

Rene T. ENGINEERING

2013–2014
**STUDENT
HANDBOOK**

Kalamazoo**VALLEY**TM
community college

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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, height, weight, 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 Instructional and Student Support Services, 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, or philosophy. 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 under the provisions of the Veterans Readjustment Act of 1966 that authorizes the U. S. Department of Veterans Affairs to offer educational assistance to eligible veterans, their dependents, and survivors. Rules, regulations, standards and procedures are available by contacting the U.S. Department of Veterans Affairs or the 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 and the Kalamazoo Valley Museum in downtown Kalamazoo, and 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 Center, 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.

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, process applications, make address changes, and issue student ID cards. They will also schedule appointments for students to attend orientation sessions, meet with academic counselors, or consult with financial aid advisers.

The Student Service Center located inside the main entrance of the Texas Township Campus and in the lobby of Anna Whitten Hall on the Arcadia Commons Campus. Their telephone numbers are, respectively, 269.488.4100 and 269.373.7800.

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, financial aid status, and the Valley One card system.

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. 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. There is a \$20 replacement fee for an active Valley One card.

Kalamazoo Valley ID cards are issued by the



Student Service Center on both the Texas and Arcadia 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 Center

At Kalamazoo Valley, you're not alone in your pursuit of success.

The Student Success Center was created to help students overcome obstacles in reaching their educational and career goals, to get answers quickly, to set objectives and to stay on track. Two factors keyed the decision to establish the center: (1) a desire to improve student-retention rates and (2) recognition that retention should be measured by whether students reach their individual goals, rather than setting graduation as the only standard of success.

While student services such as counseling, tutoring and career advising have been a part of

the college throughout its history, the Student Success Center centralizes, heightens and expands those services. The center's student-service areas include:

- Advocates
- Career and Student Employment Services
- Counseling
- Internships, Apprenticeships, Volunteering
- Learning Center, Tutoring
- Life Resources
- Prior Learning assessment
- Special Services
- Student Activities and Student Organizations
- Student Strengths Development
- Veteran's Support
- Testing Center
- Transfer Resources and Focus Program

Essential to our proactive approach are the "success advocates," a type of mentor created to give students intensive individual support, tracking and follow-up. Students who sign on as members of the Student Success Center are linked to an advocate who works with them for the long term, potentially for the duration of their affiliation with Kalamazoo Valley.

An agreement, signed by both student and advocate, formalizes the relationship and responsibilities of both parties. From that point, the advocate serves as the student's personalized contact for information, assistance, referral and support as the student navigates his/her way through the college experience as partners. A fundamental part of the advocate's role is establishing that personal relationship with each student, serving as a coach, ally and simply someone who cares.

From there, they help students use the multitude of resources that Kalamazoo Valley provides.



Together, student and advocate forge a plan to reach an educational goal, whether that is getting training for job advancement, attaining a certificate or associate degree, transferring to a four-year institution, or personal enrichment. Another crucial part of the advocate's job is providing follow-up and mandating student accountability. Follow-up might take the form of accompanying a student to the Learning Center to arrange tutoring or making certain the student goes through a career assessment if he/she is undecided about job interests. One of the goals is to empower students to make appropriate decisions regarding their own success.

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

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

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

For more information, contact the Student Success Center at:

Texas Township, 269.488.4040

Anna Whitten Hall, 269.373.7834

The e-mail address is success@kvcc.edu

Computer, Internet, Technologies

Use of Institutional Technologies: All registered students may use the computers and software available in computer labs, libraries and where publicly accessible. They will be provided an appropriate user account for access to college resources. All students are required to change their password 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 of Kalamazoo Valley's computers should realize that nothing on the computer systems is private.

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

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 through the Student Service Center on both campuses.

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 under the provisions of the Veterans Readjustment Act of 1966. The U.S. Department of Veterans Affairs (VA) offers educational assistance to eligible veterans, their dependents and survivors.

