

Student Handbook

Kalamazoo Valley Community College (KVCC) believes that inclusivity encompasses, but is not limited to race, color, gender, weight, height, marital status, veteran status, disability, national origin, handicap, gender identification, sexual orientation, age, political affiliation, economic circumstance, physical or mental ability, physical or mental characteristic, or philosophy.

It does not discriminate on the aforementioned or any other characteristic protected by law.

Questions concerning KVCC's inclusivity and/or Title VI of the Higher Education Amendments, Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act and the Americans for Disability Act (ADA) may be addressed to the office of the vice president for human resources at (269) 488-4228.

KVCC is recognized as an institution qualified and equipped to furnish education at the collegiate level under the provisions of the Veterans Readjustment Act of 1966 that authorizes the U. S. Department of Veterans Affairs to offer educational assistance to eligible veterans, their dependents, and survivors.

Rules, regulations, standards and procedures are available by contacting the U.S. Department of Veterans Affairs or the KVCC Financial Aid Office. Application for veterans' benefits should be made well in advance of college registration.

KVCC provides a drug-free campus and workplace, and operates within the guidelines established by the Drug-Free Schools and Communities Act Amendments of 1989. Thus it prohibits the unlawful possession, use, distribution, dispensing, or manufacturing of illicit drugs or other substances and alcoholic beverages. Criminal prosecution is possible.

WELCOME TO KALAMAZOO VALLEY COMMUNITY COLLEGE

The measure of KVCC is you - each and every student. The faculty, staff, facilities, programs and services exist for your success.

Success comes with an educational plan, a positive attitude, sustained motivation, and using all available resources.

This handbook can acquaint you with the rules, regulations, and resources that can lead to your success.

It contains what you as a student should know about your rights, your responsibilities, and what you can do to guarantee a quality learning environment.

It can also direct you to the programs, services and activities that are available to you at the Texas Township Campus, the Arcadia Commons Campus that includes Anna Whitten Hall, the Center for New Media and the Kalamazoo Valley Museum in downtown Kalamazoo, and the Michigan Technical Education Center (M-TEC) of KVCC located on the Groves Campus.

Additional details are available on the college's web page – www.kvcc.edu. That's where you can find information about the Student Commons, the Honors Program, intercollegiate athletics, international studies, the college's choral and band programs, the Kalamazoo Valley Museum, bus service, the tailored services for veterans, the Wellness and Fitness Center, student clubs, and so much more.

Other resources to tap are the Student Service Center located inside the main entrance of the Texas Township Campus and in the lobby of Anna Whitten Hall on the Arcadia Commons Campus. Their telephone numbers are, respectively, (269) 488-4100 and (269) 373-7800.

The opportunity is yours. Enjoy and make the most of it.

So, what is a student?

You are a student if you are enrolled in one or more classes during a semester and have paid the appropriate tuition and fees.

You are a student if you are enrolled in training or workforce-development programs as a prerequisite for passing licensing examinations in your chosen profession or vocation, or as part of your on-the-job professional development.

You remain “a student” unless you withdraw from all classes and are no longer actively engaged in any program of study. When you receive your diploma, one-year certificate, or your certificate of achievement, you join the ranks of the alumni. Congratulations.

Student Service Center

This “one-stop shop” for information about KVCC programs, services and facilities is based inside the main entrance to the Texas Township Campus and the main entrance to Anna Whitten Hall on the downtown-Kalamazoo Arcadia Commons Campus.

The locations and purposes of these centers are designed for the ease of accessibility to basic services and guidance for students. They provide students one resource to disseminate relative information or to direct them to appropriate areas for more in-depth assistance.

At the Student Service Center, students will receive assistance using the self-service features provided inside the Valley Information Portal (VIP) on the KVCC website.

The center’s “generalists” determine student needs, answer basic questions, process applications, make address changes, and issue student ID cards. They will also schedule appointments for students to take the placement assessments, attend orientation sessions, meet with academic counselors, or consult with financial-aid advisers.

The VIP System

Students are encouraged to become familiar with using KVCC’s Valley Information Portal (VIP) system.

VIP is a centralized location for all of the college’s online services. It provides easy access to the college’s e-mail network, announcements, registration and online learning resources.

Through VIP, students have access to current information regarding their class schedule, billings, grades, financial-aid status, and the ValleyOne card system.

Student Identification

Student ID cards are necessary to use the libraries, computer labs, the Testing Center, the KVCC Wellness and Fitness Center, locker rooms, and swimming pool.

There is no charge for the first ID card, which is a required piece of photo identification.

The first date of a semester on which ID cards are available is published in the academic calendar. Beginning with this date, students may request a card after having been registered for a class for at least one business day.

A student ID card can be issued at the Student Service Center on both campuses. A driver’s license or state ID card (with a photo) is required to have a student ID card processed.

The ID card is active from the first day until the last day of the semester in which a student is registered. This permanent ID card will then be valid for all subsequent semesters for which a student is registered and will not have to be updated.

Loaning or allowing anyone else to use an ID card is prohibited. There is a \$10 replacement fee for lost, damaged or student-altered cards.

Student Success Center

At KVCC, you’re not alone in your pursuit of success.

The Student Success Center was created to help students overcome obstacles in reaching their educational and career goals, to get answers quickly, to set objectives and to stay on track.

Two factors keyed the decision to establish the center: (1) a desire to improve student-retention rates and (2) recognition that retention should be measured by whether students reach their individual goals, rather than setting graduation as the only standard of success.

While student services such as counseling, tutoring and career advising have been a part of the college throughout its history, the Student Success Center centralizes, heightens and expands those services.

Essential to this proactive approach are the “student success advocates,” a new type of mentor created to give students intensive individual support, tracking and follow-up.

Students who sign on as members of the Student Success Center are linked to an advocate who works with them for the long term, potentially for the duration of their affiliation with KVCC.

An agreement, signed by both student and advocate, formalizes the relationship and responsibilities of both parties. From that point, the advocate serves as the student’s personalized contact for information, assistance, referral and support as the student navigates his/her way through the college experience as partners.

A fundamental part of the success advocate’s role is establishing that personal relationship with each student, serving as a coach, ally and simply someone who cares.

From there, they help students use the multitude of resources that KVCC provides. Together, student and advocate forge a plan to reach an educational goal, whether that is getting training for job advancement, attaining a certificate or associate degree, transferring to a four-year institution, or personal enrichment.

Another crucial part of the advocate’s job is providing follow-up and mandating student accountability. Follow-up might take the form of accompanying a student to the Learning Center to arrange tutoring or making certain the student goes through a career assessment if he/she is undecided about job interests.

One of the goals is to empower students to make appropriate decisions regarding their own success.

The center has expanded its umbrella to tie in additional student-service areas, including:

- Career counseling
- Academic counseling
- The Learning Center, tutoring and services for students with special needs
- The Transfer Resource Center and The Focus Program
- Life resources
- Prior-learning assessment
- Student-employment services
- Volunteering, internships and apprenticeships
- Student activities and organizations
- Placement and assessment
- Student “Strengths” development
- Support services for veterans

The Life Resources unit is a new service developed specifically for the center. It focuses on giving students tools and referral resources to deal with the aspects of life that so often create barriers for success, such as personal finance, health and stress management.

The Student Success Center is for all students because each one has needs, including high academic achievers. Any student can benefit from the variety of resources that are provided.

Both campuses have a Student Success Center. The center also offers a variety of workshops and special events each semester. Workshops feature professionals from the community and the college presenting such topics as money management, parenting, interviewing skills and resume writing. Career, job and volunteer-services fairs are scheduled in fall and winter semesters.

Services and events are offered to all KVCC students at no charge.

For more information, contact the Student Success Center at:

- Texas Township Campus, Room 1510, 269-488-4040
- Anna Whitten Hall, Room 120, 269-373-7834

The e-mail address is success@kvcc.edu.

Computer, Internet, Technologies

Use of Institutional Technologies: All registered students may use the computers and software available in computer labs, libraries and where publicly accessible. They will be provided an appropriate user account for access to college resources. All students are required to change their password every 120 days. Only computer-programming students may have access to the main instructional computer system.

Account and System Integrity: Students shall respect the integrity of KVCC computing systems. Users shall not seek unauthorized access to any system or intentionally damage or tamper with the software or hardware components of any computer system. Users shall respect the privacy of other computer accounts reachable through the computing resources. Unless explicitly authorized, users shall not seek confidential information, read or copy files, install software on the institution's computers, or use accounts and identification other than their own.

Software Copyrights: KVCC respects intellectual property rights. Copyrighted documentation and software may not be duplicated, photocopied, reproduced, translated, or reduced to any medium or machine-readable form in whole or part without prior written consent from the owner of the copyright. Illegal software copying is a violation of copyright laws and may result in legal as well as college sanctions.

