



STUDENT
HANDBOOK

2018
2019



KELLOGG
COMMUNITY COLLEGE

| 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** Midterm—Connect with your instructors to know where you stand
- 7** Attend the Transfer Fair
- 8** Make an appointment with an academic advisor and schedule classes for next semester
- 9** Study for finals; attend Stress Busters
- 10** 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** Midterm—Connect with your instructors to know where you stand
- 7** Plan your schedule for summer and fall registration
- 8** Study for finals; attend Stress Busters
- 9** Check final grades in the Bruin Portal
- 10** Commencement

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| Services for Students

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 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

www.kellogg.edu/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 comfortable 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.

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

Allied Health and Nursing 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.

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. For further information, contact the Business Office at 269-965-4140.

Your login to the Bruin 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

The CES office specializes in preparing students for employment and careers with a focus on job development, résumé and cover letter writing, navigating job search and application systems, utilizing social media for job search purposes, and hosting specialized recruiting and hiring events.

CES can provide students with customized data regarding employment outlook, salary information, hiring trends, and employer hiring reports.

Students are encouraged to register at www.collegecentral.com/kellogg to access available jobs both on-campus and off-campus, including work study, internships, seasonal, full-time, and part-time positions.

For students that are undecided on academic programs or occupational areas, CES encourages students to complete the Focus2 assessment, which will provide insight on work interests, leisure interests, personality, values, and skills. Focus2 can be found at www.kellogg.edu/careers. Assessment results can be reviewed with career advising staff.

Appointments can be made by phone at 269.565.2637 or by email at jobhelp@kellogg.edu

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, you may receive this information 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 in the Bruin Portal

Complaint Process

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.*

Counseling

www.kellogg.edu/academic-counseling

Kellogg Community College Counselors provide short-term counseling services for current and prospective KCC students. Counselors will work with students to assess their needs in order to progress toward meeting their educational goal(s). This includes assessment, goal planning, and referral to outside sources. This may also include support for students' treatment plans from outside service providers.

Disability Services

www.kellogg.edu/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.

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.

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 Registrar's 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.

Miller Gym

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

- Three basketball courts - one full-length basketball court/two side courts
- One wellness center (weights, stationary bikes, treadmills, and exercise equipment)
- Two volleyball courts

- Seven tennis courts
- Two pickleball courts
- One aerobic training area
- 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).

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.

Course Section Waitlist

Students may add their name to a course section waitlist when a section is full. When a seat becomes available, an email (KCC email account) is sent to the first student on the waitlist along with information on the deadline for the student to register for the course. If the deadline passes and the student does not register their name is removed from the waitlist. NOTE: Not all course sections have a waitlist option.

- A student on the waitlist is not guaranteed registration in the course.

- Once notified of an open seat it is the student's responsibility to register for the course either in person or through Student Self-Service.
- All prerequisites must be met to register for the course.
- If the student no longer wishes to be on the waitlist, they can remove themselves through Student Self-Service.
- Tuition/fee charges for waitlisted courses will appear in the student's account after the registration is complete.
- The opportunity to waitlist ends one week prior to the start of each semester.
- Review the schedule of classes on the website, as additional course sections may be added.

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 a 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 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

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 in Student Services 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 Hub in the Student 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

All test takers, be it for academic or assessment purposes, are expected to adhere to the Student Code of Conduct.

Academic Testing

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

Student Placement Testing

The Testing and Assessment Center provides placement testing for KCC courses. In addition, the Center offers national credit by exam tests, such as CLEP, DANTES Subject Standardized Tests (DSSTs) and GED examinations. Contact the Testing and Assessment Center to schedule an appointment. Government-issued ID is required for testing.

If you are enrolling for the first time at Kellogg Community College, you may need to take one or more of the placement tests for Math, Reading, or Writing. The purpose of a 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. Placement scores must be less than five years old. Placement testing 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 Student Placement Testing

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

Tutoring Services

www.kellogg.edu/tutoring

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

www.kellogg.edu/services/veterans

Veterans, active duty military and families seeking assistance may contact the Support Services department to access campus resources and services. Services include: tutoring, counseling, VetSuccess counseling and referral to appropriate Veteran's Affairs and community resources. Contact Support Services at supportservices@kellogg.edu or 269-965-4150 for further information.

| Campus Safety

Campus Law Enforcement – KCC Public Safety

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 Security 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 that 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 Sherriff Department and the City of Hastings fire department when incidents occur at the Fehsenfeld Center.
- Work closely with the Calhoun County Sherriff Department and the Albion fire department when incidents occur at the Eastern Academic Center.

Campus Crime and Security

www.kellogg.edu/safecampus

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 College 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 in 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 KCC Public Safety located in the Lane-Thomas Building, 3rd floor offices, 269-965-4147, or ext. 4444.
- Main office phone for Regional Centers:
 - Eastern Academic Center, 517-630-8169
 - Fehsenfeld Center, 269-948-9500
 - Grahl Center, 517-278-3300
 - RMTCC, 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 Chief of 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.

Personal Protection/Restraining Orders

All individuals who obtain a temporary or permanent Protection from Abuse Order or Restraining Order 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.

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.

Weather and Emergency-Related Conditions – College Closing

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”

Parking and Motor Vehicle Regulations

- All motor vehicles that 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 on 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 that 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 that 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 Registrar’s 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 (https://www.michigan.gov/sos/0,4670,7-127-12539_71025---F,00.html). 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

Threat Assessment and Behavioral Intervention Team (TABI)

The purpose of the Threat Assessment and Behavior Intervention Team (TABI) is to promote a safe academic and work environment; to review cases, address high-risk situations, and take appropriate actions; and to propose and review policies.

Charge/Purpose of TABI

- 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 environments for the latest trends.

Student Life & Campus Activities

do
something!

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
- Men's cross country
- Women's cross country
- Women's volleyball

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

Facilities:

- Miller Gym—volleyball, men's and women's basketball
- Soccer field/tennis courts
- Bailey Park Complex—baseball

Student Life

Learn about us at — www.kellogg.edu/student-life

Contact us — 269-565-2634 or studentlife@kellogg.edu

Find us on Facebook — @KelloggCCStudentLife

(www.facebook.com/KelloggCCStudentLife/)

The purpose of Student Life is to provide learning opportunities beyond the classroom and promote student-driven programming. Through campus partnerships and cooperative planning, the Student Life office works to promote a positive KCC student 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, Registered Student Organizations (RSOs) and honors societies, student-driven programming, The Bruin newspaper, Student Leadership Institute and so much more. You are encouraged to participate in campus activities in an effort to seek a well-rounded education that will prepare you to be successful in new challenges.

