

Kalamazoo VALLEY™

STUDENT HANDBOOK 2018-2019



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NON-DISCRIMINATION STATEMENT

It is the policy of Kalamazoo Valley Community College not to discriminate on the basis of race, religion, color, national origin, sex, disability, age, height, weight, familial status, veteran status, or marital status in its programs, services, employment or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Executive Vice President for Enrollment and Campus Operations, 6767 West O Avenue, P.O. Box 4070, Kalamazoo, Michigan 49003 – 4070; 269.488.4434.

Kalamazoo Valley Community College 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. It does not discriminate on the aforementioned or any other characteristic protected by law.

Kalamazoo Valley is recognized as an institution qualified and equipped to furnish education at the collegiate level 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 Kalamazoo Valley Financial Aid Office. Application for veterans' benefits should be made well in advance of college registration.

Kalamazoo Valley 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 Kalamazoo Valley 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, the Kalamazoo Valley Museum, the Bronson Healthy Living Campus, which are all located in downtown Kalamazoo, and finally, The Groves Center.

Additional details are available on the college's website – www.kvcc.edu. That's where you can find information about the Student Success Services, 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.

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.

AVAILABILITY OF EMPLOYEES FOR INFORMATION DISSEMINATION PURPOSES

If enrolled students or prospective students need assistance in obtaining information on the school, financial assistance, graduation and completion rates, security policies and crime statistics, they should contact the Director of Financial Aid for guidance.

STUDENT SUCCESS INFORMATION

STUDENT SERVICE CENTER

This "one-stop shop" for information about Kalamazoo Valley programs, services and facilities is based inside the north or "flag" entrance to the Texas Township Campus and the west or Rose Street 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 My Valley information portal on the Valley website. The center's "generalists" determine student needs, answer basic questions, and issue student ID cards. They will also schedule appointments for students to attend orientation sessions, meet with advisors or counselors, or consult with financial aid advisers.

The Student Service Center is 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 269.488.4100 and 269.373.7800.

MY VALLEY SYSTEM

Students are encouraged to become familiar with using Kalamazoo Valley's My Valley system. My Valley is a centralized location for all of the college's online services. It provides easy access to the college's e-mail, announcements, registration and online learning resources. Through My Valley, students have access to current information regarding their class schedule, billings, grades, and financial aid status.

STUDENT IDENTIFICATION

Student ID cards are necessary for the use of the computer labs, testing center, wellness and fitness center, locker rooms and swimming pool. Faculty may require students to show their KVCC issued ID card as a condition of participation in class.

There is not a charge for the initial ID card issued to a student; however there is a \$10 replacement fee for damaged, lost or stolen cards.

Kalamazoo Valley ID cards are issued by the Student Service Center on both the Texas Township and Arcadia Commons campuses. Valid government picture identification is a prerequisite for the issuing of an ID card.

The ID card is active from the first day of the semester a student is registered for to the final day of that semester. This ID is valid for all subsequent semesters that the student is registered.

No person shall possess a Kalamazoo Valley ID that is issued to another. No person shall loan, or allow another person to use their ID.

Student ID cards are the property of the college, and may be cancelled or revoked for misuse. Kalamazoo Valley students, as a condition of enrollment, shall provide their Kalamazoo Valley ID to a Public Safety Officer or Kalamazoo Valley staff member upon request.

STUDENT SUCCESS SERVICES

At Student Success Services, it's all about you!

From academic and career advising to tutoring, mentoring and more than 20 different clubs and activities, Student Success Services has something for everyone. Student success is the ultimate goal, and we're here to help.

Student Success Services includes the following:

- Advising and Counseling
- Apprenticeships
- Brother2Brother
- Kalamazoo Promise Services
- Learning Center
- Life Resources
- Multicultural Services
- Office for Student Access
- Prior Learning Assessment
- Student Employment Services
- Student Internships
- Student Organizations and Activities
- Student Strengths Development
- Testing Services
- Transfer Resource Services
- Veteran Services

So if you need assistance picking out classes for next semester, are interested in exploring different career options or want to get more involved with the campus community, stop by and see us!

Programs and services vary by campus. Call 269.488.4040 or email success@kvcc.edu for more information.

Texas Township Campus
Room 9300
269.488.4040

Arcadia Commons Campus
Room 109 Anna Whitten Hall
269.373.7800

Bronson Healthy Living Campus
Room 211 Culinary and Allied Health Building
269.548.3300

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 the first time they log into My Valley and every 90 days thereafter. Only computer-programming students may have access to the main instructional computer system.

Account and System Integrity: Students shall respect the integrity of Kalamazoo Valley 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: Kalamazoo Valley 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: Kalamazoo Valley'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. Kalamazoo Valley does not permit or condone the use of its computer resources to view, publish or redistribute such material.

Users may for gambling or for transmitting, not use Kalamazoo Valley's computer systems for any illegal activities or purpose, including retrieving, viewing or storing any communications, images or videos of a defamatory, discriminatory, harassing or pornographic nature. Users of Kalamazoo Valley's computers should realize that nothing on the computer systems is private and that Kalamazoo Valley has the right to monitor activity on its computer systems at any time.

Harassment: Computer users shall not use the college's computer systems in a way that could create an intimidating, hostile, or offensive environment for others.

Computer usage violations: When a computer lab, library, or other staff member, either by observation or complaint, becomes aware of a violation of the computer use policy concerning prohibited activity, (e.g. pornography) the employee/staff shall follow the protocols listed herein:

If the violation occurs in the computer lab or the library, the student in violation will be counseled on the acceptable use policy by the staff member involved and asked to adhere to its provisions. The student's name and Valley Identification (ID) number will be forwarded to the Student Relations Coordinator (SRC) who will create a list which will be monitored for future violations. If the subject refuses to produce student ID, Public Safety will be contacted. If there is a second offense, the SRC will hold a meeting with the student requiring them to sign a behavioral agreement, prohibiting any future violations of the policy. A third violation will include loss of computer privileges as well as additional disciplinary actions that may include dismissal.

If the violation occurs in the Student Commons or in another unsupervised location, Public Safety will be notified.

FINANCIAL AID

Students are encouraged to apply for federal, state and local sources of financial aid, including grants, scholarships, work-study, and loans. To determine financial aid eligibility, students must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. The Kalamazoo Valley Community College 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 Kalamazoo Valley students.

Financial aid advisors are available to provide additional information and assistance. Check the Kalamazoo Valley web page at www.kvcc.edu/finaid and the Financial Aid Office for more information. Students should become familiar with the college's My Valley system for access to their financial aid status. Appointments with a financial aid advisor can be made by contacting the Financial Aid Office at 269.488.4340.