Using the Internet and Privacy: KVCC's network can access computer systems around the world. Users must understand that the college and the system administrators do not have control of the content of information residing on these other systems. Users are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane or illegal material. KVCC does not permit or condone the use of its computer resources to view, publish or redistribute such material. Users of KVCC's computers should realize that nothing on the computer systems is private.

Harassment: Computer users shall not engage in behavior or language that creates an intimidating, hostile, or offensive environment for others.

Control and Custody of College, Student Property

KVCC recognizes its responsibility to safeguard the safety and wellbeing of college property as well as its students and staff. In the discharge of that responsibility, KVCC authorities may monitor student and staff use of college property to ensure appropriate and responsible use.

Under appropriate circumstances and if the college has reasonable suspicion that a rule or law has been violated or that a dangerous condition exists, the college may inspect college property and search the personal belongings and persons of staff and students,

The director of public safety shall recommend to the president's cabinet regulations and procedures governing searches of students or staff while on or using college property.

KVCC policy specifies the property of the college as well as that of individuals should be respected. The unauthorized use of, damage to, or destruction of college buildings, equipment and property is prohibited.

Financial Aid

Students are encouraged to apply for federal, state and local sources of financial aid, including grants, scholarships, work-study programs and loans.

The KVCC Foundation also offers privately funded scholarships and awards through the college's Financial Aid Office. These scholarships are funded by corporations, businesses and private individuals for the benefit and support of KVCC students.

Financial-aid advisers are available to provide additional information and assistance. Check the KVCC web page at www.kvcc.edu and the Financial Aid Office for more information. Students should become familiar with the college's VIP system for instant access to their financial-aid status.

Appointments with a financial-aid adviser can be made through the Student Service Center on both campuses.

The Financial Aid Office is located in Room 4530 on the Texas Township Campus and Room 120 at the Arcadia Commons Campus. The telephone numbers are (269) 488-4340 for the Texas Township Campus and (269) 373-7832 for the Arcadia Commons Campus.

The Carl D. Perkins Special Populations Program provides financial-aid assistance and academic-support services to eligible students. The goal is to help students become financially self-supporting and personally independent.

To be eligible, an applicant must meet the definition of a special-population student. Members of special populations must fall into at least one of the following categories:

1. Individuals with a disability
2. Individuals from economically disadvantaged families, including foster children
3. Nontraditional training and employment participants
4. Single parents
5. Displaced homemakers
6. Individuals with limited English proficiency and academically disadvantaged

Applicants with the greatest financial need as determined by the Financial Aid Office are given priority. They could be eligible for tuition reimbursement through this program depending on the availability of funds. Contact the Financial Aid Office at (269) 488-4340 for more information.

Veterans Benefits

KVCC has been recognized by the state of Michigan as an institution qualified and equipped to provide education at the collegiate level under the provisions of the Veterans Readjustment Act of 1966. The U. S. Department of Veterans Affairs (VA) offers educational assistance to eligible veterans, their dependents and survivors.

Veterans may apply for VA benefits under Chapter 30 – Montgomery G. I. Bill, Chapter 33 – Post 9/11 G. I. Bill, Chapter 1606 – Selected Reserve, Chapter 1607 – REAP, and Chapter 31 – Vocational Rehabilitation for Disabled Veterans.

Dependents of those veterans who have serious disabilities as a result of their military service and survivors of veterans whose deaths were service-connected may be eligible for veterans benefits to attend college under the act's Chapter 35.

Veterans enrolling under the 1966 federal legislation are required to pay their tuition and fees, and buy their books and supplies.

The VA has regulations requiring all community colleges to establish and monitor standards of progress. In accordance with these regulations, KVCC established "Standards of Progress" that were approved by the state and went into effect June 1, 1976. These include:

- Students certified to receive educational benefits are required to maintain a cumulative grade-point average of at least 2.0
- They must also satisfactorily complete – with a grade of 1.0 or better – at least 75 percent of the credit hours for which they are enrolled during any enrollment period.

Students who fail to meet these minimum standards will be placed on probation during the next enrollment period for which they are certified to receive educational benefits. Students who fail to meet all standards but demonstrate progress will be given a second probationary semester.

To demonstrate progress is to show any improvement in a semester of academic work as compared to the prior certified semester. Improvement includes percent of classes completed and/or grade-point average.

Students who show no progress after their first semester of probation or who do not meet all standards upon completion of their second semester of probation will not be certified to receive benefits for subsequent enrollment periods.

These students may reapply for certification when they have met the minimum standards for at least one full enrollment period prior to the period for which they are applying.

Veterans should know that unsatisfactory progress will be reported to the VA. "Standards of Progress" will include all classes and all grades - including 0.0 - to evaluate progress. Recipients of veterans benefits will be notified by mail when they are not in compliance with the standards.

Veterans and nonveterans who are receiving benefits while attending KVCC are required to immediately notify the college's Veteran Support Office if they withdraw, drop or cancel any

classes. This notification should be made in writing within one week of the first day of attendance for each class.

The Financial Aid Office is available to answer questions regarding VA benefits. Application for these benefits should be made well in advance of registering for classes at KVCC. Applications are available in Room 4530 on the Texas Township Campus (269-488-4340) and at the Arcadia Commons Campus (269-373-7834).

International Students

Questions regarding admission or the U. S. Citizenship and Immigration Services (USCIS) regulations for international students should be directed to the Admissions, Registration and Records Office on the Texas Township Campus. The telephone number for the KVCC USCIS "designated school official" is (269) 488-4347. The e-mail address is admissions@kvcc.edu.

Libraries

The services of KVCC's two convenient libraries are designed to support and enrich teaching and learning.

Print, electronic and audio-visual materials are all available, and the professional staff is eager to help students identify and access the resources they need.

Research data bases, electronic books, and online catalogs are available 24 hours a day via the libraries' web site – www.kvcc.edu/library.

Together, the Texas Township Campus and Arcadia Commons Campus libraries offer more than 90,000 books, 14,000 audio-visual materials, 250 periodicals, access to more than 50 full-text, online research databases, and more than 15,000 electronic books.

The libraries offer interlibrary loan services and participate in the MichiCard system that allows borrowing from libraries statewide.

Borrowing: A valid KVCC ID is required to borrow materials from the libraries. Students may check out books for three weeks. Periodicals, reference books and audio-visual materials may only be used in house. Library materials are delivered between the two locations every weekday. Students are responsible for all items checked out with their ID cards. There is no charge for library materials returned by their due date. A fine and/or replacement fee is charged for late or lost items.

Other Services: Professional librarians are available to assist students. Both libraries offer computers, printers, scanners and coin-operated copy machines for student use. Text-enlargers are available for those with low vision. Both locations are wheelchair-accessible. The Texas Township Campus Library also offers study rooms for groups, drafting tables and a color printer.

Contact: The Texas Township Campus Library is located in Room 3210 (8420 on the lower level), with entrances on both floors. Its telephone number is (269) 488-4380. The Arcadia Commons Campus Library is located in Room 321 of Anna Whitten Hall in downtown Kalamazoo. Its telephone number is (269) 373-7848. Contact either library or visit the website for more information.

Personal Protection, Safety and Security

The KVCC Board of Trustees believes the college and the campus community should work together to reduce crime and promote a safe, lawful and healthy environment.

Policies are in compliance with the Crime Awareness and Campus Security Act of 1990 to maintain a safe and secure learning and working environment.

Conduct that interferes with the purpose and mission of the college is prohibited. The use of force -- or the threat of that -- is not tolerated. While freedom of assembly is assured, disruptive demonstrations that are inconsistent with college policies are not.

KVCC policy specifies that the property of the college - as well as that of individuals - should be respected. The unauthorized use of, damage to, or destruction of college buildings, equipment and property is prohibited.

The college has the right to prohibit access or remove from institutional property a person who is not there for academic purposes or not there to attend sanctioned activities and events. The same applies to children under the age of 16 who are not accompanied or supervised by an adult.

KVCC security personnel are on duty 24 hours a day, seven days a week, on the Texas Township Campus, and from 7 a.m. to 11 p.m. Monday through Friday on the Arcadia Commons Campus in downtown Kalamazoo.

A security officer may be reached by calling (269) 488-4575 or (269) 488-4689 at the Texas Township Campus, and (269) 373-7854 for the Kalamazoo Valley Museum, Anna Whitten Hall, and the Center for New Media on the Arcadia Commons Campus.

If **medical assistance** is needed, security personnel should be contacted by students, faculty or staff. Security telephones are located throughout both campuses, as are first-aid kits and automated external defibrillators. Fire extinguishers are also distributed throughout buildings, as are public telephones.

Health insurance is the responsibility of students and is not provided or coordinated by the college. However, KVCC students are eligible to use the Western Michigan University Health Center. Call the WMU Sindecuse Health Center at (269) 387-3287 for a fee schedule.

KVCC is a **smoke-free** learning environment. Smoking is not allowed in the buildings and smokers must be at least 50 feet away from doors or in specially designated smoking areas.