When you participate in Student Life programs and services, it is our intention that you will meet one or both of the following learning outcomes:

1. Students who engage with Student Life programs and services will develop their ability to problem solve and communicate on a professional level.
2. Students who engage with Student Life programs and services will develop and understand their leadership skills.

Campus Activities

Many College departments facilitate an array of programs throughout the year; Student Life stays up to date on many campus activities to keep you informed and engaged. Student Life and other campus departments work hard to plan events just for you — these programs range from musical performances to workshops and informational fairs.

While new programs are introduced each year, Student Life plans some key cornerstone events annually. To help you plan, here is a snapshot of those events by semester. Be sure to check with Student Life for event details and/or to learn how to get involved.

Fall Semester

Bruin Blast with Volunteer & Civic Engagement Fair
Constitution Day
Welcome events at the Regional Centers
Bruins Give Back
Hispanic Heritage Month event(s)
Coffeehouse Performances
National Coming Out Day
Transfer Tours
Native American Heritage event(s)
Transfer Fair
Stress Busters

Spring Semester

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

Women's History Month event(s)
Broadway in Chicago trip
Earth Day celebration
Stress Busters

Bruin Student Newspaper

The Bruin student newspaper is published consistently during the academic year. It contains campus and community news, opinion pieces, and campus event information. There are opportunities for you to write, edit, design, work with advertisers and/or serve as a photographer for the newspaper.

Co-Curricular Programs in the Arts

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.

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. Contact Arts & Communication at 269-965-4126 to learn more.

Student-Driven Programming

The best part of being an active student on campus is that you can make your program ideas a reality and Student Life is here to help. Whatever your passion is and no matter how big the idea, drop into Student Life to find out how to make it happen. You can also help plan events that are already scheduled. Either way, we would love to hear your ideas and help get you involved.

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. 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)

www.kellogg.edu/student-life/rsos/

Registered Student Organizations (RSOs) are a great way to get involved on campus. RSOs are a way for students to connect with other students who share similar passions. Additionally, they are a fun way to learn skills often utilized in the workforce. Here is what that would look like ... let's say that a fictional RSO called the Disney Princess Club organizes a Disney Princess Ball. The students in the RSO are responsible for developing the event idea and its design as well as implementing and

carrying out the whole program. Students in RSOs will need to organize its membership to help with advertising, hiring outside vendors such as DJs and professional Disney characters, and make sure there is food at the Ball. Additionally, RSOs need to make important decisions such as whether to charge money for the event and/or if fundraisers need to be conducted to cover programs costs. Peer management, advertising skills, and vendor relations are all skills used in putting together the Disney Princess Ball and they are all skills that employers find valuable in the workforce.

RSOs support the student learning outcomes of the College and, more specifically, the student learning outcomes of Student Life. RSOs operate based on voluntary participation and self-governance. RSOs are a critical part of the College community and, as such, are obligated to contribute to the development of the individual student. RSOs offer the individual student an opportunity to broaden his/her/their environment, skills, and experience gained through membership in student organizations serve as valuable supplements to the formal curriculum.

Currently enrolled KCC students are able to come together to form RSOs around common interests. RSOs cover a range of topics and interests, including but not limited to: academic, political, advocacy, sports, culture, religious, and much more. Student Life stands ready to support the endeavors of all RSOs and assist students through the registration process to create new RSOs.

For the most current list of RSOs and contact information, please visit the Student Life webpage listed above.

RSO Rights, Responsibilities, and Campus Safety

The RSO as a group and representative of the College, along with its individual student members, are expected to adhere to the Student Code of Conduct at KCC. The purpose of the Student Code of Conduct is to protect and preserve a positive learning environment for the College community by clearly articulating conduct prohibited by the College and identifying the rights of individuals in the process. KCC upholds all federal, state, and local laws and expects students to abide by such laws. The College reserves the right to hold students accountable for violations of federal, state and local laws when the conduct has a direct impact on the College or the College community. Additionally, students are expected to comply with the Student Code of Conduct, and any specific regulation adopted by KCC.

Students should report allegations of Student Code of Conduct violations in writing to the Dean of Student Services at deanofss@kellogg.edu. Emergency situations should be reported directly to KCC Public Safety at 269-965-4147 or by calling 9-1-1. Students may also use the yellow call boxes located throughout campus to reach KCC Public Safety.

KCC does not tolerate harassment, discrimination, or sexual misconduct of any kind, and is legally obligated to investigate such concerns. 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. Sexual harassment includes sexual misconduct, such as engaging in sexual exploitation or engaging in sexual contact without the other person's effective consent. Sexual violence is a form of sexual harassment and includes the acts of rape, sexual assault, sexual battery, and sexual coercion. Students who wish to speak about an incident of harassment, discrimination, or sexual misconduct may contact the KCC Title IX Coordinator, Ali Robertson (Chief Human Resources Officer) at 269-965-4152 or at robertsona@kellogg.edu.

To learn more about the rights and responsibilities associated with the Student Code of Conduct and Title IX, visit the Code of Conduct & Title IX section of this handbook.

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
 - If an RSO is currently inactive that you wish to reactivate, schedule a meeting with Student Life to discuss the process of reactivation, which may include all or a portion of these steps
- Write the RSO's Constitution, which must include:
 - Name of the organization
 - Objectives and purpose
 - Membership (open or selective, enrolled students only or open, etc.)
 - Officers and duties (if not applicable, state that in the Constitution)
 - Meetings (frequency, openness, etc.)
 - KCC non-discrimination clause
 - Compliance statement regarding adherence to the Code of Conduct and all College policies
 - Other RSO related information you deem critical to the organization's purpose and function
 - Signature and date lines for: 1) the student initiating the RSO, 2) the advisor and 3) Student Life
- Advisor(s) name and position title as an employee of the College
 - College faculty and administrators are eligible to serve as lead advisors
- Current list of student members, including student K-ID numbers and contact information

Student Life has a sample Constitution that may be useful to you and can assist with the writing process, should you need it. You should also work closely with your advisor during the writing process.