Veterans may apply for VA benefits under Chapter 30 – Montgomery G.I. Bill, Chapter 33 – Post 9/11 G.I. Bill, Chapter 1606 – Selected Reserve, Chapter 1607 – REAP, and Chapter 31 – Vocational Rehabilitation for Disabled Veterans. Dependents of those veterans who have serious disabilities as a result of their military service and survivors of veterans whose deaths were service-connected may be eligible

for 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 Veteran Support Office if they withdraw, drop or cancel any classes. This notification should be made in writing within one week of the first day of attendance for each class.

The Financial Aid Office is available to answer any questions regarding VA benefits. Application for these benefits should be made well in advance of registering for classes at Kalamazoo Valley. Applications are available in Room 9210

on the Texas Township Campus (269.488.4340) and in Room 120 at the Arcadia Commons Campus (269.373.7834).

International Students

Questions regarding admission or the U. S. Citizenship and Immigration Services (USCIS) regulations for international students should be directed to the Admissions, Registration and Records Office in Room 9140 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 admissions@kvcc.edu.

Libraries

The services of Kalamazoo Valley’s two convenient libraries are designed to support and enrich teaching and learning. Print, electronic, and audiovisual materials are all 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 70 online research databases with access to several million journal articles; more than 150,000 books, of which 83,000 are e-books; over 7,000 audiovisual materials; 200-plus periodicals.

The KVCC Libraries offer interlibrary loan services and participate in the MichiCard program, which allows borrowing from participating libraries statewide.



Access and Borrowing: A current Kalamazoo Valley ID card is required to use Library computers and databases and to borrow materials from the Libraries. Students may check out books for three weeks. Periodicals, reference books, 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.

Other Services: Professional librarians are available to assist you, and 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, 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 269.488.4380.

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 Schedule of Classes and on the Libraries home page. Contact either library or visit the Kalamazoo Valley Libraries website at www.kvcc.edu/library for more information.

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 in accordance with the Cleary 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 that 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 from 7 a.m. to 11 p.m. Monday through Friday on the Arcadia Commons Campus in downtown Kalamazoo. An officer may be reached by calling 269.488.4575 or 269.488.4575 at the Texas Township Campus, and 269.373.7854 for



the Kalamazoo Valley Museum, Anna Whitten Hall, and the Center for New Media on the Arcadia Commons Campus.

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

Health insurance is the responsibility of students and is not provided or coordinated by the college. However, KVCC students are eligible to use the Western Michigan University Health Center. Call the WMU Sindecuse Health Center at 269.387.3287 for a fee schedule.

A lost and found service is provided to assist in recovering missing articles at the Texas Township Campus. Contact Public Safety at 269.488.4575. At the Arcadia Commons Campus, contact Public Safety at 269.373.7854. 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 assistance lock-outs and jump-start assistance are available 24 hours a day on the Texas Township Campus by contacting Public Safety at 269.488.4575. In the downtown area, Central City Parking provides this service at its convenience during normal operating hours Monday-Thursday 7 a.m. to 11 p.m.; Friday and Saturday, 7 a.m. to 7 p.m.; Sunday, 8 a.m. to 6 p.m. Contact Arcadia Commons Public Safety at 269.373.7854 to arrange for this service.

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.

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

The Director of Public Safety shall recommend to the President's Cabinet regulations and procedures governing searches of students or staff while on or using college property. Kalamazoo Valley policy specifies the property of the college as well as that of individuals should be respected. The unauthorized use of, damage to, or destruction of college buildings, equipment and property is prohibited

Escort Security Services

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

Escort security services are available for students days/evenings and weekends by request at the Arcadia Commons Campus in downtown Kalamazoo. Contact Kalamazoo Valley Public Safety for arrangements at 269.373.7854.



Evacuation of Buildings, Lockdown Procedures

Emergencies are announced by voice and flashing-light indicators. The latter are used to spread the word about a possible fire emergency. Maps of evacuation routes are posted in every classroom and lab. In the event of a tornado, quick and calm response is needed as well as compliance with safety procedures in which college personnel are trained.