The Financial Aid Office is located in Room 9210 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 be in an occupational program and fall into at least one of the following categories:

- Individuals with a disability
- Individuals from economically disadvantaged families, including foster children
- Nontraditional training and employment participants
- Single parents
- Displaced homemakers
- Individuals with limited English proficiency

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

Kalamazoo Valley has been recognized by the state of Michigan as an institution qualified and equipped to provide education at the collegiate level through the U.S. Department of Veterans Affairs (VA), which 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, 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 veteran's 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. These include:

Academic Progress Standards for Credit-Based Programs

- Students certified to receive educational benefits are required to maintain a cumulative grade point average of at least a 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 payment period of academic work as compared to the prior certified payment period. Improvement includes percent of classes completed and/or grade-point average.

Academic Progress Standards for Clock Hour-Based Programs and Academies

All clock hour programs and academies are divided into payment periods. Progress is monitored at the end of each payment period. Students who successfully complete a payment period continue in good standing. Students who fail to successfully complete a payment period are 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 payment period. To demonstrate progress is to show any improvement in a payment period of academic work as compared to the prior certified semester. Improvement is determined by instructor evaluation.

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 veteran's benefits will be notified by mail when they are not in compliance with the standards. Veterans and nonveterans who are receiving benefits while attending Kalamazoo Valley are required to immediately notify the college's Financial Aid 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 benefits should be made in advance of registering for classes. Applications are in Room 9210 on the Texas Township Campus, 269.488.4340, or online at www.gibill.va.gov.

INTERNATIONAL STUDENTS

Questions regarding admission or the U. S. Citizenship and Immigration Services (USCIS) regulations for international students should be directed to the International Student Services in Room 9319 on the Texas Township Campus. The telephone number for the Kalamazoo Valley USCIS "designated school official" is 269.488.4347.

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

LIBRARIES

Kalamazoo Valley's two libraries are designed to support and enrich teaching and learning. Print, electronic, and audiovisual materials are available, and the professional staff is eager to help you identify and access the resources you need. Librarian assistance, research databases, electronic books, and the online catalog are available 24 hours a day via the Libraries' website, <http://www.kvcc.edu/library>.

Together, the Texas Township Campus and Arcadia Commons Campus Libraries offer more than 80 online research databases with access to several million journal articles, more than 170,000 books, of which over 110,000 are ebooks, over 5,000 audiovisual materials, and 170-plus periodicals.

A current Kalamazoo Valley ID card is required to borrow materials from the Libraries. Students may check out books for three weeks and renew them up to two times. Periodicals, reference books, 2-hour course reserves, and audiovisual materials may be used in-house only. Library materials are delivered between the two campus libraries every weekday. You are responsible for all items checked out with your ID card. There is no charge for library material returned by the due date. A fine and/or replacement fee is charged for late or lost items.

The KVCC Libraries also offers interlibrary loan services. Both Libraries offer computers, printers, scanners, and coin-operated copy machines for student use. Text-enlargers are available for those with low vision, and both locations are wheelchair accessible. The Texas Township Library also offers group study rooms, group and individual audiovisual viewing locations, drafting tables, and a color printer.

The Texas Township Campus Library is located in Rooms 3210 and 8420, with entrances on both floors. The phone number is 269.488.4328. The Arcadia Commons Campus Library is located in Room 321 of Anna Whitten Hall in downtown Kalamazoo. The phone number is 269.373.7848. Library hours are posted in the class schedule and on the Libraries home page. Contact either library or visit the Kalamazoo Valley Libraries website at <http://www.kvcc.edu/library> for more information. Textbooks, and the online catalog are available 24 hours a day via the Libraries' website, <http://www.kvcc.edu/library>.

BOOKSTORES

Having access to required course textbooks and materials is an important part of student success. For your convenience, the Kalamazoo Valley Bookstores carry the required textbooks and materials you'll need for every class. For many courses, you'll be able to choose the textbook format and price that suits you best – new or used hard cover books, soft cover or digital books – selected textbooks are available to rent. Use of online material has increased over the last few years, and the Bookstores carry all required access codes for online resources. Also available through the Bookstores are uniforms and tools required in certain disciplines. Financial aid can be used in the Bookstores to purchase course material and supplies.

Other merchandise and services easily available at the Bookstore:

Classroom supplies – flash drives, calculators, notebooks, pens and pencils, index cards, study guides

Specific class supplies – art supplies, safety glasses, drafting tools, tool kits for computer repair, chemistry, dental hygiene, and culinary programs

Backpacks – in a variety of styles and sizes, in a range of prices

Logo goods – clothing, cups and mugs, key chains, decals and more

Stamps, copy machine, fax service available

Locations: The main Bookstore is inside the flag entrance on the Texas Township Campus. There is a satellite Bookstore at Anna Whitten Hall, inside the Rose Street entrance.

You can also shop online at <https://bookstore.kvcc.edu>

PUBLIC SAFETY INFORMATION

PERSONAL PROTECTION, SAFETY AND SECURITY

The Kalamazoo Valley 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. Public Safety acts in accordance with the Clery Act publishes crime statistics and maintains a Public Safety activity log that is available for review in Room 5120 at the Texas Township Campus.

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 are not allowed. Kalamazoo Valley 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.

Kalamazoo Valley Public Safety personnel are on duty 24 hours a day, seven days a week, on the Texas Township Campus, and during open hours on Arcadia Commons and Bronson Healthy Living Campuses in downtown Kalamazoo. An officer may be reached at any campus by calling 269.488.4575.

If medical assistance is needed, Public Safety personnel should be contacted by students, faculty or staff. Public Safety telephones are located throughout all campuses along with 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.

A lost and found service is provided to assist in recovering missing articles. Contact Public Safety at 269.488.4575. Found items will be held by Public Safety for three months for property of minor value or six months for property with a major value before disposal.

Vehicle lock-outs and jump-start assistance is available 24 hours a day by contacting Public Safety at 269.488.4575. In the downtown area, Central City Parking also 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.

CONTROL AND CUSTODY OF COLLEGE, STUDENT PROPERTY

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

ESCORT SECURITY SERVICES

Escort security services are available for students days/evenings and weekends by request. Contact Kalamazoo Valley Public Safety for arrangements at 269.488.4575.

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 Public Safety telephones are inside throughout all campuses. 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 My Valley system, along with a number of public safety services. A full list of emergency and public safety locations, telephone numbers, and general questions and answers about public safety can be accessed on the Kalamazoo Valley website.

INCLEMENT WEATHER

Kalamazoo Valley will close buildings and cancel classes when inclement weather poses a threat. 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 103.3
WVFM-Kalamazoo 106.5
WWMT-TV 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 My Valley sign-on page or the Kalamazoo Valley Public Safety web site. College officials will also make "per-building" decisions regarding possible closings.

ACADEMIC INFORMATION AND RESOURCES

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 Kalamazoo Valley, with certain exceptions, to obtain a student's written consent prior to disclosing personally identifiable information from their education records.

FERPA also states 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 of this "Directory Information."