Once you and your advisor have agreed upon the Constitution, you should both sign it and schedule a meeting with Student Life for final approval. Once your organization

meets the 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 Registration for Current RSOs

Student Life requires RSOs to register annually to maintain active status. By registering, RSOs renew access to RSO privileges granted by KCC. To register, RSOs must submit the following information to Student Life:

- Name of RSO
- A Re-affirmed Constitution, including:
 - Name of the organization
 - Objectives and purpose
 - Membership (open or selective, enrolled students only or open, etc.)
 - Officers and duties (if not applicable, state that in the Constitution)
 - Meetings (frequency, openness, etc.)
 - KCC non-discrimination clause
 - Compliance statement regarding adherence to the Code of Conduct and all College policies
 - Other RSO related information you deem critical to the organization's purpose and function
 - Reaffirmation date and advisor signature
- Advisor(s) name and position with KCC
 - College faculty and administrators are eligible to serve as lead advisors
- Current list of officers (if applicable) and members, including student K-ID numbers and contact information
 - Students who are listed as RSO members or officers must be enrolled KCC students during the current academic year and must meet the membership criteria as stated in the RSO's Constitution.
- Meeting information - date(s), time(s), and location

This information can be sent electronically to studentlife@kellogg.edu. Failure to register your RSO will result in your organization's status being moved to inactive and loss of privileges.

The registration deadline will be announced at the beginning of each fall semester; participation in the annual Bruin Blast event indicates intention to register but does not count as registration.

RSO Privileges

Privileges are granted only to those organizations who officially register and have earned official recognition by the College.

- **The Bruin Advertising**—RSOs can advertise in The Bruin student newspaper for free. Submit requests electronically 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 campus departments to easily transfer funds as means of support for your organization. Throughout the academic year, Student Life will send an updated account balance to advisors.
- **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.
- **Official Recognition by the College**—KCC will officially recognize student organizations that meet the aforementioned criteria.
- **Printing Costs**—Student Life supports RSOs in their marketing efforts by paying for internal printing costs associated with a RSO-sponsored activity.
- **RSO Website** — RSOs can request a webpage on the www.kellogg.edu website through Student Life.
- **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 sub-committee and who will chair the sub-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, start planning 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
 - 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 nametags, 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 are 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 have driven down the same road.
- Consult with Kampus Activities Board to see if there is any way they can help.

Field Trips and Overnight Travel

Registered Student Organizations (RSOs) may wish to plan activities that 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 RSO travel.

An advisor for the RSO 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 two (2) 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 RSOs for approved travel when accompanied by the advisor. KCC employees must complete the Driving Safety Training and Road Test to be able to drive KCC vehicles (both College-owned and rented). 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, as determined by Student Life in advance) will be present for the duration of the trip. Employees are prohibited from sharing overnight lodging with students.

Fundraising for RSOs

Student Life encourages its Registered Student Organizations (RSO) to participate in fundraising activities. College departments, programs, and RSOs are those whose relationship to the institution is formally recognized and, therefore, fall within acceptable parameters to use the College's name along with its non-profit status when seeking donations of any kind. Fundraising is defined as an activity whereby a College department, program, or RSO seeks a charitable donation, either monetary or in the form of goods or services, from an external agency for the purpose of financial benefit to the College department, program, or RSO. During such activities when the College's name is incited in association with any fundraising activity, the College requires that departments, programs, and RSOs acquire written permission from the College prior to beginning fundraising. Inciting the College's name while engaging in unapproved fundraising activities is strictly prohibited.

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, which should be submitted within 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.

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.

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.

Student Honors and Awards

President's List and Dean's List

The President's List and Dean's List recognizes eligible students for outstanding academic achievement each fall, spring, and summer semester. Summer semester eligibility prior to summer 2019 is not retroactive.

Eligibility requirements. Students who meet each of the following criteria are eligible for recognition on the President's List or Dean's List each semester:

- Consideration for the President's List or Dean's List begins once students have completed twelve (12) or more college-level credits.
- Subsequent consideration continues for each semester that students are enrolled in at least six (6) or more college-level credits.
- Grades of "I" or "W" disqualify students for that particular semester.
 - Grades of "G", "X" or "P" do not have grade points associated with them, therefore, are not calculated in the semester grade point average

- The calculated grade point average for the semester determines the following recognition:
 - 3.50-3.99 Dean's List
 - 4.00 President's List

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

www.kellogg.edu/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 the 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

www.kellogg.edu/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

| Paying for College

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 in 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 Registrar's 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.

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.

Payment Information—Tuition and Fees

You have two payment options:

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

All students, including students who have been awarded financial aid or scholarships, need to 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.

Student Payment Plan

KCC partners with Nelnet Business Solutions to administer a low cost payment plan for all students, including those with a Financial Aid award. 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.

Drop for Non-Payment

Failure to pay in full or enroll in the Nelnet payment plan may result in all of your classes being dropped. There are exceptions in which KCC may allow a student to register without paying in full or signing with a payment plan. If KCC does not automatically drop you for non-payment, you would still be responsible for any outstanding tuition balances and fees. Any questions should be directed to the Business Office at 269-965-4140 or www.kellogg.edu.

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.

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.

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

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.

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 Registrar's 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.

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.

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. 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.

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.

| Code of Conduct & Title IX

Code of Conduct and Due Process for Students

The purpose of a code of conduct for students at Kellogg Community College (KCC) is to protect and preserve a positive learning environment for the College community by clearly articulating conduct prohibited by the College and identifying the rights of individuals in the process. Consistent with that purpose, the College makes reasonable efforts 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 by providing appropriate due process and educational responses to violations of policies.

KCC upholds all federal, state, and local laws and expects students to abide by such laws. The College reserves the right to hold students accountable for violations of federal, state and local laws when the conduct has a direct impact on the College or the College community. Additionally, students are expected to comply with the Student Code of Conduct, and any specific regulation adopted by KCC.

The following acts of prohibited conduct apply to all College related 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 involving students that occur off campus will be considered under the jurisdiction of this Code, and will be appropriately addressed.

Prohibited Conduct

A student, or registered student organization, 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, 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 found on page 54.
- **Acts of Dishonesty**— (1) Misrepresentation of facts or intentionally 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. (3) Withholding material information from College processes and/or officials.
- **Animals**—Animals are prohibited in KCC facilities, with the exception of specially trained working service dogs for persons with a disability. Specially

trained working service dogs 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 service dogs, are not to be taken to classrooms, laboratories, or clinical sessions unless they are to take part in the education program of that specific class.