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

The college is current with various emergency-response and surveillance protocols. Roles and duties of department heads and area leaders have been assigned, and is part of the college's Crisis Management Response Plan, which details who does what in the event of a major catastrophe.

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

The college's Institutional Safety Advisory Council has established emergency procedures designed to reduce the risk of personal injury in the event of a fire, a bomb threat, a tornado, or a situation that requires a lockdown. These

procedures are listed in detail in the My Valley system, along with a number of safety and security services. A full list of emergency and security locations, telephone numbers, and general questions and answers about 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
WQXC-Otsego 100.9
WWMT Channel 3 Kalamazoo
WOTV 4 Grand Rapids
WOOD-TV 8 Grand Rapids
WXMI 17 Grand Rapids

You may also call the college's inclement-weather line at 269.488.4750 for an up-to-date report on whether the college is open or check online at www.kvcc.edu. Students who wish to be notified of college closings via text messaging should click on the link for text messages on the My Valley sign-on page. 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 to obtain a student's written consent prior to disclosing personally identifiable information from their education records.

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

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

The primary purpose of “directory information” is to allow Kalamazoo Valley to include this type of data from educational records in certain school publications. Examples include: academic honors or other recognition lists; graduation programs; and sports documents showing weight and height of team members. This also allows the college to disclose such information to outside organizations without a student's prior written consent. Outside organizations include – but are not limited to – insurance companies, banks, and prospective employers. By the publication and distribution of this notice, students are advised of the information that Kalamazoo Valley may release.

If a student wishes that the college not release his/her “directory information,” the student must

inform the Admissions, Registration and Records Office in writing. Kalamazoo Valley will not release confidential information, either verbally or in writing, about applicants or students, unless it is expressly allowed within FERPA guidelines or the student has signed an authorization for release of the information.

Documents provided to Kalamazoo Valley by an outside organization or individual are considered the property of the college and are intended for its use only. Such documents will not be released to the student or anyone else unless compelled by court order. In addition, Kalamazoo Valley does not provide lists containing the names of current or former students and their address to anyone, unless allowed to do so by applicable local, state or federal laws.

Questions may be addressed to the Admissions, Registration and Records Office via e-mail at: records@kvcc.edu or telephone at 269.488.4281, or personal visit on the Texas Township Campus, Room 9140.

Academic Honors

Excellence in scholastic achievement is recognized each semester by the awarding of Academic Honors. Qualifying students complete a minimum of three credit hours in a semester and earn a grade-point average of at least 3.5. Classes using the credit/no credit grading system and audited courses are not counted in the calculation. Students who have received an incomplete, a failing grade, a withdrawal, or who have had repeated courses excluded for the semester are not eligible.

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. The publication of a list of full-time students awarded academic honors is at the discretion of the local media.

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 Support 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.

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

Changing, Adding or Dropping Courses

To register for classes, change a schedule by adding or dropping courses, or to withdraw from classes, students must complete the necessary paperwork through the Admissions, Registration and Records Office on the Texas Township Campus or the Student Service Center at the Arcadia Commons Campus. These transactions can also be processed using the self-service feature inside My Valley on the Kalamazoo Valley website. Registration dates and the chart for registration refund, and withdrawal deadlines can be found online.

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 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 (Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Direct Stafford Loan) and he/she withdraws from all semester classes on or prior to the 60-percent point of the semester, an overpayment will occur. The college will bill the student for the overpayment amount. Financial aid eligibility will be suspended and 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 the Admissions, Registration and Records Office 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 admissions@kvcc.edu.



Class Audit

Auditing a class is the procedure followed by students wishing to attend class but not to receive a grade or credit. Tuition charges and attendance requirements are the same as taking the course for credit. 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 on the Texas Township Campus or the Arcadia Commons Campus.

Semester Information

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 class 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 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.