Kalamazoo Valley designates the following as Directory Information: the student's name, address, telephone numbers, and date of birth; major field of study and class level; dates of enrollment; full or part time status; degrees, awards, 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 Kalamazoo Valley to include this type of information from your education records in certain school publications (e.g., academic honors or other recognition lists; graduation programs; and sports activity sheets). In addition to school publications, Directory Information may also be disclosed in the form of lists to outside organizations without a student's prior written consent. However, Kalamazoo Valley will only do so, at its discretion, with regard to requests from other educational institutions seeking to provide information to Kalamazoo Valley students regarding educational opportunities. Kalamazoo Valley will not release Directory Information to outside organizations seeking to use such information for non-educational, commercial purposes.

If a student wishes that the college not release his or her Directory Information, he/she must inform the Admissions, Registration and Records office in writing. Upon a student's admission to Kalamazoo Valley, Directory Information becomes available for release, but a student may request at any time after being admitted to the college that his or her Directory Information be kept confidential.

Note: After the first week of classes in a semester, the college may release directory information regarding enrolled students to third parties. Additionally, the college may release directory information regarding graduates to third parties two months after the end of the semester. Students must provide timely requests to keep their Directory Information confidential in light of these time frames.

Kalamazoo Valley will not consider releasing confidential information, either verbally or in writing, about applicants or students, unless it is expressly allowed within FERPA (e.g., Directory Information), or the student has signed an authorization for release of information.

Documents provided to Kalamazoo Valley from an outside organization or individual are considered the property of the college, are intended for the college's use only, and will not be released to the student or anyone else unless compelled to do so by law or court order. Students also have a right to inspect and review their academic records within 45 days after the day that Kalamazoo Valley receives a request for access. In addition, students have the right to request amendment of their academic records if the student believes the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

If you have questions, would like to request access to your academic records, or would like to ask Kalamazoo Valley to amend an academic record, please contact the Admissions, Registration and Records office. You may email us at arr@kvcc.edu, call us at 269-488-4281, or visit us in room 9140 on the Texas Township Campus.

Your request for access to your academic records should be submitted in writing and should identify the record(s) you wish to inspect. The college will make arrangements for access and notify you of the time and place where the records may be inspected.

Your request that Kalamazoo Valley amend an academic record should also be submitted in writing and should clearly identify the part of the record you want changed, and specify why it should be changed. If the college decides not to amend the record as requested, you will be notified in writing of the decision and your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when you are notified of the right to a hearing.

ACADEMIC HONORS

Excellence in scholastic achievement is recognized each semester by the awarding of Academic Honors. Initially, qualifying students must complete a minimum of 12

credit hours with an overall grade-point average of 3.5 to be considered eligible. Thereafter a minimum of six credit hours in a semester and an earned semester grade-point average of at least a 3.5 is required. All course work must be at the 100 level or above. Classes using the credit/no credit grading system, audited, and withdrawn courses are not counted in the calculation and are not used to determine the minimum required credits for eligibility. Repeated courses excluded for the semester will be calculated with the original grade. Students who receive an incomplete for the semester are not eligible until the incomplete course has been graded.

Students awarded academic honors will receive a letter in the mail. Academic Honors will also be noted on their unofficial transcript each semester the award is earned.

ACCREDITATION

Kalamazoo Valley 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 Executive Vice President for Instructional and Student Success Services.

AMERICANS WITH DISABILITIES ACT

It is the policy of Kalamazoo Valley 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, Kalamazoo Valley will make available to students, prospective students, and the public, specified information regarding athletics at Kalamazoo Valley. 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 and may also risk loss of financial aid.

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.

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. You must meet class attendance standards before federal financial aid disburses to your account. Class attendance standards include participation as defined by each instructor. To comply with this federal requirement, instructors will be monitoring and reporting your attendance status. Federal aid recipients reported as not meeting class attendance standards will be

administratively dropped from those classes. In turn, your financial aid award will be reviewed to determine if the reduced number of credit hours will impact your financial aid eligibility. If an adjustment is required, the aid office will revise your award and notify you of this action.

Online and Blended Course Attendance

Online: 100% of your coursework will be completed online. You will not be required to attend class on campus but might be required to take proctored exams at an approved testing center.

Blended: 40-60% of your course attendance will be online. On campus attendance will be required with some reduced face-to-face time to account for the activities you are responsible for completing online (e.g., laboratory strategies require on campus attendance while the lecture/discussion portion may be partially online). Campus attendance will be pre-determined and specifically stated and explained in the class schedule and in the instructor's class assignment schedule. In addition, you might be required to take proctored exams at an approved testing center.

REGISTERING AND DROPPING COURSES

General information on registration dates, times, policies, procedures, costs, and course offerings can be found on the Kalamazoo Valley website, www.kvcc.edu. Students should register according to the published online instructions. Students are responsible for checking the online schedule to determine specific and current dates for each enrollment period. Information published on the web is subject to change without notice, and these provisions are not an irrevocable contract between the student and the college.

Telling an instructor or any other Kalamazoo Valley 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 or withdrawing from 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 repay overpayment amounts in a timely manner.

In particular, if a student is a recipient of federal student aid funds (Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Direct Loan) and he/she withdraws from all semester classes on or prior to the 60% 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 a financial aid 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 International Student Services 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 Kalamazoo Valley USCIS "designated school official" is 269.488.4347. The e-mail address is:

mlugomonten@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. Complete details on course-audit policy and procedures can be found online. 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 9140, or the Student Service Center at the Arcadia Commons Campus. General information on registration dates, times, policies, procedures, costs, and course offerings can be found on the Kalamazoo Valley website, www.kvcc.edu. Students should register according to the published online instructions. Students are responsible for checking the online schedule to determine specific and current dates for each enrollment period. Information published on the web is subject to change without notice, and these provisions are not an irrevocable contract between the student and the college.

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 part of a permanent transcript, which and can be viewed inside My Valley on the Kalamazoo Valley website. 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.

Kalamazoo Valley 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 student's Kalamazoo Valley 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 Kalamazoo Valley 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

Kalamazoo Valley expects students to maintain a minimum 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 Financial Aid Warning Status if their grade-point average falls below this minimum. Grades will be available on the web approximately four business days after the semester ends.

ACADEMIC PROBATION

Kalamazoo Valley Community College (KVCC) is dedicated to student success and student educational goal achievement.

The college has established minimum academic standards for all newly enrolled students. Satisfactory Academic Progress/Academic Good Standing is required and defined as meeting minimum academic standards to assure successful achievement of graduation requirements with a cumulative grade point average (GPA) of 2.0.

If a student's cumulative GPA falls below a 2.0, the student will initially be placed on academic warning. If not adequately addressed the student could subsequently be placed on academic probation that could lead to dismissal.

Help is available in the Student Success Services office. For more information regarding Kalamazoo Valley's Academic Probation Policy, please visit: www.kvcc.edu/academicprobationpolicy.

