact their behaviors had on others or the environment.

College Awareness Programs and Campaigns

The College provides students with educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking. These programs are focused on identifying and promoting healthy behaviors and social norms and include information and resources to prevent violence, promote safety, and provide an environment for mutually respectful relationships. For more information on programs and campaigns, see the staff in Student Life.

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 Public Safety with a copy of the order. Procedures are in place to maintain the confidentiality of the information.

Requesting College Protective Measures and Reasonable Accommodations

Students who feel they have been the victim of harassment or violence or threat of the same may request changes in their academic, campus programming, or working situations (KCC student workers). In response, the College will provide accommodations

and/or protective measures that are reasonably available. Requests for accommodations and/or protective measures are to be made to the KCC Chief of Public Safety.

Victims' Rights and Services Available

Information on victims' rights and services available to victims will be provided to any student who feels they have been the victim of harassment or violence or threat of the same. Students may also request information from a KCC counselor, KCC Law Enforcement or KCC Public Safety staff.

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 KCC Chief of Public Safety (or designee) in advance of the activity.

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

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 Public Safety who will render a 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). 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.