A **lost and found service** is provided to assist in recovering missing articles. Contact security at (269) 488-4689. At the Arcadia Commons Campus, contact security at (269) 373-7854. Found items will be held by security for three months for property of minor value or six months for property with a major value before disposal.

Vehicle assistance: lock-outs and jump-start assistance are available 24 hours a day on the Texas Township Campus by contacting security at (269) 488-4689. In the downtown area, Central City Parking provides this service at its convenience during normal operating hours - Monday-Thursday 7 a.m. to 11 p.m.; Friday and Saturday, 7 a.m. to 7 p.m.; Sunday, 8 a.m. to 6 p.m. Contact Arcadia Commons Campus security at (269) 373-7854 to arrange for this service.

Escort Security Services

Escort security services are available for students days/evenings and weekends by request on the Texas Township Campus. Contact KVCC security for arrangements at (269) 488-4689.

Escort security services are available for students days/evenings and weekends by request at the Arcadia Commons Campus in downtown Kalamazoo. Contact KVCC security for arrangements at (269) 373-7854.

Evacuation of Buildings, Lockdown Procedures

Emergencies are announced by voice and flashing-light indicators. The latter are used to spread the word about a possible fire emergency. Maps of evacuation routes are posted in every classroom and lab.

In the event of a tornado, quick and calm response is needed as well as compliance with safety procedures in which college personnel are trained.

Emergency and security telephones are inside throughout the Texas Township Campus, Anna Whitten Hall, the Center for New Media, the Kalamazoo Valley Museum, and the M-TEC of KVCC on The Groves Campus. External push-button call boxes are also available.

The college is current with various emergency-response and surveillance protocols.

Roles and duties of department heads and area leaders have been assigned, and is part of the college's Crisis Management Response Plan, which details who does what in the event of a major catastrophe.

Also in place is an Emergency Lockdown Plan for responding to a viable threat from the outside or reacting to an internal threat in a college facility. It is triggered by a public-address announcement of an imminent threat and that people should react immediately – clear the hall, lock the door and get secured. It is similar to how fire alarms are transmitted.

The college's Institutional Safety Advisory Council has established emergency procedures designed to reduce the risk of personal injury in the event of a fire, a bomb threat, a tornado, or a situation that requires a lockdown. These procedures are listed in detail in the VIP system, along with a number of safety and security services, including lost-and-found, vehicle lockouts and injuries on campus.

A full list of emergency and security locations, telephone numbers, and general questions and answers about safety can be accessed on the KVCC website.

Inclement Weather

KVCC will close buildings and cancel classes when inclement weather poses the potential for peril. The college makes arrangements to have closings announced on these broadcast outlets:

WKZO-Kalamazoo	590
WKMI-Kalamazoo	1360
WQLR-Kalamazoo	1660
WMUK-Kalamazoo	102.1
WKFR-Kalamazoo	103.0
WVFM-Kalamazoo	106.5
WQXC-Otsego	100.9
WWMT Channel 3	Kalamazoo
WOTV 4	Grand Rapids
WOOD-TV 8	Grand Rapids
WXMI 17	Grand Rapids

You may also call the college's inclement-weather line at (269) 488-4750 for an up-to-date report on whether the college is open or check online at www.kvcc.edu.

Students who wish to be notified of college closings via text messaging should click on the link for text messages on the VIP sign-on page.

College officials will also make "per-building" decisions regarding possible closings.

Parking

Free parking is available on the Texas Township Campus and The Groves Campus, located off of 9th Street along I-94.

Arcadia Commons Campus parking is conveniently available in downtown-Kalamazoo parking structures and lots.

Daytime students may buy a parking card and receive a discount to park in the Arcadia Parking Ramp No. 4. Parking for evening students is free on the street or in surface lots.

The evening student must pay for parking if electing to park in the ramps.

Subsidized parking for daytime students is valid until 5 p.m. The front office at the Arcadia Commons Campus is the place for more information and to purchase a parking card.

Student Grievances and Concerns

You are encouraged to air grievances by speaking directly with the office or individual involved. If you have a concern about a course or a grade, for example, first talk to your instructor who is interested in your feedback.

If you feel uncomfortable doing this, contact the chair of the academic or vocational department or the dean who oversees that program. The next level would be the vice president for academic services.

This approach recognizes that many concerns can be resolved informally through direct communication between the appropriate individuals.

If you still are not satisfied, and you believe you have been treated unfairly by a faculty, staff member or administrator, there is a formal “Student Appeal Process.” Its provisions and procedures are posted in this handbook.

Release of Personal Information and Access to Academic Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that requires KVCC to obtain a student’s written consent prior to disclosing personally identifiable information from their education records.

FERPA also states that the college may release information that is generally not considered harmful or an invasion of privacy without the student’s written consent – unless he or she has requested a confidential hold on this “directory information.”

KVCC has designated the following as “directory information” – the student’s name; address; telephone numbers; date of birth; major field of study and class level; dates of enrollment; full- or part-time status; degrees, awards, and honors conferred and dates received; participation in officially recognized activities and sports; weight and height of members of athletic teams; and previous educational institutions or agencies attended.

The primary purpose of “directory information” is to allow KVCC to include this type of data from educational records in certain school publications. Examples include: academic honors or other recognition lists; graduation programs; and sports documents showing weight and height of team members.

This also allows the college to disclose such information to outside organizations without a student’s prior written consent. Outside organization include – but are not limited to – insurance companies, banks, and prospective employers.

By the publication and distribution of this notice, students are advised of the information that KVCC may release.

If a student wishes that the college not release his/her “directory information,” the student must inform the Admissions, Registration and Records Office in writing. KVCC will not release confidential information, either verbally or in writing, about applicants or students, unless it is expressly allowed within FERPA guidelines or the student has signed an authorization for release of the information.

Documents provided to KVCC by an outside organization or individual are considered the property of the college and are intended for its use only. Such documents will not be released to the student or anyone else unless compelled to do so by court order.

In addition, KVCC does not provide lists containing the names of current or former students and their address to anyone, unless compelled to do so by applicable local, state or federal laws.

Questions may be addressed to the Office of Admissions, Registration and Records via e-mail – records@kvcc.edu – telephone at (269) 488-4281, or personal visit on the Texas Township Campus.

ACADEMIC INFORMATION AND RESOURCES

Academic Honors List

Excellence in scholastic achievement is recognized each semester by the publication of the Academic Honors List naming those students who complete their classroom work with a minimum grade-point average of 3.5. Students who have received an incomplete, a failing grade, a withdrawal, or who have repeated courses for the semester are not eligible for this list.

Accreditation

KVCC is an institutional member and accredited by the North Central Association of Colleges and Schools. Various programs of study are also licensed and/or accredited by appropriate

boards and associations. Enrolled and prospective students who wish to review the college's accreditation documents should contact the vice president for academic services.

Americans with Disabilities Act

It is the policy of KVCC to encourage participation by qualified individuals, including those with disabilities, in all of the college's services, programs and activities.

Athletic Information

In accordance with the Equity in Athletics Disclosure Act and the Student Right-to-Know Act, KVCC will make available to students, prospective students, and the public, specified information regarding athletics at KVCC. Contact the athletic director at (269) 488-4393 for more information.

Attendance Standards

Students must be registered for the class to attend. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the instructor may be involuntarily removed from the course.

Students who fail to attend the first scheduled class meeting, or who fail to contact the instructor regarding absence before the first scheduled class meeting may, at the option of the instructor, be removed from the course.

At the beginning of each course, the instructor will provide students with written attendance requirements. It is the student's responsibility to consult with the instructor regarding "official absences." Absences begin to accumulate with the first scheduled class meeting.

Students bear the responsibility of notifying the Admissions, Registration, and Records Office when they discontinue studies in a course or at the college. Discontinuing class attendance and/or notifying the instructor is not an official drop/withdrawal.

Official absences are those that occur when students are involved in an official activity of the college - i.e., field trips, tournaments, athletic events - and present an absence-excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department.

Students who miss a class for an official reason must obtain an "official absence" verification card from the appropriate dean and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact the instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation may be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

Religious holidays - Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, instructor, or employee of the college. Absences for such holidays shall not count against the number of absences allowed by an instructor or department.

At least one week before the holiday, students shall submit to their instructor(s) a written statement that includes both the date of the holiday and the reason why class attendance is inconsistent with their religious beliefs and duties. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

Financial-aid recipients - Federal regulations require class attendance. To comply with this federal requirement, instructors monitor and report class attendance of financial-aid recipients. Financial-aid recipients reported as not attending will be administratively dropped from those classes. The financial-aid award will be reviewed to determine whether the reduced number of credit hours impacts eligibility to receive the financial assistance. If an adjustment is required, the Financial Aid Office will make the revision and advise the student.

Changing, Adding or Dropping Courses

To register for classes, change a schedule by adding or dropping courses, or to withdraw from classes, students must complete the necessary paperwork through the Admissions, Registration and Records Office on the Texas Township Campus or the Student Service Center at the Arcadia Commons Campus

These transactions can also be processed using the self-service feature inside VIP on the KVCC website. Registration dates, the chart for refunds, and the deadline dates for withdrawal can be found online and in the printed class schedule for each semester.