GRADE AND REFUND APPEAL POLICIES

Kalamazoo Valley understands that you may experience extenuating circumstances beyond your control that can prevent you from successfully completing or withdrawing from your courses, or which may warrant a tuition refund when the course has been withdrawn. The College considers extenuating circumstances to involve military duties, medical conditions, bereavement, permanent changes in employment, or if you are a victim of a crime, unexpected disaster, or life-changing event. Situations that were within your control, where you did not undertake appropriate communications or actions, and being unfamiliar with policies and procedures are not considered extenuating circumstances.

If you have received failing grades (0.0, NC) in courses due to a serious extenuating circumstance, you may appeal to have these courses withdrawn from your Kalamazoo Valley transcript. This process does not raise individual course grades or remove courses from your transcript. If you properly withdrew during a semester, or you have submitted a grade appeal, you may be eligible to receive a refund for extenuating circumstances for which supporting documentation can be provided.

Appeals must be submitted in writing no later than two years from the end of the semester for which the appeal is requested. All appeals must have attached supporting documentation. These requests will be reviewed by an appeal committee the first Friday of every month. A maximum of 16 credit hours will be considered for both grade and refund appeals.

Kalamazoo Valley also has repeat course and academic forgiveness policies. These policies do not require documented extenuating circumstances. You must only meet the required qualifications to have failing grades excluded from your grade point average (GPA). All attempts to complete a course successfully will remain on your transcript, but having lower or failing grades excluded will help your overall Kalamazoo Valley GPA.

The repeat course policy allows for the exclusion of previous or lower grades. Only the highest or most recent grade will be calculated into the GPA. The

academic forgiveness policy is intended for students who struggled during a period of their academic pursuit and stepped away for a period of at least five years. Upon your return, once you have successfully completed 15 credit hours with grades of 2.0 or better, you may appeal to have a maximum of 16 credit hours in courses with 0.0 or NC grades excluded from your GPA. There can be no more than two withdrawals from class during the time in which the 15 credit hours are completed.

Contact the Admissions, Registration and Records office for more information and the forms to submit your appeal. You may email us at arr@kvcc.edu, call us at 269.488.4281, or visit us in Room 9140 on the Texas Township Campus.

Requirements for an associate degree, a one-year certificate or a certificate of achievement may be completed during any enrollment period. Inside the "Degree Works" area of My Valley, a student may review his/her report to assess progress toward graduation.

This 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 report and make an appointment to consult with an academic counselor or advisor. This can be done by calling the 269.488.4040.

GRADUATION

Students should submit a "Petition to Graduate" inside the "Graduation Information" area of My Valley 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 April/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 My Valley on the Kalamazoo Valley website.

TRANSCRIPTS

A complete record – known as a transcript – of a student’s enrollment, grades earned, and awards and honors conferred by Kalamazoo Valley 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 My Valley on the Kalamazoo Valley 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 official transcripts. Contact the Admissions, Registration and Records office at 269.488.4281 for instructions on requesting a copy of a transcript. Instructions and a request form may also be obtained online at www.kvcc.edu.

STUDENT RIGHTS AND RESPONSIBILITIES

As a student at Kalamazoo Valley, 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.

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.

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.

Kalamazoo Valley 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.

Kalamazoo Valley 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 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 Kalamazoo Valley 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.

Kalamazoo Valley has adopted a minimum of such rules and regulations. It is important that every Kalamazoo Valley 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. Kalamazoo Valley 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 Kalamazoo Valley 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 Kalamazoo Valley is encouraged to help develop a responsible, intelligent community and are encouraged to maintain their 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. Kalamazoo Valley'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 Kalamazoo Valley 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.

Kalamazoo Valley 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 revision.

BOARD OF TRUSTEES

The Kalamazoo Valley 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.

STUDENT RELATIONS COORDINATOR

The Student Relations Coordinator (SRC) 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 SRC. The SRC 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 SRC discretion - engaging in informal third-party intervention. When possible, the SRC helps people develop new ways to solve problems.

The SRC 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 SRC, 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 SRC's office is located in Room 6216 on the Texas Township Campus. The telephone number for the SRC is 269.488.4393/4537.

DUE PROCESS

The college SRC and others dealing with discipline shall observe accepted standards of 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. Jurisdiction of the college:

A. According to Michigan law, jurisdiction and control over Kalamazoo Valley 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.

B. Generally, the Student Handbook shall apply to conduct which occurs on College premises and at College sponsored activities off-campus. The college may take jurisdiction in off-campus situations involving flagrant disregard for any person or persons; or when a student's or student organization's behavior is judged to threaten the health, safety, and/or property of any individual or group; or any other activity which adversely affects the college community and/or the pursuit of its objectives. The Student Relations Coordinator or designee shall decide, on a case by case basis, whether the Student Handbook shall be applied to conduct occurring off-campus. The Student Handbook shall apply to a student's conduct even if the student withdraws from the college while a conduct matter is pending. Therefore, the college reserves the right to assume jurisdiction and actions which are necessary for the safe and orderly maintenance of its programs and relationships with others.

II. Misconduct for which students are subject to disciplinary action falls into the general areas of:

A. Academic misconduct, 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 operated property or 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 Kalamazoo Valley Community College.

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. Examples include, but are not limited to: text messaging friends; talking on cell phone or having it go off during class; having sidebar conversations with classmates; interrupting discussions or making inappropriate remarks; repeatedly arriving late or leaving early.

I. Drugs: The unlawful manufacture, distribution, possession, or use of illegal drugs or controlled substances is 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 or physical or verbal harassment of another person because of that person's protected characteristic or status. 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 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 Kalamazoo Valley 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 Kalamazoo Valley and placed upon designated tack strips. All signs are removed one week after posting. No student shall deface, alter, tamper with, destroy or remove any sign or inscription on College-owned or College-operated property.

P. Solicitation and Distribution: No student or organization may engage in solicitation or distribution of material for commercial purposes in College facilities or on any College-owned or College-operated property unless such action has been approved in advance by appropriate Kalamazoo Valley officials. For non-commercial solicitation or distribution, Students must comply with the college's reasonable time, place and manner restrictions, which are described in the college's Grounds and Facility Use Policy. A copy of that policy can be obtained through contacting the Director of Facilities at 269-488-4298.

Q. Smoking and/or Use of Tobacco Products: **The use of all tobacco, vaporizing and e-cigarette products are banned on College property, with the exception of use in private vehicles.**

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 Kalamazoo Valley 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 Kalamazoo Valley 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 ID or 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 view, send or receive obscene, abusive, profane, pornographic 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 non-academic personal benefit;
8. Use of computing facilities to engage in illegal activities.

X. Other Prohibited Misconduct: The Executive Vice President for Enrollment and Campus Operations 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. The standard of proof in disciplinary matters at the college is based on the preponderance of the evidence or more likely than not that the allegation is true. 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;
Temporary or permanent suspension from a program;
7. Temporary or permanent dismissal from the college.