- **Amnesty in Sexual Misconduct Cases**—An individual who, in good faith reports any form of sexual misconduct, including sexual harassment and sexual violence, or any individual who provides witness statements related to a sexual misconduct matter will not be subject to disciplinary action for violations related to consumption 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.
- **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.
- **Computer Misuse**—Violations of KCC’s Acceptable Use of Technology policy found on pages 70-73.
- **Discrimination**—Engaging in discrimination against other persons 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, veteran status, religion or any other characteristic covered by law. This includes any crime motivated by such discrimination. Discrimination occurs when conduct is directed toward an individual or group of individuals based on their protected status and is severe, persistent and objectively offensive sufficient to limit or deny that individual or group of individuals their rights to their education or participation in activities or receipt of benefits to which they are entitled.
- **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, at KCC-sponsored activities, engaged in coursework, or conducting any college-related business.
- **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.

- **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 unauthorized gambling on KCC premises or at KCC-sponsored events is prohibited.
- **Harassment**—Participating in any form of harassment defined as any verbal or physical conduct that shows hostility, intimidation, threat, or aversion toward an individual which includes, but is not limited to, actions based 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, veteran status, religion or any other characteristic covered by law.
- **Hazing**—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. 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.
- **Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct**—Participating in any form of sex/gender-based harassment, discrimination, and/or sexual misconduct (see Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct Policy found on pages 56-63).
- **Smoking and Tobacco**—Smoking, including the use of e-cigarettes, in campus areas other than permitted designated locations; any use of tobacco products in any KCC facility or on campus. (see Smoking and Tobacco Policy found on page 86).
- **Soliciting**—Active commercial solicitation on College-owned property is prohibited 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.
- **Student I.D. Policy**—Lending a KCC Student ID to anyone for any reason 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**—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 or equipment which has not been reserved or accessed through appropriate College officials.
- **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, threat of violence, or causing reasonable concern of such harm.
- **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 on campus, unless locked in the trunk of a car and the possessor of the weapon has a concealed carry permit. The use or display of any object or instrument in a dangerous or threatening manner directed toward others.

Student Due Process for Violation of the Student Code of Conduct

KCC upholds the principles of due process in all actions related to this policy. The process provides students notice of and an opportunity to respond to allegations of violations of the Student Code of Conduct. (Due process for allegations of sexual harassment or other forms of sexual misconduct or sexual violence (i.e. Title IX violations) is found under the Sex/Gender-based Harassment, Discrimination and Sexual Misconduct policy on pages 56-63).

Reporting Party—The person alleging a violation of policy is referred to as the reporting party.

Responding Party—The person who is alleged to have violated policy is referred to as the responding party.

Third Party Reporter—An individual who reports a violation of policy, but who is not the recipient of such actions.

Complaint Procedure

- Any person may report that a student has allegedly violated the Student Code of Conduct.
 - KCC employees use the electronic system to file an official report when an allegation of a violation occurs.
 - Students may file an official written report with the Dean of Student Services at deanofss@kellogg.edu.
Students may also notify any College employee when an allegation of a violation occurs.
Note: Emergency situations should be reported directly to KCC Public Safety at 269-965-4147 or by calling 9-1-1 or using any of the yellow call boxes located across the College
- The Dean of Student Services (or designee) will review the information provided and conduct a preliminary inquiry of the facts provided to determine the appropriate response to the report. This may include:
 - Referring the allegation to an Investigator(s) for additional fact gathering,
 - Determining that the alleged conduct does not fall under the Code of Conduct,
 - Referring the allegation to the appropriate office for further resolution, and/or
 - Providing an informal administrative resolution.
- The responding party will be notified of the allegation and that an investigation is being conducted.

Investigation Procedure

- The Investigator(s) will commence a thorough, reliable and impartial investigation which may include document gathering, interviews and other relevant evidence.
- Interviews will be conducted as needed with the reporting party(s), responding party(s), and other identified witnesses or parties with first-hand knowledge of the alleged event(s), and compiled along with other relevant evidence that may exist.
- The Investigator(s) will provide a summary report of the investigation to the Dean of Student Services along with a verbal recommendation and rationale for a finding.
- The Dean of Student Services (or designee) reserves the right to conduct further or additional interviews.

Determining Responsibility and Sanctions

- Applying a preponderance of the evidence (measure of more likely than not the violation occurred), the Dean of Student Services (or designee) shall assess all the information and determine whether a violation of the Student Code of Conduct did occur.
- The responding party(s) will receive notice of the final determination by the Dean of Student Services of whether a violation has occurred and the sanction(s) for the violation(s), as well as information regarding the appeal process. When appropriate, the reporting party(s) will receive the same notice. Third party reporters, whether an employee or student, do not have the same rights as the

primary parties and will not receive notice regarding the outcome of their report and any subsequent investigation or finding.

Requesting an Appeal

The responding and reporting party(s) will have five (5) business days to request an appeal of the decision of the Dean of Student Services or Title IX Coordinator's determination and/or resolution. Third party reporters do not have appeal rights.

The original finding and sanction will stand if the appeal request is not timely or substantively eligible, and that decision is final.

During an appeal, the sanctions imposed will remain in effect.

The party requesting an appeal must show clear error as to the original finding and/or a compelling justification to modify a sanction, as both the finding and sanction(s) are presumed to have been decided reasonably and appropriately.

All appeal requests must be made in writing and based on one of the following elements:

- A procedural or substantive error occurred that significantly impacted the outcome of the investigation (e.g. substantiated bias, material deviation from established procedures, etc.);
- To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; or
- The sanctions imposed are substantially disproportionate to the severity of the violation

The appeal request will be considered by an unbiased reviewer to determine if the appeal documentation meets the criteria for an appeal consideration. If the appeal is determined to meet the criteria for consideration, the non-appealing party shall be provided a copy of the appeal and have two business days to file a rebuttal of the appeal (the non-appealing party may waive that right). The appeal documentation along with any rebuttal is then forwarded for consideration 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 five (5) business days of receipt of the appeal and accompanying documentation.
- Review Panel members will include three (3) 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 Review Panel shall be provided with the relevant and material portions of the investigation file for review including the Investigator's report and the

documentation for the appeal, as well as a rebuttal statement, if filed.

- The Review Panel’s deliberations are closed to the public to maintain confidentiality. The Review Panel may request to speak with the reporting party(s), responding party(s), witnesses, or any other person to clarify information.