These services are also available on the college's website.

Telling an instructor or any other KVCC employee is not a sufficient notification regarding withdrawing from a class. A student must complete the paperwork or use the self-service feature. A student who does not properly drop or withdraw from a class might have a failing grade of 0.00 entered on his/her permanent record.

Dropping classes may result in a loss or reduction in federal-aid eligibility, which could result in an overpayment owed to the college and/or the federal government. Students are required to pay overpayment amounts in a timely manner.

In particular, if a student is a recipient of federal student-aid funds (Pell Grant, Federal Supplemental Education Opportunity Grant, Academic Competitiveness Grant, Federal Stafford Loan) and he/she withdraws from all semester classes on or prior to the 60-percent point of the semester, an overpayment will occur.

The college will bill the student for the overpayment amount. Financial-aid eligibility will be suspended and an Admissions, Registration and Records Office hold will be in effect until the overpayment is paid in full.

Students who receive financial aid are encouraged to contact the Financial Aid Office before adjusting their enrollment status because of these considerations.

International students should consult with the director of Admissions, Registration and Records before dropping or withdrawing from a class because that action might jeopardize a student's legal status with the United States Citizenship and Immigration Services. The telephone number for the KVCC USCIS "designated school official" is (269) 488-4347. The e-mail address is admissions@kvcc.edu.

Class Audit

Auditing a class is the procedure followed by students wishing to attend class but not to receive a grade or credit. Tuition charges and attendance requirements are the same as taking the course for credit. See the applicable class schedule for complete details on course-audit policy and procedures.

If receiving Veterans Administration or financial-aid benefits based on credit-hour status, students may not count audit courses toward those benefits.

Audit request forms must be completed at the Admissions, Registration and Records Office, Room 4550, or the Student Service Center on the Texas Township Campus or the Arcadia Commons Campus.

Class Schedules

KVCC publishes a class-schedule booklet for each enrollment period. It identifies all courses offered for that period and contains general information on registration dates, times, policies, procedures and costs. Students should register according to the published instructions in the booklet. They are responsible for checking the class schedule for determining specific and current dates for each enrollment period.

The class schedule is subject to change without notice. The provisions of the schedule are not an irrevocable contract between the student and the college.

Class schedules are available at the Student Service Center in the lobby of the Texas Township Campus, at the Arcadia Commons Campus, and will be mailed upon request by calling

(269) 488-4100 or e-mailing at contactmgt@kvcc.edu. Course listings can also be found on KVCC's web site at www.kvcc.edu.

Course Grades

At the conclusion of each course, a student's grade is determined based on such factors as the quality, quantity and speed of the academic work. The grade becomes a part of a permanent transcript and can be viewed inside VIP on the KVCC web site.

Questions should be directed to the instructor. Students have one year to make corrections to their academic record or seek a change in a grade from an instructor.

KVCC uses a numerical grading system that is defined as follows:

4.0	Outstanding
3.5	Much better than average
3.0	Better than average
2.5	Slightly better than average
2.0	Average
1.5	Less than average
1.0	Poor
0.0	Failing
I	Incomplete -- at least two-thirds of work is completed at a passing level, but course objectives are not yet met. This grade is given at the discretion of the instructor.
W	Withdraw -- the student indicated the intent not to complete the class. This grade has no bearing on the KVCC student's grade-point average.
V	Audit -- the student completed the class as an auditor and therefore may have elected not to take the required exams. No grade is assigned. The KVCC academic average is not affected.
CR	Credit for satisfactory completion
NC	No credit
S	Successful completion of a non-credit class
NS	Non-successful completion of a non-credit class

KVCC expects students to maintain a 2.0 grade-point average for graduation and provides a full range of counseling, tutoring and academic-support services to accomplish that result. Financial-aid students may be placed on academic probation if their grade-point average falls below this minimum for any semester.

Grades will be available on the web approximately four business days after the semester or module ends.

Graduation and Procedures

Requirements for an associate degree, a one-year certificate or a certificate of achievement may be completed during any enrollment period.

Inside the "Graduation Information" area of VIP, a student may run his/her Curriculum Advising and Program Planning (CAPP) compliance report to assess progress toward graduation.

This printable CAPP report can be accessed at any time. It will list program requirements and track the completion of those classes as well as displaying the semester that the course was taken and the grade that was earned. Report any discrepancies in the CAPP report and make an appointment to consult with an academic counselor. This can be done by calling the Student Service Center at (269) 488-4100.

Students should submit a "Petition to Graduate" online in the VIP system one semester before they are scheduled to complete their program requirements. An initial audit will be performed to notify them whether they are on track to graduate or are missing any requirements.

To qualify for graduation, a student must meet all prescribed course and credit-hour requirements as spelled out in a specific curriculum. A final graduation audit will be performed at the end of the semester in which the student petitioned.

Degrees will be awarded and diplomas mailed within approximately two months of graduation that takes place in April/May, August and December of each academic year. Commencement exercises are held in May and December. The dates are listed in the college's academic calendar. August graduates are invited to take part in the December ceremony. Details are mailed to eligible graduates two weeks before the ceremony.

For more detailed information about graduation procedures and commencements, go to the "Graduation Information" area of VIP on the KVCC web site.

Transcripts

A complete record – known as a transcript – of a student's enrollment, grades earned, and awards and honors conferred by KVCC is permanently maintained by the Admissions, Registration and Records Office.

In compliance with the federal Family Educational Rights and Privacy Act, a student may access his/her transcript at any time through written authorization or by using the online self-service feature of VIP on the KVCC website.

A student, seeking to attend another educational institution, is commonly asked to provide an official copy of a transcript. States, organizations evaluating licensure qualifications and prospective employers also ask for a transcript.

Contact the Admissions, Registration and Records Office at (269) 488-4281 for detailed instructions on requesting a copy of a transcript or consult this web page – <http://www.kvcc.edu/registration/requestofficialtrans.htm>.

STUDENT RIGHTS AND RESPONSIBILITIES

As a student at KVCC, you are a member of both the academic community and a democratic society.

You are entitled to the same rights and responsibilities as other citizens, including freedom of speech, peaceful assembly, and the right of petition.

While these rights are compatible with the educational freedoms to teach, to learn, to inquire, and to dissent, infringement on the rights of others or the improper use of college facilities will not be tolerated.

You are expected to demonstrate the character and maturity required of responsible citizens. The college reserves the right to suspend or dismiss students for failure to conform to its rules and regulations or for conduct detrimental to the interest of others.

KVCC will make every reasonable effort to provide you with appropriate courses, including, if advisable, transitional education courses.

However, if you are not profiting by your stay at the college, or you do not show satisfactory aptitude for a particular field of study, you may be asked not to continue.

The college reserves the right to be the sole judge in such matters when it considers such separation for academic reasons necessary.



KVCC has a strong belief in students and their ability to achieve their potential. All college programs and activities are directed toward the enhancement of the atmosphere and environment in which students can participate and contribute to the fullest extent possible.

- As a member of the college community, each student's most essential rights are the right to learn, the right to make mistakes and the right to profit from those mistakes. The student also has the right to free inquiry and free expression in his/her development of the capacity for critical judgment and his/her engagement in a sustained and independent search for truth. Freedom of expression and communication, however, are not absolute because absolute freedom in any aspect of life means anarchy. As freedom of

expression is not absolute, so must freedom of expression be guided by the rights and the freedoms of others.

- Students have the right to expect the college to provide the setting, the opportunities, and the facilities that promote the learning process.
- Students have the right to be free from improper prejudice or capricious academic evaluation based upon factors unrelated to a particular course or the standards of academic performance required for that course.
- Students have the right to be protected from improper disclosures of information contained in their personal or academic records, or of such personal views or beliefs as may be made known to faculty members or professional staff members in usual college relationships.
- Students, as members of the academic community, have the right individually and collectively to express views on issues of institutional policy and on matters of general interest to the student body, provided such expressions are presented in an orderly manner and through recognized channels of communication.
- Each student has the right to expect that every other member of the college community will be aware of this, and will respect his/her own individual rights. Each right that an individual has, however, places upon him/her certain responsibilities. The student has a deep responsibility to fellow members of the KVCC academic community. The most important of those responsibilities is non-interference with the rights of others and with the essential purposes and processes of the college. Each student has a personal responsibility to maintain respect for properly constituted authority. Each student should show respect and regard for the preservation of property belonging to others. The student, too, has the personal responsibility for the development of maturity, the strengthening of self-discipline, and discretion in making individual decisions.

College Rules and Regulations

A learning environment in which student rights and responsibilities can be clearly defined, and in which each student can function as a responsible citizen, requires certain rules and regulations.

KVCC has adopted a minimum of such rules and regulations. It is important that every KVCC student becomes familiar with these regulations and agrees to observe them in a mature and responsible manner.