B. Incidents involving criminal acts, motor vehicle crashes or of an immediate threat to the safety of students or staff shall be reported to Public Safety. If an incident is referred directly to the SRC that falls into the above criteria, the SRC will contact Public Safety and forward all pertinent information regarding the incident to a Public Safety Officer to complete their investigation.

The SRC is responsible for the investigation of all other incidents involving misconduct not rising to the level stated above. Upon Public Safety completion of an investigation, if a violation of the student handbook has allegedly occurred (whether criminal in nature or not), a copy of the incident report shall be forwarded to the SRC for review and possible disciplinary action. This action may include a hold on future registration, probation, dismissal, or any other corrective action as outlined in the handbook.

Upon receipt of an incident report from Public Safety, the SRC shall schedule a meeting with the involved student to discuss the incident. During the meeting, the student will be presented the alleged violation and allowed to respond. The SRC will determine and assign necessary corrective action on a finding of responsibility. The corrective action will be based on the seriousness of the current incident and/or prior conduct violations (if any), or any other mitigating or aggravating factors. The student has the right to appeal and must follow the required procedure in the Student Handbook. The corrective action will be monitored by the SRC.

The Student Cares Committee may review student issues as well. The committee is comprised of representatives from across the college to include faculty, staff, and administrators. The SRC will determine appropriateness for committee action. The committee may assign corrective action. The student has the right to appeal and must follow the required procedure in the Student Handbook.

ACADEMIC DISHONESTY

Students are required to be honest and forthright in their academic endeavors, and failure to do so constitutes academic dishonesty and is a violation of College policy.

To falsify the results of one's research, to steal the words or ideas of another, or to cheat on an examination corrupts the learning process. Academic integrity is the foundation of college success. Learning how to express original ideas, cite sources, work independently, and report results accurately and honestly are skills that carry students beyond their academic career. Academic dishonesty not only cheats the student of valuable learning experiences, but can result in a failing grade on assignments, a failing grade in a course, or even expulsion from the college for the student.

Following are examples of various types of academic dishonesty. The list is not intended to be exhaustive.

Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive or fraudulent means. It creates an unfair academic advantage or disadvantage for members of the academic community.

Examples:

1. Copying from another student's test paper, research paper, case write-up, lab report, homework assignment, or computer program, or allowing another student to copy from our work.
2. Communicating answers with another during an exam, or discussing with students in other sections, the content of exams, quizzes, or other information that the instructor does not want shared.
3. Unauthorized collaboration during a test or other course work with any other person and submitting a final work product as one's own work. This includes unauthorized collusion during an online test or other course work.
4. Using unauthorized material during a test, i.e. notes, formula lists, notes written on the student's clothing, etc.
5. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments. This may include, but is not limited to, sources such as Spark Notes or obtaining instructor manuals or texts.
6. Inappropriate or unauthorized use of cell phones, PDA's, iPods, computers, calculators, or any other electronic device to complete an assignment or take exams.
7. Submitting the same work for two or more classes without the permission of all instructors involved.

Academic Misconduct – Academic misconduct is the intentional violation of college policies by tampering with grades or taking part in obtaining or distributing any part of a test prior to or following its administration.

Examples:

1. Stealing, buying or otherwise obtaining all or part of a test prior to or following its administration
2. Selling or giving away all or part of a test prior to or following its administration.
3. Unauthorized copying, photographing, obtaining or distributing all or any part of an assessment. Submitting someone else's work as your own.
4. Bribing any person to obtain a test or any information about it prior to or following its administration.
5. Altering a previously graded exam or assignment for purposes of a grade appeal or of gaining points in a re-grading process. This includes being an accessory to such an effort.

Fabrication – Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.

Examples:

1. Citing information not taken from the source indicated.
2. Listing sources in bibliography not used in the academic exercise.
3. Inventing data or source information for research or other academic exercises.
4. Submitting as your own any academic exercise completed by another.
5. Taking a test for someone else or permitting someone to take a test for you.
6. Manipulating photography to distort results, or deliberately transforming borrowed code or other material in order to disguise its origin.
7. Fabricating compilation or execution results, representing a program that did not compile properly as one that did, or one that did not execute properly as one that did.
8. Making up an interview or event and presenting it as truth, or inventing information in a laboratory exercise in an effort to deceive for academic credit.
9. Giving false or misleading information to a faculty member in an effort to receive a postponement or an extension on a test or other assignment.

PLAGIARISM

General Definition – Plagiarism is the unethical use of someone else's work in writing, speech, programming, art, photography, drawing, charting, or graphics without acknowledging that person's help. This may include, but is not limited to the following: downloading an

essay from the Internet; copying and pasting parts of online resources into your own work; copying phrases, sentences, or whole essays from other sources without proper citation; submitting a paper purchased from a research or term paper service, reproducing without proper citation any form of work of another person, such as a musical phrase, a proof, experimental data, laboratory report, graphics design or computer code.

Please Note - Some definitions or phrases were taken from the websites of Mott Community College, University of California Berkeley, DeAnza Community College, Michigan State University, Cornell University, and Grand Rapids Community College.

REPORTING OF ACADEMIC DISHONESTY

A "Notification of Academic Dishonesty" form will be completed by the instructor who may be informed by the person discovering the academic dishonesty (e.g., testing center staff). The instructor will send the form to the appropriate Dean. The Dean receiving the notification will inform the student of the charge by providing them with a copy of the Notification and any supporting materials. The student will have 24 hours/1 business day after that notification to provide the Dean with any written materials, including a written statement, regarding the alleged dishonesty. The Dean will then forward the Notification and any materials submitted by the student to the Executive Vice President for Instructional and Student Success Services who will determine: (1) if, by a preponderance of the evidence the student has violated the academic dishonesty policy; (2) if such a violation is a first, second, or third offense for the student; and (3) the warranted penalty for the violation.

CONSEQUENCES OF ACADEMIC DISHONESTY

The consequences for violations of this academic dishonesty policy shall be determined by the Executive Vice President for Instructional and Student Success Services based upon the individual facts and circumstances of the violation as well as the student's history of academic dishonesty, although the instructor may suggest a sanction for a first offense. Such consequences may include any of the following:

1. Retaking or resubmission of the exam, assignment, or other academic exercise.
2. Reduced credit or zero credit for the exam, assignment, or other academic exercise.
3. Reduced credit or zero for the course.
4. Dismissal from the college.
5. Other appropriate sanctions.