The decision of the Review Panel may include:

- Refer the case back to the Dean of Student Services or Title IX Coordinator based on: 1) New evidence submitted in the appeal which could substantially impact the original finding or sanction; or, 2) Procedural or substantial error requiring further action to correct the error.
- Uphold the decision that the responding party(s) violated the Student Code of Conduct and uphold the sanction(s) imposed.
- Uphold the decision that the responding party(s) violated the Student Code of Conduct, but reduce the sanction(s) imposed because the sanction(s) are too severe.

All decisions of the Review Panel will be accompanied by the rationale for their decision provided in sufficient detail for the party(s) to have a clear understanding for the basis for the decision.

- The party(s) shall be notified of the Review Panel’s decision in writing within five (5) business days.
- The decision of the Student Code of Conduct Review Panel is final and binding upon all involved.

Sanctions

The following corrective actions, singly or in combination, may be imposed when a student or Registered Student Organization (RSO) is found responsible for violation of the Student Code of Conduct, any KCC policies and/or any KCC regulations. Violation of an imposed sanction is grounds for additional sanctions including suspension, dismissal, or expulsion from the College.

- **Administrative Course Withdrawal**—Administrative withdrawal 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 Code of Conduct has been violated 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**—The College may interim suspend a student or RSO pending the completion of an investigation and resolution, particularly when in the judgment of the College, the safety or well-being of any member(s) of the campus community may be jeopardized by the on-campus presence of the responding party(s) or the ongoing activity of a RSO. Interim suspension is immediate and will last until the complaint proceeding is resolved. At the discretion of the College, the responding party may be denied access to the College

campus/facilities/events, and alternative coursework options may be pursued to ensure as minimal an impact as possible on the student.

- **Suspension**—Separation from KCC for up to one year during which time the student shall not participate in any College-sponsored activities and/or may be barred from College premises. At the conclusion of the suspension, the student is eligible to make written request for readmission to the College. Readmission is not automatic, may be granted with conditions, and will be considered along with incidents which may have occurred during the suspension status.
- **Dismissal**—Permanent separation from the College which may include being barred from College premises and/or College-sponsored activities.
- **Expulsion**—Permanent expulsion from College including employment, using College services, participating in College-sponsored activities, appearing on campus or at College-owned facilities, or representing the College in any manner.
- **Loss of Privileges**—Denial of specific privileges for a designated period of time.
- **Restitution**—Requirement 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.

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 student’s signature (or by attaching an email sent to the student) either accepting or denying responsibility for the charge of academic integrity violation.
 - Instructor submits assignments, papers, and/or projects reflecting the 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 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 contests the sanction(s) imposed, they will have five (5) days after notification to submit a request in writing to move forward with the Student Code of Conduct Review Panel.

Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct Policy (Title IX)

The policy of Kellogg Community College is zero 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.

No person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activities receiving Federal financial assistance.

Title IX of the Education Amendment of 1972, and its implementation regulation at 34 C.F.R. Part 108 (Title IX)

Members of the College community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are to conduct themselves in a manner that does not infringe upon the rights of others.

Zero tolerance means that when an allegation of misconduct is brought to the attention of any KCC faculty, staff, or Title IX team member, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy. The College uses the preponderance of the evidence (also known as “more likely than not”) as a standard for proof of whether a violation occurred.

The College’s sex/gender harassment, discrimination and misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. Academic freedom extends to topics that are pedagogically

appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern even when those topics may be challenging or provocative.

Title IX Team

The College's Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination and misconduct policy. Direct questions about this policy to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to a member of the college Title IX team.

Title IX Coordinator — Ali Robertson
Human Resources Office
Whitmore Administration Building
PHONE 269-965-4152
EMAIL robertsona@kellogg.edu

Title IX Deputy Coordinator — Gwyn James
Student & Community Services Division
Roll Building
PHONE 269-565-7899
EMAIL jamesg@kellogg.edu

Title IX Deputy — Vicki Rivera
Human Resources Office
Whitmore Administration Building
PHONE 269-565-7931
EMAIL riverav@kellogg.edu

Title IX Investigator — Austin Simons
KCC Public Safety
Lane-Thomas Building
PHONE 269-565-7895
EMAIL simonsa2@kellogg.edu

Title IX Investigator — Marc Pierce
KCC Public Safety
Lane-Thomas Building
PHONE 269-565-2113
EMAIL piercem2@kellogg.edu

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:

Michigan Department of Civil Rights
110 W. Michigan Avenue, Ste. 800
Lansing MI 48933
PHONE 313-456-3700
TOLL-FREE 800-482-3604
FAX 313-456-3701
TTY 877-878-8464
EMAIL MDCRServiceCenter@michigan.gov
WEB www.michigan.gov/mdcr

U.S. Department of Justice Civil Rights Division
950 Pennsylvania Avenue, N.W.
Educational Opportunities Section, PHB
Washington, D.C. 20530
PHONE 202-514-4092
TOLL-FREE 877-292-3804
FAX 202-514-8337
EMAIL education@usdoj.gov
WEB www.justice.gov

Incidents involving alleged misconduct by the Title IX Coordinator are made directly to the Vice President for Student and Community Services.

Overview of Policy Expectations with Respect to Physical Sexual Misconduct

Consent is sexual permission. The expectations of our community regarding consent can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing (or affirmative, conscious) and voluntary consent prior to and during sexual activity. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you do not. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Previous consent does not imply consent to sexual activity in the future. Silence or passivity -- without actions demonstrating permission -- cannot be assumed to show consent. Consent, once given, can be withdrawn at any time. There must be a clear indication that consent is being withdrawn. Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.” Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “No.”

- Consent is clear, knowing, voluntary, affirmative and conscious words or actions that give permission for specific sexual activity.
- Consent is active, not passive.
- Silence, in and of itself, cannot be interpreted as consent.
- Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.
- In order to give consent, one must be of legal age.
- Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.
- Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout.
- The question of what the responding party should have known is objectively based on what a reasonable person in the place of the responding party, sober and exercising good judgment, would have known about the condition of the reporting party.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

This policy is applicable regardless of the sexual orientation and/or gender identity of individuals engaging in sexual activity. Offenses may also be assessed under college policies related to violence.

This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>.