In general, the laws governing conduct at the college are the same as those governing society at large. Students are expected to maintain reasonable standards of conduct and behavior. When students do not conduct themselves as responsible members of the academic community, the college may institute appropriate disciplinary action.

KVCC reserves the right to take necessary and appropriate action to protect the safety and wellbeing of the campus community. Such steps may involve taking disciplinary action against students whose behaviors indicate a substantial threat or danger to others.

Violation of KVCC conduct guidelines and/or rules and regulations may result in suspension, expulsion, or civil or criminal charges.

These rules and regulations are generally outlined in the Student Conduct and Disciplinary Procedures policy adopted by the college.

Each individual at KVCC is encouraged to help develop a responsible, intelligent community. He/she is encouraged to maintain his/her own integrity through self-discipline. The college adopts only such reasonable rules and regulations as are necessary for the orderly, harmonious, and beneficial functioning of the academic community.

Freedom of behavior in any society is not absolute. KVCC's interest in the character as well as the intellectual development of students requires adherence to such commonly accepted virtues as honesty, respect for the law, consideration for the rights of others, and regard for the preservation of property.

The conduct of all people on KVCC property is regulated by the state of Michigan, Kalamazoo County, Texas Township's "Community College Protection Ordinance," and by other rules and regulations adopted by the college.

KVCC welcomes student ideas and maintains channels for their orderly presentation. There is no expectation on the part of the college that all regulations will be permanently suitable. They, like the laws of the United States, are all subject to considered revision by orderly process.

Board of Trustees

The KVCC Board of Trustees is the legal authority for the control of student conduct. The president of the college, as its executive officer, is the final authority in all discipline cases.

Due Process

The college ombudsman and others dealing with discipline shall observe accepted standards of academic due process. While less formal than legal due process, it has the same purpose: to make certain all relevant facts are ascertained and all views are fairly presented.

Student Rules, Regulations and Disciplinary Standards

- I. According to Michigan law, jurisdiction and control over KVCC are vested in the Board of Trustees. The Board of Trustees and its agents - the president, administration and faculty - are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

Students are expected to conduct themselves as responsible individuals in accordance with college policy, rules and regulations.

In promoting responsible student conduct, the college prefers counseling, guidance, admonition and example. However, when these interventions fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

- II. **Misconduct for which students are subject to disciplinary action falls into the general areas of:**
 - A. Cheating on an examination, laboratory work, plagiarism, falsifying, forging or altering college records.
 - B. Actions or verbal statements that threaten the safety of faculty, staff, students or others lawfully assembled on the campus, or any conduct that is harmful, obstructive, disruptive to or interferes with the educational process or college functions.
 - C. Violations of civil or criminal statutes and/or college policies, rules and regulations.

- III. **Prohibited Conduct - Rules and Regulations**

The following misconduct is subject to the disciplinary sanctions outlined below:

- A. **Academic Dishonesty:** No student shall engage in behavior that, in the judgment of the instructor, constitutes cheating, academic misconduct, fabrication or plagiarism.
- B. **Acts of Dishonesty:** No student shall furnish false information to any official, college employee, or office, nor engage in forgery, alteration or misuse of any college document, record or instrument of identification.
- C. **Alcoholic Beverages:** No student shall consume, distribute, or possess alcoholic beverages on any college-owned or college-operated property or at any college-sponsored event.
- D. **Assault and Battery:** No student shall engage in physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or conduct that threatens or endangers the health or safety of any person.
- E. **Assembly:** No student or students shall assemble in a manner that obstructs the free movement of people about the campus or that interferes with the normal operation of college facilities.
- F. **Compliance with Applicable Laws:** No student shall violate any college policy, rule or regulation or other local, state or federal law, ordinance or regulation on college-owned or college-operated property or in connection with any college-sponsored program, course of study or activity.
- G. **Contracts:** No student shall enter into any contract in the name of KVCC except with prior written authorization from appropriate college officials.

- H. **Disruptive Behavior:** No student shall behave in a manner that disrupts the academic atmosphere of the college or that endangers the rights and/or safety of the student or others.
- I. **Drugs:** The unlawful manufacture, distribution, possession, and use of controlled substances are prohibited on all college-owned or college-operated property and at any college-sponsored activity.
- J. **Dumping and Littering:** No student shall deposit, dump, litter, or otherwise dispose of any refuse on college-owned or college-operated property except in designated refuse depositories.
- K. **Gambling:** No student shall engage in any form of gambling on college-owned or college-operated property or at any college-sponsored activity.
- L. **Harassment and Hazing:** No student shall engage in harassment of another person. This shall include but not be limited to stalking, sexual or racial harassment, and verbal and/or physical actions. Hazing, which includes any act that may tend to injure, embarrass, frighten, degrade or endanger students, is prohibited.
- M. **Parking and Motor Vehicles:** No student shall operate or park a vehicle except in appropriately designated areas. No student shall operate a vehicle in an unsafe manner. Violators of parking regulations may be subject to impounding of vehicles or traffic tickets. The college assumes no responsibility for loss, theft or damage to cars parked in parking areas.
- N. **Safety:** No student shall engage in behavior that violates safety rules of any classroom, laboratory or other KVCC facility. This shall include, without limitation, the wearing of any required personal-safety equipment and following prescribed methods and procedures for handling and disposing of materials that may be hazardous, unstable, contagious, etc.
- O. **Signs:** No student shall erect or display signs or posters on college-owned or college-operated property unless authorized by KVCC and placed upon designated tack strips. No student shall deface, alter, tamper with, destroy or remove any sign or inscription on college-owned or college-operated property.
- P. **Soliciting:** No student or organization may use college facilities, solicit funds or goods on or off-campus, or schedule activities unless such action has been approved by appropriate KVCC officials.
- Q. **Smoking:** Smoking is not permitted in any college building. Smoking is permitted only in designated areas.
- R. **Theft and Vandalism:** No student shall engage in the attempted theft of and/or damage to property of the college, a member of the academic community, or other personal or public property.
- S. **Use of Institutional Facilities:** No student shall be on campus except during times established in the academic calendar and during normal hours of operation.
- T. **Weapons, Explosives and Fireworks:** No student shall possess, use, or threaten to use weapons or explosives on any college-owned or college-operated property or at a college-sponsored activity except as specifically authorized in writing by appropriate KVCC officials.
- U. **Failure to Comply:** No student shall fail to comply with college officials or security officers in the performance of their duties, nor fail to identify oneself when requested to do so.
- V. **Keys:** No student shall engage in the unauthorized possession, duplication, or use of keys to any college facility nor engage in unauthorized entry to or use of KVCC premises or property.
- W. **Theft or Other Abuse of Computer Time:** No student shall engage in the theft or other abuse of computer time, including but not limited to:
 1. Unauthorized entry into a file to use, read or change the contents or for any other purpose;
 2. Unauthorized transfer of a file;
 3. Unauthorized use of another user's identification and password;
 4. Use of computing facilities to interfere with the work of another student, faculty or staff member or college official;

5. Use of computing facilities to send or receive obscene, abusive or otherwise inappropriate messages or images;
 6. Use of computing facilities to interfere with the normal operation of the instructional computing system;
 7. Use of computing facilities for a student's personal benefit.
- X. **Other Prohibited Misconduct:** KVCC vice presidents may specify other behaviors that shall constitute student misconduct, subject to the approval of the president.

IV. Student Disciplinary Procedures

- A. Forms of discipline: Disciplinary action shall be proportionate to the violation. Such action may consist of one or more of the following:
1. Oral or written reprimand;
 2. Restitution;
 3. Restriction of activities or privileges;
 4. Denial of honors, certificate or degree;
 5. Probation;
 6. Temporary or permanent classroom suspension;
 7. Temporary or permanent suspension from a program;
 8. Temporary or permanent dismissal from the college.

V. Removal of Students from Class

The primary responsibility for managing the classroom environment rests with faculty members.

Students who engage in prohibited or unlawful acts that result in disruption of a class may be directed by the instructor to leave for the remainder of that session. Longer suspension from a class or dismissal from a class on disciplinary grounds must be preceded by a conference or hearing with the instructor's dean.

The term "prohibited. . .acts" would include behavior prohibited by the instructor – persistently speaking without being called upon, refusing to be seated, disrupting the class by leaving, entering the room without authorization, eating/drinking in the classroom, etc.

Prohibited disruptive behavior is that which interferes with the conduct of planned class activities for that session, threatens the safety of any student, or inhibits other students from learning.

It must be emphasized that this provision is not designed to be used as a means to punish classroom dissent. The lawful expression of disagreement with an instructor is not – in itself – disruptive behavior.

An instructor may remove a student from a single class meeting for "just cause" if that cause is immediately made known to the student. If the student does not comply with the request to leave the room, the instructor may contact security personnel for assistance.

The instructor will provide a written notice of the incident to the appropriate dean. If the dean is not available, the notice will be forwarded to the vice president for academic services.