The student will receive written notification of any sanction within ten (10) business days of the reporting of the offense. The student will not be allowed to withdraw from the course where the offense occurred. Any student that disputes the charge of academic dishonesty and/or the sanction imposed must first appeal in writing to the Executive Vice President for Instructional and Student Success Services within five (5) business days of the receipt of the action(s) taken as a result of the charge of academic dishonesty. Within five (5) business days of the receipt of the written appeal the Executive Vice President for Instructional and Student Success Services or his/her designee will meet the student and other appropriate parties in an attempt to resolve the appeal. The Executive Vice President for Instructional and Student Success Services will have five (5) business days from the meeting to respond in writing to the student appeal.

After exhausting the Instructional Administration Appeal Process, any student who continues to dispute the charge of academic dishonesty or the sanction imposed may appeal to the Executive Vice President for Enrollment and Campus Operations in accordance with the policy and procedures outlined in this handbook.

ACADEMIC/INSTRUCTIONAL DISCIPLINE PROCESSES

Removal of Students from Class

The primary responsibility for managing the classroom environment rests with the faculty members. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspension from a class or dismissal from

the class on disciplinary/behavioral grounds must be preceded by a disciplinary conference or hearing with the Student Relations Coordinator.

The term "prohibited...acts" would include behavior prohibited by the instructor (e.g. persistently speaking without being called upon, refusing to be seated, disrupting the class by leaving, entering the room without authorization, eating, and/or drinking in the classroom, etc.). Prohibited disruptive behavior is that which interferes with the conduct of the planned class activities for that class meeting, threatens the safety of any student or instructor, or inhibits other student 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 the 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 class meeting, the instructor may contact public safety for assistance. The instructor will provide a written notice of the incident to the Student Relations Coordinator by completing and submitting the Student Concern Form within two business days. The student should not return to class before meeting with the Student Relations Coordinator or other appropriate person without instructor permission.

If the instructor feels that the student's behavior warrants removal for more than a single class meeting, the instructor should notify the student. If the instructor feels uncomfortable notifying the student the notification will be made by the Student Relations Coordinator. This expectation and information regarding the student's misconduct must be communicated on the Student Concern Form sent to the Student Relations Coordinator. Within two business days, the Student Relations Coordinator will attempt to schedule a hearing with the instructor (as able), the instructional dean, and the student to explore and establish behavioral guidelines for the student's continuing participation in the class.

If the recommendation of the Student Relations Coordinator following the hearing is for permanent classroom suspension the Student Relations Coordinator will notify the student accordingly and prepare a report consisting of the statement of facts for the Executive Vice President for Instructional and Student Success Services. In all cases, the instructor will be notified of action taken as a result of the hearing. In some instances FERPA regulations may prohibit specific details about any action taken from being shared with the instructor. The student may appeal a disciplinary action that affects the student's status by following The college's appeal procedures.

Instructor Directed Withdrawal

An instructor may also initiate a student's removal from class for non-disciplinary reasons such as excessive absence or inadequate preparation, including published entering competencies stated in the course syllabus or class schedule, by using the Instructor Directed Student Withdrawal Form. This form is used when the student's excessive absence or inadequate preparation prevents achieving the learning objectives stated in the course syllabus and must be approved by the instructor's dean.

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

The Instructor Directed Student Withdrawal form is sent to the instructor's dean who will evaluate the situation and approve or deny the instructor's request for the student's removal. In all cases, the dean will inform the instructor of the action taken. If approved by the dean, a grade of "W" will be recorded for the student.

Please see Removal of Student from Class (above).

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 Student Relations

Coordinator (SRC), who may elect one or more of the following procedures:

A. Non-Disciplinary Solutions: The college SRC 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 SRC 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 Executive Vice President for Instructional and Student Support Services 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.

Instructional Discipline 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 be informed of the conduct violation(s) 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 for the remainder of the semester, 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 when required by law.

2. Other due-process protections as deemed appropriate by the Executive Vice President for Instructional and Student Support Services will be part of the proceedings.

C. Enrollment Status of Student Pending Hearing an Appeal

1. 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 Executive Vice President for Instructional and Student Support Services.

2. 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.

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

To address academic-specific complaints, including academic complaints regarding faculty, students will be referred directly to the individual involved. Ideally, academic complaints are resolved at the lowest level possible. As such, if a student has an academic complaint concerning a faculty member, the student will first be referred to the faculty member. If a student chooses not to talk with the faculty member for whatever reason the student should then be referred to the chair of the department. If an academic complaint from a student concerning a faculty member is brought to a dean, the dean will refer the complaint to the appropriate faculty member first, following the aforementioned steps. If a successful resolution cannot be found first through the faculty member, and second through the department chair, or the department chair is unavailable, the referral will go back to the appropriate dean.

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 Kalamazoo Valley 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 Student Relations Coordinator. 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. Meetings 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 meetings 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 five business days after the incident or situation. The informal discussion(s) shall be considered completed five business 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 to the Executive Vice President for Enrollment and Campus Operations. The written complaint with supplemental (proofs) materials attached must be submitted to the Executive Vice President for Enrollment and Campus Operations or his/her designee within five (5) business days after completion of the informal discussion(s). Within ten (10) business days of receipt of the written appeal, the Executive Vice President for Enrollment and Campus Operations or his/her designee will meet with the student and other appropriate parties in an attempt to settle the disagreement. The Executive Vice President for Enrollment and Campus Operations will make a decision in the matter within ten (10) business days of the student meeting.

C. Upon the discretion of the Executive Vice President for Enrollment and Campus Operations or his/her designee, a faculty mediator may be designated to assist in the resolution of the matter. The faculty mediator shall discuss the matter with the student and the Executive Vice President for Enrollment and Campus Operations within five (5) business days of his/her appointment. The faculty mediator shall give the student and the Executive Vice President for Enrollment and Campus Operations his/her analysis of the situation and a decision in writing within ten (10) business days of appointment. At the faculty mediator's discretion, the student meeting may be recorded in order to ensure that the testimony can be reviewed accurately and to hold the student to the content of their written statement and testimony at the meeting.

D. If the student is dissatisfied with the decision of the faculty mediator and/or the Executive Vice President for Enrollment and Campus Operations, he/she must within five (5) business 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 ten (10) business days of receipt of this document. The President shall render a final decision in writing to all parties within ten (10) business days after initiation of the president's hearing.

E. Appeal hearings may be waived in favor of written communication in those cases involving uncivil or disruptive behavior.

NON-DISCRIMINATION & ANTI-HARASSMENT POLICY

It is the intent of KVCC to provide a learning environment that fosters the respect and dignity of each person. To this end, KVCC is committed to maintaining an educational and working environment free of unlawful discrimination, harassment, or intimidation based upon a person's race, color, gender, weight, height, marital status, familial status, veteran status, disability, national origin, handicap, gender identification, sexual orientation, age, political affiliation, economic circumstance, physical or mental ability, physical or mental characteristic, philosophy, religion, or any characteristic protected by law.

This policy applies to everyone at KVCC, regardless of position or level of authority. That includes students, administrators, Trustees, managers, supervisors, staff, faculty, customers, vendors, or others who conduct business with the college or who visit any College facilities, campus or College-sponsored event.