Additionally, there is a difference between seduction and coercion. An unwelcome advance that results in a welcome encounter is seduction. An unwelcome advance that results in an unwelcome encounter is coercive. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

- Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes intentional threats, intimidation (implied threats) and coercion that overcomes an individual’s free will or resistance or that produces consent but does not result in valid consent.
- Coercion is an unreasonable amount of pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
 - *NOTE: There is no requirement for a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.*

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing.

- Use of alcohol or other drugs will never function to excuse any behavior that violates this policy.

Overview of Policy Expectations with Respect to Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions of power or authority (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. Each of the parties, particularly in retrospect, also may view the relationship in different ways. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of College policy.

Sexual Misconduct Offenses Include, but are not Limited to:

Sexual Harassment—Unwelcome sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct. May take the form of quid pro quo harassment, retaliatory harassment and/or create a hostile environment.

A hostile environment is created when sexual harassment is sufficiently severe, persistent, or pervasive and objectively offensive that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational and/or employment, or social program.

Quid Pro Quo Harassment—

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- By a person having power or authority over another constitutes sexual harassment.
- When submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational [or employment] progress, development, or performance.
 - This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational [or employment] program.

Non-Consensual Sexual Contact—Any intentional sexual touching, however slight, with any object by a person upon another person that is without consent and/or by force, or attempts to commit same.

Examples include, but are not limited to:

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other intentional bodily contact in a sexual manner.

Non-Consensual Sexual Intercourse—Any sexual intercourse, however slight, with any object by a person upon another person that is without consent and/or by force, or attempts to commit same.

Examples include, but are not limited to:

- Vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

Sexual Exploitation—Occurs when one-person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

Examples include, but are limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual digital, video or audio recording of nudity or sexual activity;
- Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
- Engaging in voyeurism;
- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex);
- Knowingly exposing someone to or transmitting an STI, STD or HIV to another person;
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

Other Misconduct Offenses (will fall under Title IX when sex or gender-based)

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);

5. Bullying, defined as repeated and/or severe aggressive behavior which is likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally, that is not speech or conduct otherwise protected by the 1st Amendment.
6. Intimate Partner Violence, defined as violence or abuse between those in an intimate relationship to each other.
7. Stalking, defined as a course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class, that is unwelcome and would cause a reasonable person to feel fear. Stalking also refers to repetitive and menacing pursuit/following which is harassing and/or interfering with the peace and/or safety of another.

Any other College policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's sex or gender.

Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity [subject to limitations imposed by the 1st Amendment and/or Academic Freedom]. Retaliation against an individual for an allegation, for supporting a reporting party or for assisting in providing information relevant to an allegation is a serious violation of College policy.

Sanctioning for Sexual Misconduct

Sanctions and disciplinary action may be imposed upon any member of the community found to have violated the Sex/Gender Harassment, Discrimination and Misconduct Policy.

Sanctions for violation of the Student Code of Conduct, which includes this policy, are found in this Handbook.

Sanctions for employee violation of this policy are found in the KCC Policy Manual.

Formal Reporting Options

All college employees have a duty to report, unless they fall under the "Confidential Reporting" section (see below). Employees must share all details of the reports they receive with the Title IX Coordinator and/or Deputy Coordinators. Generally, climate surveys, classroom writing assignments, human subjects research, or events such as "Take Back the Night" marches or speak-outs do not provide notice that must be reported. Employees are responsible to maintain confidentiality and not share the information with persons other than the Title IX team.

If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator, who will evaluate that request

in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predatory behavior, threat, weapons and/or violence, the College will likely be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim supports and remedies to the victim and the community, but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have reports taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through these procedures.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told, including but not limited to staff working in Title IX, student conduct, KCC Public Safety, and the Threat Assessment and Behavior Intervention team. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party's rights and privacy.

Failure of a non-confidential employee, as described in this section, to report an incident or incidents of sex or gender harassment or discrimination of which they become aware, is a violation of College policy and can be subject to disciplinary action for failure to comply with College policies. This policy also precludes employees from sharing information regarding an incident with others who do not have a need to know, and doing so can result in disciplinary action for the employee.

Confidentiality and Reporting

Students 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.

KCC employees have the same confidential reporting option with the College's Employee Assistance Program.

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. Persons who at first request confidentiality may later decide to file a complaint with the College 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 in extreme cases of immediate threat or danger, imminent harm to self or others, or abuse of a minor.

Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct (Title IX) - Investigation and Resolution Process

The College does not permit discrimination or harassment in its programs and activities 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, veteran status, religion or any other characteristic protected by College policy or state, local, or federal law.

This investigation and resolution process applies to any member of the College community who engages in discrimination or harassment. The Title IX Coordinator (or designee) is designated to formally investigate reports or notice of discrimination and/or harassment, to address inquiries, and coordinate the College’s compliance efforts regarding reports. The process involves a prompt preliminary inquiry to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. If so, the College will initiate an investigation that is thorough, reliable, impartial, prompt and fair to determine whether the College nondiscrimination policy has been violated. If a violation is found, the College will promptly implement an effective remedy designed to end the discrimination, prevent its recurrence and address its effects.

Process Timeline

The College aims to bring all allegations to a resolution within a sixty (60) business day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator with notice to the parties.

- Preliminary inquiry 1 to 3 business days
- Formal investigation 10 to 14 business days (or longer depending on the nature and complexity of the allegations)
- Determination and Resolution 10 to 14 business days
- Appeals Filed by either party within 3 business days of determination/resolution
Review Panel decision 5 business days (after convened)

Preliminary Inquiry

The Title IX Coordinator (or designee) may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation. The College will keep interim remedies and actions as private as possible.

These remedies may include, but are not limited to:

- Referral to counseling, community, and health services
- Referral to the Employee Assistance Program
- Education to the community
- Altering work arrangements for employees
- Altering class arrangements for students
- Providing campus escorts
- Implementing appropriate safety provisions
- Implementing contact limitations between the parties
- Interim Suspension for the student, student organization, or employee

Investigation and Findings

The Title IX Coordinator appoints trained investigators (typically using a team of two investigators), to conduct the investigation. All investigations will be thorough, reliable and impartial, and will entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary.

Reporting Party—In this process, the person who alleges that unwelcome or unwanted sexual action occurred is referred to as the reporting party.

Responding Party—In this process, the person who is alleged to have violated campus policy is referred to as the responding party.

Third Party—In this process, an individual who reports an alleged act or acts of sexual misconduct but who is not the recipient of such actions.