If the instructor believes the student's behavior warrants removal for more than a single class period, the instructor will so recommend in the written notice of the student's misconduct.

Within two work days, the dean will schedule a hearing with the instructor and student to explore and establish behavioral guidelines for the student's continuing participation in the class. This meeting will produce a written document regarding the guidelines and will be signed by the participants. Such action shall be proportionate to the misconduct.

If the recommendation of the dean's hearing is for permanent classroom suspension, the dean shall prepare a report for the vice president for academic services. It shall contain a statement of facts and a request for such disciplinary action.

The vice president for academic services shall promptly review the dean's recommendation with the appropriate personnel and issue a report concerning disciplinary or non-disciplinary action. The student, the instructor and the dean will receive copies of this report.

The student may appeal a disciplinary order that affects the student's status by following the college's appeal procedures.

VI. Instructor-Directed Removal of Student from Class

An instructor may also initiate a student's removal from class for non-disciplinary reasons such as excessive absence and inadequate preparation. The latter may include a lack of the competencies that are required for the class and are spelled out in the course syllabus or class schedule.

This can be accomplished by the instructor filling out the "Instructor-Directed Student Withdrawal" form. The form can be utilized when the student's excessive absenteeism or inadequate preparation prevents achieving the learning objectives stated in the course syllabus.

In all cases, the instructor will inform the student of the action being taken.

The completed form is sent to the instructor's dean, who will evaluate the situation and approve or deny the request for the student's removal. If approved by the dean, a grade of "W" will be recorded for the student.

VII. Procedures for Misconduct Not Requiring Immediate Classroom Suspension

Violation of any rules or regulations not resulting in immediate suspension shall be reported in writing to the college ombudsman, who may elect one or more of the following procedures:

- A. Non-Disciplinary Solutions: The college ombudsman may schedule and conduct a meeting with the student and other appropriate people to explore and adopt non-disciplinary solutions.
- B. Disciplinary Hearing: The college ombudsman may schedule and conduct a hearing with the student and other parties. The hearing shall incorporate appropriate due-process protections.
- C. Post-Hearing Report: After the hearing, the vice president for college and student relations shall prepare a report consisting of a statement of facts and a recommendation of:
 - non-disciplinary action,
 - disciplinary order, or
 - a report of no action.
- D. Disciplinary Order: A disciplinary order shall contain a statement of the offense and the ordered disciplinary action. The student shall be promptly served with the disciplinary order. Other appropriate officials shall receive a copy of the order.
- E. Right to Appeal: The student may appeal a disciplinary order that affects his/her status by following the appeal procedures specified.

VIII. Procedural Due Process

- A. In general, with the exception of conduct warranting an immediate classroom suspension, any disciplinary action shall include the following due-process protections:
 1. The student shall receive written notice of charges before any disciplinary hearing.
 2. The student shall have the opportunity, at any disciplinary hearing, to present his/her version of the incident.
- B. Longer Suspension, Expulsions or Dismissals: For misconduct that may involve suspensions greater than 10 days, dismissal from a program or expulsion from the college, the disciplinary proceeding shall include the following additional due-process protections:
 1. The student shall have the right to question adverse witnesses.
 2. Other due-process protections as deemed appropriate by the vice president for college and student relations will be part of the proceedings.

IX. Enrollment Status of Student Pending Hearing an Appeal

- A. Status Pending a Hearing: A student's status shall not be changed prior to a disciplinary hearing unless there is reasonable cause to believe that it poses a danger to self or others or will disrupt the operations of the college. A decision to alter a student's status pending a hearing shall be made by the vice president for college and student relations.
- B. Status Pending an Appeal: Any disciplinary action shall be effective as of the time indicated in the discipline order. If the student appeals the disciplinary order, his/her status shall be as ordered in the discipline order pending the appeal.

Ombudsman

The college ombudsman is the designated officer primarily responsible for student conduct. It is expected that infractions of college policy, rules and regulations will generally be handled in a discussion between the parties involved and the ombudsman.

The ombudsman also functions on an informal basis by such means as: listening, providing and receiving information, identifying and reframing issues, developing a range of responsible options, and - with permission and at ombudsman discretion – engaging in informal third-party intervention. When possible, the ombudsman helps people develop new ways to solve problems themselves.

The ombudsman supplements, but does not replace, any formal channels. In many situations, students, faculty and staff referrals can be done voluntarily, and may not be required as part of a grievance process or organizational policy. These referrals will be reviewed in the strictest of confidence; however, the referred situation may require further action that requires involvement of other parties within the organization.

Another avenue for dispute and conflict resolution involves the Student Cares Committee. This committee, chaired by the ombudsman, is comprised of representatives from several departments within the college. Its purpose is to address on-going conduct matters within the institution as a whole and/or individual student conduct incidents. The committee may recommend policy changes, continued monitoring and/or discussions of student issues, counseling, or other appropriate interventions for the student(s) in question.

The ombudsman's office is located in Room 3380 on the Texas Township Campus. The telephone number for the ombudsman is 269-488-4537.

Academic Dishonesty

Students are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, to steal the words or ideas of another, or to cheat on an examination corrupts the essential process by which knowledge is advanced.

Students are expected to do their own work in all assignments and examinations. Dishonesty in academic work is a serious offense at KVCC.

Cheating - is an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise to gain unfair or dishonest advantage in the grading process. Examples include:

1. Copying from another student's test paper.
2. Allowing another student to copy from a test paper.
3. Collaborating during a test with any other person by receiving information without authority.
4. Using specifically prepared materials during a test -- notes, formula lists, etc.

Academic Misconduct - is the intentional violation of college policies by tampering with grades or taking part in obtaining or distributing any part of an un-administered test. Examples include:

1. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
2. Selling or giving away all or part of an unadministered test including the answers.
3. Bribing any person to obtain an unadministered test or any information about the test.
4. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "Change of Grade" form, or other official academic records of the college that relate to grades.
5. Entering a building or office for the purpose of obtaining an unadministered test.

Fabrication - is the intentional use of invented information or the falsification of research or other findings with the intent to deceive. Examples include:

1. Citation of information not taken from the source indicated.
2. Listing sources in a bibliography not used in the academic exercise.
3. Inventing data or source information for research or other academic exercise.
4. Submitting as your own any academic exercise.
5. Taking a test for someone else or permitting someone to take a test for you.

Plagiarism - is the use of someone else's work in writing, in a speech, in a computer program, art, photograph, drawing, chart, or graphic without acknowledging that person's help.

Any student who fails to give credit for ideas and material taken from others for either written or oral presentation is guilty of plagiarism. Careful acknowledgments of sources enhance course work and are an important value in the academic community.

In writing and speaking - Plagiarism in writing and speech is the use of the words of another (whether quoted exactly or quoted with a few words changed) without telling the reader or listener that those words are not original. Obligation to reveal sources extends beyond the words of another and includes the use of facts, ideas, concepts, analyses, and special methods of organization that have been taken from another source.

In programming - Plagiarism in programming and other computer courses occurs when a student does not use his/her own analogy, algorithms, code or style to produce a computer program. The analogy is the thought process used to solve the problem. The algorithm is the method of writing down the analogy. The code is all of the program language statements that perform the algorithm.

Degrees of Plagiarism –

1. Improper methods of recognition - In this case, a student has not attempted - nor intentionally attempted - theft or dishonesty. While this is plagiarism, it is not as serious as deliberate plagiarism. Improper methods of recognition and similar violations offer an opportunity for students to learn the importance of academic honesty and to practice accepted standards for presenting their work and the work of others.
2. Deliberate plagiarism - is turning in someone else's paper, having someone else write substantial parts of the paper, and/or summarizing, paraphrasing or quoting sources without giving credit.

A student concerned with plagiarism charges should first discuss the matter with the appropriate academic dean and attempt to reach an informal resolution. If the concern is not resolved through informal discussion, the student should follow the established Student Appeal Process as outlined in this handbook.

Any student who is found, after appropriate investigation, to have engaged in an act of academic dishonesty will be subject to discipline up to and including suspension.

American with Disabilities Act (ADA)/Section 504 Grievance Procedure

In keeping with college policy, which encourages participation by qualified individuals including those with disabilities in all services, programs, and activities provided, this grievance procedure is designed to implement Title II of the American with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973.

The vice president for college and student relations is the college's ADA and Section 504 compliance administrator.