This policy provides guidance on the type of conduct that constitutes harassment and discrimination. Harassment based on gender, sexual orientation, or gender identification is addressed in the separate Sexual Misconduct and Harassment Policy in this Student Handbook. Harassment and discrimination are unacceptable at KVCC and will result in appropriate disciplinary sanctions up to, and including, dismissal of employees or students. This policy also includes a complaint procedure for persons who feel that they have been subject to unlawful discrimination, harassment or retaliation. For complaints related to sexual harassment, please see the Sexual Misconduct and Harassment Policy.

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

TYPES OF PROHIBITED HARASSMENT & DISCRIMINATION

The college does not tolerate unlawful discrimination

or harassment based on any status or characteristic protected by law. Examples of conduct that could qualify as sexual harassment are listed in the Sexual Misconduct and Harassment Policy in this Student Handbook. Examples of conduct based on other protected categories that could qualify as unlawful harassment if severe or pervasive enough include: epithets, slurs, negative stereotyping, and jokes regarding specific protected traits; threatening, intimidating, or hostile acts that relate to a person's protected status or characteristic; and written or graphic material that denigrates or shows hostility toward an individual or group because of a protected status or characteristic.

COMPLAINT PROCEDURE

Any student who believes that he or she has been the victim of unlawful discrimination or harassment on the basis of a protected status or characteristic other than sex must report it immediately to either of the following individuals:

Russell Panico, Student Relations Coordinator,
p: 269.488.4393
e: rpanico@kvcc.edu

Michael Collins, Executive Vice President for Enrollment and Campus Operations,
p: 269.488.4255
e: mcollins@kvcc.edu

Any student who believes that he or she has been the victim of sexual harassment or discrimination must report it in accordance with the Sexual Misconduct and Harassment Policy in this Student Handbook.

Any supervisor or instructor receiving a complaint about or witnessing possible discrimination or harassment under this policy must also immediately report this occurrence to the appropriate individual(s) listed above. Complaints received or incidents observed by a supervisor or instructor must be reported within 48 hours of receipt or observance.

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 of employees or students. KVCC expects complete candor from all persons involved in the investigation of any good faith complaint submitted under this policy.

Any student who believes that he or she has been retaliated against in violation of this policy should report it immediately to any individual identified in the Complaint Procedure that is part of this policy.

INVESTIGATION PROCEDURE

Upon learning of a complaint of unlawful discrimination, harassment or retaliation, KVCC will promptly conduct or direct an investigation of the allegations. At a minimum, this will include receiving the complaint in written form, interviewing any persons who may have personal 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 Executive Vice President for Enrollment and Campus Operations 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, harassment or retaliation 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 a student wants to challenge corrective and/or disciplinary actions taken against them by KVCC under this policy the student has the right to appeal and must follow the required procedure in this Student Handbook. Any person having personal 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, discrimination and retaliation 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.

ANIMALS ON CAMPUS

No animals are permitted on campus, with the exception of service animals. In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and state law to the extent that it is not inconsistent with federal law, Kalamazoo Valley seeks to accommodate persons with disabilities who require the assistance of a service animal. A service animal means a dog (or in some instances, a miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or mental disability.

Individuals with disabilities are permitted to be accompanied by service animals in all areas of Kalamazoo Valley's facilities where members of the public, students, and other participants in college programs and activities, or invitees, as relevant, are allowed to go. Kalamazoo Valley may verify that a service animal is required because of a disability and what work or task the animal has been trained to perform. Issues or questions related to service animals may be directed to the Office for Student Access.

A service animal shall be under the care and control of its handler, and shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether or the use of such restraint would interfere with the service animal's safe, effective, performance of work or tasks, in which case the handler shall control the service animal through other means (e.g. voice control, signals, or other effective methods). Kalamazoo Valley may ask an individual to remove a service animal from campus if either: (1) the animal is out of control and the animal's handler does not take effective actions to control it; or (2) the animal is not housebroken. Though Kalamazoo Valley may exclude a service animal for these reasons, it shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on Kalamazoo Valley's property.

SEXUAL MISCONDUCT AND HARASSMENT POLICY

POLICY STATEMENT

The college is committed to maintaining a positive learning and working environment and to protecting its students, employees, guests and visitors from all forms of gender and sex-based discrimination, examples of which include acts of sexual assault, sexual harassment, domestic violence, dating violence, sexual exploitation and stalking. These rights may also be protected by one or more state and federal laws, including The Elliott-Larsen Civil Rights Act, Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, The Violence Against Women Act, and The Campus Sexual Violence Elimination Act.

All forms of sexual misconduct detract from a positive environment and are absolutely prohibited. Such conduct unreasonably interferes with an individual's work or educational performance and/or can create an intimidating, hostile or offensive work or learning environment.

This policy applies to administrators, Trustees, managers, supervisors, staff, faculty, customers, vendors, or others who conduct business with the college or who visit any College campus.

This Handbook contains only a portion of the college's Sexual Misconduct and Harassment Policy. Students are encouraged to read the full version, which can be found on the college's website at:

<https://www.kvcc.edu/services/students/pdf/TitleIX.pdf>

Hard copies can be obtained through contacting the Student Relations Coordinator at 269-488-4393 or Executive Vice President for Enrollment and Campus Operations at 269-488-4255.

Definitions (See the full version of the Sexual Misconduct and Harassment Policy on the college's website for more detailed definitions).

A. Sexual Misconduct: Sexual misconduct includes but is not limited to sexual violence including sexual harassment, dating violence, domestic violence, stalking, sexual assault and sexual exploitation.

B. Sexual Harassment: Sexual harassment is conduct that: (1) is sexual in nature; (2) is unwelcome; and (3) denies or limits a student's ability to participate in or

benefit from the college's educational programs. Sexual harassment can take different forms depending on the harasser and the nature of the harassment. The conduct can be carried out by College employees, other students, and non-employee third parties, such as a visiting speaker. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same sex. The conduct can occur in any College program or activity and can take place in College facilities, on College-owned or operated property, or at other off-campus locations where a College-sponsored event is occurring.

The conduct can be verbal, nonverbal, or physical. To qualify as unlawful sexual harassment it must be severe or pervasive enough to effectively bar a student's access to an educational opportunity or benefit or it must be by a College employee who has the authority to and does condition an educational decision or benefit on the student's submission to the unwelcome sexual conduct.

Examples of sexual conduct include (if severe or pervasive enough): making sexual propositions or pressuring students for sexual favors; touching of a sexual nature; writing graffiti of a sexual nature; displaying or distributing sexually explicit drawings, pictures, or written materials; performing sexual gestures or touching oneself sexually in front of others; telling sexual or dirty jokes; spreading sexual rumors or rating other students as to sexual activity or performance; or circulating or showing e-mails or Web sites of a sexual nature.