The investigator will take the following steps (not necessarily in order):

- In coordination with campus partners (e.g.: the campus Title IX Coordinator), initiate any necessary remedial actions;
- Determine the identity and contact information of the reporting party;
- Identify the exact policies allegedly violated;
- Immediately conduct an initial inquiry to determine if there is reasonable cause to bring a formal allegation against the responding party, and what policy violations should be alleged;
 - If there is insufficient evidence to support reasonable cause, the report should be closed with no further action;
- Meet with the reporting party to finalize their statement, and
- Prepare the notice of formal allegation on the basis of the initial inquiry;
- Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding party, who may be given notice prior to or at the time of the interview;
- Complete the investigation promptly and without unreasonable deviation from the intended timeline of 10-14 business days;
- Provide regular updates to both the reporting and responding parties, as appropriate, throughout the investigation;

- Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not).

Determination and Resolution

At any point during the investigation, if it is determined there is no reasonable cause to believe that College policy has been violated, the Title IX Coordinator has authority to terminate the investigation and end resolution proceedings.

All parties will receive written notification of the outcome, to the extent permitted by or mandated by law, without undue delay between the notifications. The notification will include the finding, resulting responsive actions, rationale for the decision, and appeal options and processes.

Where the responding party is found not responsible for the alleged violation(s), the investigation will be closed.

Where a violation is found, the College will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the College community.

Where the responding party accepts the finding of the investigation, the Dean of Student Services will impose appropriate sanctions for the violation, after consultation with the Title IX Coordinator, when applicable. The College will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the College community.

The College's resolution will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. However, the College may undertake a short delay (several days to weeks) in its investigation or resolution process, to comply with a law enforcement request for cooperation (e.g.: to allow for criminal evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. The College will promptly resume its investigation and processes once notified by law enforcement that the initial evidence collection process is complete.

Requesting an Appeal

Title IX uses the same appeal process as Student Code of Conduct (See pages 52-53 for appeals and Student Code of Conduct Review Panel)

Participation of Advisors in the Resolution Process

All parties are entitled to an advisor of their choosing to guide and accompany them throughout the campus resolution process. People who are involved in the matter or may be called as witnesses may not serve as advisors.

The parties must advise the investigators of the identity of their advisor at least two (2) business days before the date of their first meeting with investigators. The parties

must provide subsequent timely notice to the investigators if they change advisors at any time. No audio or video recording of any kind other than as required by institutional procedure is permitted during meetings with campus officials.

The parties are entitled to be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake, interviews, and appeals. Advisors may not present on behalf of their advisee, should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. The College cannot guarantee equal advisory rights, meaning that if one party selects an advisor [or advocate] who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide one.

Advisors are subject to campus rules and are expected to refrain from interference with the College investigation and resolution. Any advisor who steps out of their role in any meeting under the campus resolution process will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the Title IX Coordinator (or designee) will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process.

Parties are not restricted from discussing and sharing information relating to allegations with their advisor. Advisors are expected to maintain the privacy of the records; records may not be shared with 3rd parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the College's privacy expectations.

Responding parties may wish to contact organizations such as:

- FACE (www.facecampusequality.org)
- SAVE (www.saveservices.org)

Reporting parties may wish to contact organizations such as:

- The Victim Rights Law Center (www.victimrights.org)
- The National Center for Victims of Crime (www.victimsofcrime.org), which maintains the Crime Victim's Bar Association.

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

Acceptable Use of Technology Policy

1. **Purpose**—Kellogg Community College (KCC) owns and operates a variety of computer systems (hardware, software and networks), which are provided for the use of Kellogg Community College students, faculty, staff and community users in support of the programs of the College and are to be used for education, research, academic development and public service only. Commercial uses are specifically excluded. All students, faculty, staff and community users are responsible for seeing that these computing facilities are used in an effective, efficient, ethical and lawful manner. This document establishes the rules and prohibitions that define acceptable use of these systems. Unacceptable use is prohibited and is grounds for loss of computing and/or account privileges subject to College policy and/or legal sanctions under federal, state and local laws.
2. **Audience and Agreement**—All users of the Kellogg Community College computer systems must read and comply with the guidelines outlined in this document. Use of these systems acknowledges agreement to comply with these guidelines. Such guidelines will be reviewed by the KCC Technology Committee and may become subject to approval as a College policy or procedure.
3. **Rights**—Kellogg Community College reserves all rights, including termination of services, to the computing resources that it owns and operates. These procedures shall not be construed as a waiver of any rights of Kellogg Community College, nor shall they conflict with applicable acts of law. Users have rights that may be protected by College policy and federal, state and local laws.
4. **Privileges**—Kellogg Community College computer systems' access and privileges are assigned and managed by the administrators or designees of specific systems. The authorized user is responsible for proper use of the system, including any password protection.
5. **Responsibilities**—Users are responsible for maintaining the following:
 - An environment in which access to all College computing resources is shared equitably among users. The system administrators or designee set guidelines within which users must conduct their activities.
 - An environment conducive to learning. A user who uses the College's computer systems to threaten, harass or make defamatory remarks shall bear full responsibility for his or her actions. Further, by using these systems, users agree that individuals who transmit such remarks shall bear sole responsibility for their actions. Many of the Kellogg Community College computer systems provide access to outside networks, both public and private, which furnish electronic mail, information services, bulletin boards, conferences, etc. Users are advised that they may encounter material which may be considered offensive or objectionable in nature or content. Users are further advised that Kellogg Community College does not assume responsibility for the contents of any of these outside networks. The user agrees to comply with

the acceptable use guidelines for whichever outside networks or services they may access through Kellogg Community College systems. Further, the user agrees to follow proper etiquette on outside networks. The user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading. The user agrees that, in the unlikely event that someone does transmit or cause to be transmitted, a message that is inconsistent with an environment conducive to learning or with a misleading origination, the person who performed the transmission will be solely accountable for the message, not Kellogg Community College, which is acting as the information carrier.