Filing of Grievances

1. Charges of violations of college policy or failure to comply with the ADA or Section 504 may be filed by any qualified individual entitled to participate in one or more of the services, programs, and activities provided by KVCC. That person must believe he or she has been subject to discrimination on the basis of disability.
2. Charges shall be made in writing and shall be filed with the vice president for college and student relations. The grievance must contain the complainant's name and address, and describe the alleged discriminatory action in sufficient detail. The grievance must be signed by the complainant.
3. Within 21 days of receiving the written grievance, the vice president for college and student relations shall review and investigate the grievance and shall:
 - A. Conclude there is no basis to the grievance and take no action other than to advise the complainant in writing about the basis for the decision; or

- B. Take such steps as deemed appropriate and necessary to remedy the situation, providing it does not involve an expense in excess of \$300, and so advise the complainant in writing.
- C. If the proposed remediation expenses are estimated to exceed the \$300 limitation, the vice president for college and student relations shall confer with the president.
- D. The vice president for college and student relations will make recommendations. The actions taken to remedy the situation may be appealed to the president in writing within seven calendar days of receipt of the final written report. The president's decision on the appeal shall be made within 21 calendar days after receipt of the grievance and shall be final and binding on all parties.

Animals on Campus

No animals, with the exception of dogs assisting physically impaired students, shall be allowed in the college buildings or in the courtyards. Dogs on the campus grounds must be leashed.

Anti-Harassment/Non-Discrimination Policy

It is Kalamazoo Valley Community College's intent to provide a learning environment that fosters the respect and dignity of each person. To this end, KVCC is committed to maintaining a working environment free of unlawful discrimination, harassment, or intimidation based upon a person's race, color, religion, national origin, age, sex, weight, height, marital status, veteran status, disability, or any characteristic protected by law.

This policy applies to everyone at KVCC, regardless of position or level of authority.

This policy provides guidance on the type of conduct, which constitutes harassment, including sexual harassment. Such behavior is unacceptable at KVCC and will result in discipline up to, and including, dismissal. This policy also includes a complaint procedure for persons who feel that they have been subject to unlawful harassment.

Kalamazoo Valley Community College will promptly investigate all complaints of unlawful harassment and will take prompt and appropriate action to remedy the situation presented.

All persons at KVCC are responsible for keeping the work environment free from unlawful harassment. Please contact the Vice President for Human Resources for questions about this policy.

Prohibited Harassment

Kalamazoo Valley Community College forbids unlawful discrimination or harassment based upon a person's race, color, religion, national origin, age, sex, weight, height, marital status, veteran status, disability, or any other characteristic protected by law.

Sexual Harassment

Although all unlawful harassment as described above is prohibited, sexual harassment deserves special mention and further definition. Sexual harassment is any "unwelcome" sexual advance, request for sexual favor, or other verbal or physical conduct of a sexual nature by administrators, managers, supervisors, staff, faculty, customers, vendors, or others in the workplace when:

- Submission to such conduct or communication is made either explicitly or implicitly a term or condition of any individual's job;
- Submission to or rejection of such conduct or communication by any individual is used as the basis for job decisions affecting that individual, such as hiring, promotion, performance evaluation, pay adjustment, discipline, work assignments, and work schedules; or
- Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

"Unwelcome" behavior is not the same as consented to behavior. Do not assume that simply because someone does not object to your behavior that they have not been offended by it.

Sexual harassment can include sexually-based and “same-sex” sexually-based comments and conduct as well as gender-based comments and conduct, whether verbal, non-verbal, visual, or physical in nature. Examples of such conduct include off-color language, sexually-oriented jokes, cartoons, nicknames, propositions, suggestive comments, sexual innuendos, repeated unwanted social invitations, crude gestures, display of obscene printed or visual materials including sexually-oriented pictures or posters, suggestive or insulting sounds, and physical contact such as patting, groping, pinching, or brushing against another’s body.

Other Types of Prohibited Harassment

Other types of unlawful harassment include the existence of any of the categories listed above, together with the following types of behavior; epithets, slurs, negative stereotyping, and jokes regarding specific protected traits; threatening, intimidating, or hostile acts that relate to an individual’s race, color, religion, national origin, age, weight, height, marital status, veteran status, disability, or other protected characteristic; and written or graphic material that denigrates or shows hostility toward an individual or group because of these characteristics.

Prohibited Discrimination

The college prohibits discrimination in matters of recruitment, employment, training, promotion, wages, or discipline because of race, national origin, age, color, sex, religion, marital status, height, weight, disability, or any other legally protected characteristic, in accordance with all federal, state or local regulations. Any person who is found, after appropriate investigation, to have engaged in discriminatory activities will be subject to discipline up to and including termination of employment.

Complaint Procedure

Any person who believes that he/she has been the victim of unlawful discrimination or harassment must report it immediately to any of the following individuals:

Name	Title	Phone
Sandy Bohnet	Vice President for Human Resources	(269) 488-4409
Russell Panico	Behavioral Interventionist/Ombudsman	(269) 488-4537

Any supervisor or instructor receiving a complaint about or witnessing possible discrimination or harassment under this policy must also immediately report this occurrence to one of the individuals listed above.

Kalamazoo Valley Community College will try to maintain confidentiality with respect to any complaint or report and any written records concerning such activity. To the extent possible, only the parties involved, witnesses, and other persons, who need to know, as determined by KVCC, will be made aware of the complaint. However, because of the need and obligation to investigate, absolute confidentiality cannot be assured.

No Retaliation

No individual shall be retaliated against for making a good faith complaint under this policy, or for assisting in an investigation under this policy. Anyone who retaliates against a person, for filing a good faith complaint, or assisting in an investigation, will be subject to discipline, up to and including dismissal. KVCC expects complete candor from all persons involved in the investigation of any good faith complaint submitted under this policy.

Investigation Procedure

Upon learning of a complaint, KVCC will conduct or direct an immediate investigation of the allegations. At a minimum, this will include receiving the complaint in written form, interviewing any persons who may have knowledge or information regarding the occurrence, and reviewing any data pertinent to the investigation. The assistance of an investigator from outside KVCC may be used if necessary. To the extent possible, the investigation will be kept confidential and all parties contacted will be informed as to the importance of confidentiality.

Upon completion of the investigation, the results will be reviewed by the Vice President for Human Resources and any others, as appropriate. The findings and actions to be taken, if any, will be reviewed with the person making the complaint and the person against whom the complaint was made.

Corrective Action

If a person has been found, after an investigation, to have engaged in unlawful discrimination or harassment prohibited by this policy, corrective and/or disciplinary action will be implemented, up to and including dismissal of the offending person(s). The action taken will depend on the facts and circumstances of each particular case.

If the corrective and/or disciplinary actions taken by KVCC are challenged, all persons having knowledge of facts pertaining to the matter may be required to participate as witnesses. Only through such assistance can there be hope to effectively create an environment free from unlawful harassment for everyone at KVCC.

Inappropriate Behavior

There may also be situations where an investigation determines that a person's behavior is inappropriate but does not rise to the level of unlawful harassment or discrimination prohibited by this policy. These situations will be handled separately, and KVCC will respond as it determines is appropriate, including applying disciplinary action up to dismissal.

Note: Sexual activity in the workplace or on work time is inappropriate, even if consensual and welcomed by both parties. Sexual activity between a supervisor, and a subordinate, or between an instructor and a student, is likewise inappropriate in most circumstances, even if it is consensual and welcomed, due to high risk of potential harassment claims.

Conduct

The college prohibits acts that interfere with the basic purposes and processes of the academic community and the college, or deny the essential rights of other members of the college community.

The use of force or violence or the threat of force or violence against any member or guest of the college community is prohibited.

The willful disobedience of college officials or designated agents acting in the performance of their duties is prohibited.

Demonstrations

Disruptive demonstrations and conduct are inconsistent with the college's purposes, and the college will institute disciplinary procedures against any student who persists in such action after he/she has been notified that his/her conduct is disruptive and has been requested to cease.

Drug-Free Campus

KVCC provides a drug-free campus and work place and operates within the guidelines established by the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226.

Financial Responsibility

Tuition charges, fees, loans, library fines, etc., are the student's responsibility and must be paid when due. Failure to meet financial obligations may result in the college withholding official transcripts, prohibiting further registrations, canceling registration if already granted, withholding further forms of financial aid, and, when necessary, legal action.

Outside Speakers

KVCC fosters a spirit of free inquiry and encourages the timely discussion of a wide variety of issues. Restraints on free inquiry shall be held to a minimum. This is consistent with preserving an organized society in which peaceful, democratic means for change are available.

Outside speakers representing a broad spectrum of viewpoints and topics will be invited to the campus as a means of supplementing and complementing the regular program.

Recognized student organizations are encouraged to invite speakers to the campus subject to the following provisions:

- A. Sponsorship must be by a student organization recognized under the general regulations of the college.
- B. To insure the orderly planning, coordination and scheduling of such events, the sponsoring student organization shall request in writing approval from the vice president of college and student relations. The request shall include the subject to be discussed, the names of all speakers, and the time and place of the meeting. The request shall be signed by the appropriate officer of the organization and the faculty/staff adviser. The request must be approved before the event is officially scheduled.
- C. Any speaker must not urge the audience to take action that would materially and substantially interfere with the normal educational processes of the college. Constructive criticism of the college, other institutions, and/or social groups or practices is encouraged.
- D. Open discussion will normally include response to questions following the presentation, but may take the form of a faculty-student reaction or discussion panel usually involving the speaker. Issues on which opposing points of view have been promulgated by responsible opinion may be introduced, provided there is equal opportunity to present the opposing points of view.