COMPLAINT PROCEDURE

Any student who is aware of sexual misconduct or sexual harassment is encouraged to report the incident(s) promptly to the Title IX Coordinator or Student Relations Coordinator. The student may also report the incident to the Director of Public Safety for assistance in filing a criminal complaint and preserving physical evidence, and/or to local law enforcement to file a criminal complaint. See the full version of the Sexual Misconduct and Harassment Policy for more information related to Reporting Options and Resources.

Although KVCC strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police.

After receiving a complaint under this policy or after obtaining knowledge of a potential violation of the policy, the college will follow all procedures set forth in the full version of the Sexual Misconduct and Harassment Policy, including the procedures related to investigating and making findings related to the complaint and issuing sanctions if a violation is found. That full version again can be found on KVCC's website at: <https://www.kvcc.edu/services/students/pdf/TitleIX.pdf> or in hard copy by contacting the Student Relations Coordinator at 269-488-4393 or the Executive Vice President for Enrollment and Campus Operations at 269-488-4255.

The procedures contained in the full version of the Sexual Misconduct and Harassment Policy are intended to afford a prompt response to charges of sexual misconduct and harassment, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

KVCC representatives will be sensitive to those who report all forms of sexual misconduct and harassment.

CONTACTS

- A. Title IX Coordinator: Michael Collins
269.488.4434, mcollins@kvcc.edu
- B. Student Relations Coordinator: Russ Panico
269.488.4393, rpanico@kvcc.edu
- C. Director of Human Resources: Amy Louallen
269.488.4576, alouallen@kvcc.edu
- D. Director of Public Safety: Rick Ives
269.488.4341, rives@kvcc.edu

RETALIATION

Reprisals or retaliation toward any person for alleging sexual misconduct or harassment, for making a complaint under this policy, or for participating in the investigation of such a complaint, is also a violation of KVCC policy. Any person who retaliates against a person who engages in protected activity will be subject to disciplinary action up to and including, termination of employment for employees, and expulsion for students. Any student who believes that he or she has been retaliated against in violation of this policy should immediately report such incidents in accordance with the procedures related to Reporting set forth in the Sexual Misconduct and Harassment Policy.

FALSE STATEMENTS

Knowingly making false allegations of sexual misconduct or harassment or providing evidence with the knowledge that it is false is also a violation of this policy and will subject a person to disciplinary action up to and including dismissal or expulsion.

APPEAL OF SANCTIONS

If a student wants to challenge corrective and/or disciplinary actions taken against them by KVCC under this policy, the student has the right to appeal and must follow the required procedure in this Student Handbook. Any persons having personal knowledge of facts pertaining to the matter may be asked to participate as witnesses. Only through such assistance can there be hope to effectively create an environment free from unlawful harassment, discrimination and retaliation for everyone at KVCC.

OTHER STUDENT RESPONSIBILITIES

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

Kalamazoo Valley 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.

Drug & Alcohol Prevention Program (DAPP)

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an Institution of Higher Education (IHE) such as Kalamazoo Valley Community College (KVCC), to certify that it has implemented programs to prevent the abuse of alcohol and use, and/or distribution of illicit drugs both by KVCC students either on its premises and as a part of any of its activities. At a minimum, an IHE must annually distribute the following in writing to all students:

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

The full DAPP policy can be found at:

<https://www.kvcc.edu/services/safety/PDF/daappolicy2017.pdf>

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, turning over accounts to a collection agency, and when necessary, legal action.

OUTSIDE SPEAKERS

Kalamazoo Valley 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 Executive Vice President of Instructional and Student Support Services. 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 are 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.

E. 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, Kalamazoo Valley 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

Kalamazoo Valley 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.

TRAFFIC AND PARKING REGULATIONS

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 (before 5 p.m.) may park in the Arcadia Parking Ramp No. 4 and have their parking ticket validated at the Anna Whitten Hall front office or the reception desk at the Center for New Media. Parking for evening students is free on the street or in surface lots. The evening student can park in either surface lots or in Ramp No. 4 and their parking will be validated.

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 Valley Department of Public Safety. Copies of traffic orders under the ordinance are available in the Public Safety Office.

Parking tickets issued by Kalamazoo Valley Public Safety personnel may be paid at the Texas Township Hall Violations Bureau located at: 7110 West Q Avenue, Kalamazoo, MI 49009, in person or by mail.

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.

CHILDREN ON CAMPUS

To preserve the academic atmosphere of the college and in order to not disrupt the teaching/learning activities associated with the college, children under the age of 16 ("children") are not permitted on college property unless: (a) accompanied and supervised at all times by an adult; or (b) enrolled in a KVCC sponsored or sanctioned class or program. The presence of children on college

property will be further subject to the following rules and guidelines:

Classrooms and other learning centers

The presence of children in classrooms, laboratories, testing centers, and other locations dedicated to instructional-related activities ("learning-related activities") is restricted to enrolled students or visitors who are present for a purpose related to the learning-activities and then only if approved in advance by the instructor or supervisor or the learning-related activities.

Other locations

Subject to the "supervision of children" requirement above, visitation by children on college property that is unrelated to the learning-related activities such as administrative or faculty offices or cafeterias is allowed subject to the following:

- The duration of any such visit will not exceed one (1) hour on any given day.
- Subject to the prior approval of an employee's supervisor, the duration of visit on any given day by the child of an employee may be allowed due to a temporary unforeseen emergency arising on that day; provided, however, that during the duration of the visit a parent, guardian or other responsible adult must supervise and remain present with the child.

Children are not allowed on college property in the following situations:

- As an alternative to childcare provisions, including infant care or childcare during summers and holidays.
- Where illness or other conditions preclude attendance at childcare, school or other facilities or programs.
- Where the presence of a child may interfere with any of the operations of the college, campus grounds and facilities.

Parents or legal guardians are responsible for their children's behavior and safety while on college property and will be held responsible for damage to college property caused by their children.

WEARING MASKS OR HOODS

No person shall upon any and all KVCC property without prior written approval of the administration, wear a mask, hood, or device by which any portion of the face is so hidden, concealed, or covered as to conceal the identity of the wearer.

This does not apply to: (1) A person wearing a traditional holiday costume on the occasion of the holiday; (2) A person lawfully engaged in trade and employment or in a sporting activity where a mask is worn for the purpose of ensuring the physical safety of the wearer, or because of the nature of the occupation, trade, profession, or sporting activity; (3) A person using a mask in theatrical productions including use in Mardi Gras celebrations and masquerade balls; (4) Wearing a head covering or veil pursuant to religious or cultural beliefs or customs; (5) A person wearing a gas mask prescribed in emergency management drills and exercises or emergencies authorized by KVCC; or (6) Wearing a mask, hood or other device for a bona fide medical reason upon the advice of a licensed physician. In no case shall a mask be worn as a form of intimidation.

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

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