- An environment free of illegal or malicious acts. The user agrees never to use a system to perform an illegal or malicious act. Any attempt to increase the level of access to which the user is authorized or any attempt to deprive other authorized users of resources or access to any Kellogg Community College computer system shall be regarded as malicious.
 - A secure environment. Any user who finds a possible security lapse on any system is obliged to report it to the system administrators. The system must not be used until the system administrators or designee has investigated the problem. Knowledge of passwords or loopholes in the computer security system shall not be used to damage computing resources, obtain extra resources, take resources from another user, gain unauthorized access to resources or otherwise make use of computing resources for which proper authorization has not been given.
 - Backup of their own data.
6. **Accounts**—An account assigned to an individual must not be used by others without written permission from the system administrator or designee. The individual is responsible for the proper use of the account, including proper password protection. If an individual user provides his or her password to others, then the individual authorized user is responsible for the consequences of said use.
7. **Confidentiality**—While reasonable attempts are made to ensure the privacy of users' accounts and electronic mail, privacy is not guaranteed. Every effort is made to secure sensitive or important files. However, no system can be made entirely secure. Additionally, the system administrators or designees monitor and may access information on computer systems to ensure college policy is observed. The College is subject to laws and regulations that require the release of information under certain circumstances. Student privacy rights are detailed in the Student Handbook.

When performing maintenance, Kellogg Community College reserves the right to access all information on College computer systems. Any violations discovered will be reported immediately to the appropriate systems administrator and to the appropriate divisional supervisor.

Kellogg Community College programs and files are confidential unless they have been made available, with written permission, to authorized individuals.

8. **System Usage**—Computer systems (such as email) are intended for college-related activities.

Nothing in this policy prohibits the appropriate use of computer systems for educational purposes by minors participating in an educational program.

Acceptable computer system use includes use for education, research, academic development, and public service purposes.

Other uses are prohibited and include but are not limited to these activities:

- Fraudulent, threatening, harassing or obscene messages and/or materials are not to be sent or stored.
- Inappropriate mass mailing (for example, spamming or phishing) are prohibited.
- Creation or intentional distribution of computer viruses, worms or Trojan horses is prohibited.
- Unauthorized access to or denial of service attacks on any computer system shall not be attempted.
- Connecting devices to the College network without approval of the system administrator (for example, connecting a personal laptop to the network by disconnecting a College computer or printer and using its network cable).

Abusers are subject to sanctions as outlined in the Violations section.

9. **System Performance**—No one shall deliberately attempt to degrade the performance of a computer system or network, or to deprive authorized personnel of resources or access to any College computer system.

System administrators or their designees may limit activities that could degrade the performance of computer systems or networks.

10. **Unauthorized Access**—Loopholes in computer security systems or knowledge of special passwords should not be used to damage the computer system, obtain extra resources, take resources from another user, gain access to systems or use systems for which proper authorization has not been given. Users with knowledge of loopholes or special passwords should report the condition to the appropriate system administrator.
11. **Copyright**—The use of the College network to violate copyright law is prohibited, including violation by the use of personally attached computers and other devices. Specifically, the use of any peer-to-peer file sharing software that copies and distributes copyrighted works (e.g. music, videos, software, games), without the permission of the copyright owner, is a violation of copyright law and is prohibited on any device using the College network.

Computer software protected by copyright is not to be copied using campus computing facilities, except as permitted by law or by contract with owner of the

copyright. The number of copies and distribution of copies are to be managed by the College's IS department. The number of simultaneous users shall not exceed the number of original copies purchased.

Materials on computer systems are copyrighted unless stated otherwise. Users of the College's computer systems agree to follow guidelines for use of copyrighted materials.

Interference with measures used by copyright holders to protect copyrighted works is prohibited.

Users storing materials copyrighted by others on College computer systems or displaying the materials through College web pages must comply with copyright laws and guidelines. Abusers are subject to sanctions as outlined in the Violations section.

- 12. Violations**—An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these guidelines. Such suspected violations will be confidentially reported to the system administrators or designees.

Violations of these guidelines will be dealt with in the same manner as violations of other College guidelines and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including but not limited to the loss of computer use and/or account privileges, dismissal or expulsion from the College, and legal actions. Violation of the above guidelines may constitute a criminal offense and result in referral to the appropriate agency.

- 13. Additional Guidelines**—System administration will establish more detailed guidelines, as needed, for specific computer systems and networks. These guidelines may cover such issues as allowable access time and disk space, handling of irretrievable mail, responsibility for account approval and other items related to administering the system.

- 14. Legal Mandate**—This policy and associated guidelines shall not be construed as a waiver of any rights of Kellogg Community College.

Accessibility in Technology Policy

Policy Statement

Kellogg Community College is committed to providing equitable access to information technology for KCC Users, including services and the environments in which information technology is used. This policy establishes minimum standards for the accessibility of technology-related environments considered necessary to meet this goal and ensure compliance with applicable state and federal regulations.

All areas of the College are responsible for implementing KCC's accessibility standards, including:

- Use of design standards (recent Web Content Accessibility Guidelines (WCAG) developed by Web Accessibility Initiative (WAI)). These standards will guide accessibility in areas such as:
 - Course documents
 - Electronic communications
 - Social media
 - Email
- Use of hardware and software products that promote universal design and access.
- Design and implementation of accessible technology-related work environments that accommodate all users.

Non-Availability Exceptions

Hardware or software for which no equivalent accessible option is available (non-availability). All areas of the College are responsible for documenting the following efforts in verifying compliance with this exception.

- Identification of alternative applications or equipment with similar required functionality that do not provide additional accessibility.
- Identification of alternative applications or equipment that are accessible but do not meet functionality requirements.
- Hardware and software for which no equivalent accessible option is available
- Hardware and software tools specific to a process in which no individual associated with the process who will use the hardware or software requires accessibility accommodations
- Software that is used as a standard or common practice in a field of study, industry or profession.
- Undue burden. An undue burden is determined on a case-by-case basis. Generally, it is an action requiring such significant difficulty or expense that it is unreasonable when considered in the context of a number of factors such as the nature of the cost, difficulty, or complexity in relation to available resources and the benefit to be achieved.

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, KCC Public Safety 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 flash-backs 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.

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 cannot 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.

Education Records and FERPA

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.

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 Registrar's office. This request must be submitted before the first day of the semester.

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

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

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.

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.

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.

Pregnant Student Policy

Under the Department of Education's (DOE) regulations implementing Title IX of the Education Amendments of 1972, Kellogg Community College does not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.

Students who are pregnant and those recovering from pregnancy-related conditions may request temporary disability accommodations from the College's Support Services department. Support Services staff will work with faculty and academic administrators to determine the appropriate accommodation in a particular class and/or program. When extended leave occurs, to the extent possible, students will be placed in the same position of academic progress that they were in when they took leave.

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 enter
- 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

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 75% 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.