College regulations with respect to the participation of outside speakers are outlined in the Policy for Outside Speakers. The college requires orderly conduct, non-interference with college functions or activities, and identification of the sponsoring groups or individuals.

Under no circumstances are members of the college community to be forced to be involuntary audiences.

Unauthorized Persons on College Property

To preserve the academic atmosphere of the college and the fulfillment of its mission, KVCC reserves the right to prohibit access to or expel from institutional property persons who are not present for or participating in an institutional activity or event or, with respect to children under the age of 16, who are not accompanied by or subject to the supervision of an adult.

Suspension for Failure to Pay Debts Owed to the College

KVCC recognizes that the relationship between it and its students, by necessity, is frequently that of the college as creditor and the student as debtor.

Recognizing that the college's mission is dependent upon the timely satisfaction of student financial obligations, the college has the right -- and will exercise its right -- to suspend students from attendance of classes and from all other college functions when the student has defaulted on a financial obligation owed to the college, and the college has provided the student with notice of such default and an opportunity for hearing.

Furthermore, the college will refuse admittance to prospective students who likewise have a past-due financial obligation owing to the college.

Student Appeal Process

Students who believe they have been treated unfairly by an instructor, administrator, staff member or employee have the right of appeal. This appeal process seeks equitable solutions to student complaints.

I. General Provisions

- A. A complaint is a claim by one or more students about being treated unfairly by KVCC personnel, or that rights as outlined in this handbook have been violated.
- B. All documents, communications, and records dealing with an appeal shall be filed by the college ombudsman. All records of actions under this procedure shall be held in strict confidence and will be available to the student initiating the appeal or his/her representative.
- C. Hearings and conferences held under this procedure shall be conducted at a time and place that will afford a fair and reasonable opportunity for all appropriate persons to be present. When such hearings and conferences are held during college hours, employees

who are required to attend shall be excused to do so with no reduction in pay. Students who are required to attend will be excused from classes with no penalty.

II. Procedure

- A. In the interest of maintaining harmonious relations, a complaint shall first be discussed by the student, on his/her behalf, with the person or office representative against whom the complaint is alleged in an attempt to resolve the matter informally. Either party may be accompanied by another person he/she chooses when discussing the complaint. The student must inform the person or office representative about the complaint prior to the meeting. The student must initiate this informal discussion within 10 days after the incident or situation. The informal discussion(s) shall be considered completed 10 days after its initiation date.
- B. In the event the complaint is not resolved through the informal discussion, the matter shall be presented in writing on a form available from the vice president for college and student relations. The form must be submitted to the vice president for college and student relations or his/her designee within seven days after completion of the informal discussion(s). Within five days of the receipt of the written appeal, the vice president of college and student relations or his/her designee will meet with the student and other appropriate parties in an attempt to settle the disagreement. The vice president of college and student relations or his/her designee may designate a faculty mediator.
- C. The faculty mediator shall discuss the matter with the student and other appropriate parties within five days of his/her appointment. The faculty mediator shall give the student and the vice president of college and student relations his/her analysis of the situation and a decision in writing within 15 days of appointment.
- D. If the student is dissatisfied with the decision of the faculty mediator, he/she must within 10 days of receipt of the decision submit to the president of the college a written statement as to why the faculty mediator's decision was not satisfactory. The president will give all parties an opportunity to be heard within 10 days of receipt of this document. The president shall render a final decision in writing to all parties within 20 days after initiation of the president's hearing.

Traffic and Parking Regulations

Traffic and parking on the Texas Township Campus is regulated by the State of Michigan, Kalamazoo County, and a Texas Township Board of Trustees ordinance. All persons operating a motor vehicle on the campus shall be regulated by this ordinance. The ordinance is enforced by the Kalamazoo County Sheriff's Department and the courts of the State of Michigan. Copies of traffic orders under the ordinance are available in the Public Safety Office.

Speed: A motor vehicle may not be operated in excess of 25 mph on the campus, except as conditions may require a lower speed.

Stopping: A motor vehicle shall come to a complete stop at all stop signs as posted.

Parking: No parking is allowed at any time on either side of any roadway on the campus. Every vehicle must be parked wholly within the parking space for which lines are painted unless the vehicle is too large for one parking space. In that event it may be permitted to occupy two adjoining parking spaces. Unauthorized vehicles parked in restricted areas will be ticketed and may be towed.

Handicap Parking: A number of spaces within the parking lots have been reserved for handicapped students. These spaces are clearly marked and are to be used by people who have a valid Michigan handicap permit issued to them or their passenger.

Use of Facilities

No student or student organization may use campus facilities, engage in any business, distribute or post literature or materials, or solicit financial or other support on college property unless approved and authorized by the business manager of the college.

Sexual Assault Victims Bill of Rights

KVCC makes a strong commitment to work toward preventing sexual assault, to provide support and assistance to sexual assault victims, and to impose sanctions on those who have been found guilty of this crime.

For purposes of this document, the term "sexual assault" includes rape, attempted rape, and other sex offenses, both forcible and non-forcible.

Prevention Efforts

The Department of Public Safety presents crime-prevention programs that include discussion of personal-safety issues. Crime-prevention materials are distributed during presentations and at many campus locations.

Responding to Sexual Assault

The college encourages victims to take the following steps following an assault:

1. **Preserve physical evidence**

The victim may expect full and prompt cooperation from college personnel and law-enforcement authorities in obtaining, securing, and maintaining evidence as may be necessary for the proof of criminal sexual assault in legal proceedings, including, but not limited to, a medical examination of the victim. A special physical examination performed at a hospital collects evidence that will be helpful if the victim decides to prosecute the assailant. To preserve evidence, the victim should not wash, brush teeth, use the toilet, douche, destroy clothing, or straighten up the area where the assault occurred.

2. **Report the assault to the police - dial 911**

Reporting a sexual assault to police may protect the victim and others in the future by helping to apprehend the assailant. A police report also maintains the victim's future option of criminal prosecution, and helps support a college disciplinary action or a civil lawsuit against the perpetrator. Whether the case will be prosecuted is a decision that is made later, based on a number of factors. The police do not reveal the victim's identifying information to the news media or to the general public.

3. **Get medical attention**

The rape-evidence exam should be performed as soon as possible. The exam is available only at Borgess Medical Center or Bronson Methodist Hospital emergency rooms. If the victim decides not to have the exam, she/he should still be examined for possible injury, pregnancy, and sexually transmitted infections. An exam for these purposes is available at Planned Parenthood of South Central Michigan or with a physician of choice.

4. **Ask for information, support and assistance**

To insure that victims have accurate and complete information about their rights, options, and available resources for help, as well as any assistance they need in carrying out decisions about what to do following an assault, the victim may wish to call the YWCA Sexual Assault Program (SAP) 24-hour crisis line, (269) 385-3587. The service provides information and support by telephone or on-site at the hospital or police station.

A sexual-assault victim has the right to be made aware of and assisted in exercising any option provided under state and federal law regarding mandatory testing of suspects for communicable diseases and notification to the victim of the results of the testing. The victim also has the right to be informed of rights and remedies accorded to crime victims generally.

Victims may request special academic considerations or arrangements. Requests for such assistance may be made directly to the college ombudsman.

5. **Report the assault to the college ombudsman**

The college has the right to discipline students who violate its rules and regulations. It is not necessary for a sexual-assault victim to file a police report to pursue sanctions through the college; however, it is strongly recommended and to the victim's benefit. Pursuing

sanctions through the college does not preclude the victim from also pursuing criminal prosecution or a civil lawsuit.

The victim has the right - after the assault has been reported to appropriate campus authorities - to require college personnel to take any reasonable feasible actions as are needed to prevent any unnecessary or unwanted contact or proximity with an alleged assailant, including, but not limited to, transfer of classes, if requested by the victim.

The college's judicial process is initiated by the victim making a report to the college ombudsman.

Sexual-assault victims are assured the following rights within the college's judicial process:

- A. To be present during the entire proceeding.
- B. To have a counselor, a sexual-assault-victim advocate or support person present throughout the process to advise and provide support.
- C. To not have her/his sexual history discussed during the proceedings, except as it relates to the specific incident in question.
- D. To relate her/his account of the incident.
- E. To be informed of the results of the judicial proceeding.
- F. To have her/his name and any identifying information kept confidential.
- G. To a speedy hearing and decision.

A student charged with sexual assault is also assured of the rights listed above. A student found guilty of committing sexual assault or other sexual offense by the college's judicial process will be given a penalty appropriate to the offense.

CONCLUSION

If any provision or application of this handbook is found contrary to the law, such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full-force effect.

Additional information and details about topics addressed in this handbook, as well as more information about college programs, departments, curriculums, facilities, and services, are available on the KVCC web page at www.kvcc.edu.