Graduation and Procedures

Requirements for an associate degree, a one-year certificate or a certificate of achievement may be completed during any enrollment period. Inside the “Graduation Information” area of My Valley, a student may run his/her Curriculum Advising and Program Planning (CAPP) compliance report to assess progress toward graduation.

This printable CAPP report can be accessed at any time. It will list program requirements and track the completion of those classes as well as displaying the semester that the course was taken and the grade that was earned. Report any discrepancies in the CAPP report and make an appointment to consult with an academic counselor. This can be done by calling the Student Service Center at 269.488.4100.

Students should submit a “Petition to Graduate” online in the My Valley system one semester before they are scheduled to complete their program requirements. An initial audit will be performed to notify them whether they are on track to graduate or are missing any requirements. To qualify for graduation, a student must meet all prescribed course and credit-hour requirements as spelled out in a specific curriculum. A final graduation audit will

be performed at the end of the semester in which the student petitioned.

Degrees will be awarded and diplomas mailed within approximately two months of graduation that takes place in April/May, August and December of each academic year. Commencement exercises are held in May and December. The dates are listed in the college’s academic calendar. August graduates are invited to take part in the December ceremony. Details are mailed to eligible graduates two weeks before the ceremony. For more detailed information about graduation procedures and commencements, go to the “Graduation Information” area of 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 detailed instructions on requesting a copy of a transcript or consult this web page – www.kvcc.edu/admissions/registration/requestofficialtrans.htm.

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 considered revision by orderly process.

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

1. 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. Cheating on an examination, laboratory work, plagiarism, falsifying, forging or altering college records.

B. Actions or verbal statements that threaten the safety of faculty, staff, students or others lawfully assembled on the campus, or any conduct that is harmful, obstructive, disruptive to or interferes with the educational process or college functions.

C. Violations of civil or criminal statutes and/or college policies, rules and regulations.

III. Prohibited Conduct - Rules and Regulations

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

A. Academic Dishonesty: No student shall engage in behavior that, in the judgment of the instructor, constitutes cheating, academic misconduct, fabrication or plagiarism.

B. Acts of Dishonesty: No student shall furnish false information to any official, college employee, or office, nor engage in forgery, alteration or misuse of any college document, record or instrument of identification.

C. Alcoholic Beverages: No student shall consume, distribute, or possess alcoholic beverages on any college-owned or college-operated property or at any college-sponsored event.

D. Assault and Battery: No student shall engage in physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or conduct that threatens or endangers the health

or safety of any person.

E. Assembly: No student or students shall assemble in a manner that obstructs the free movement of people about the campus or that interferes with the normal operation of college facilities.

F. Compliance with Applicable Laws: No student shall violate any college policy, rule or regulation or other local, state or federal law, ordinance or regulation on college-owned or college-operated property or in connection with any college-sponsored program, course of study or activity.

G. Contracts: No student shall enter into any contract in the name of Kalamazoo Valley except with prior written authorization from appropriate college officials.

H. Disruptive Behavior: No student shall behave in a manner that disrupts the academic atmosphere of the college or that endangers the rights and/or safety of the student or others.

I. Drugs: The unlawful manufacture, distribution, possession, and use of controlled substances are prohibited on all college-owned or college-operated property and at any college-sponsored activity.

J. Dumping and Littering: No student shall deposit, dump, litter, or otherwise dispose of any refuse on college-owned or college-operated property except in designated refuse depositories.

K. Gambling: No student shall engage in any form of gambling on college-owned or college-operated property or at any college-sponsored activity.

L. Harassment and Hazing: No student shall engage in harassment of another person. This shall include but not be limited to stalking, sexual or racial harassment, and verbal and/or physical actions. Hazing, which includes any act that may tend to injure, embarrass, frighten, degrade or endanger students, is prohibited.

M. Parking and Motor Vehicles: No student shall operate or park a vehicle except in appropriately designated areas. No student shall operate a vehicle in an unsafe manner. Violators of parking regulations may be subject to impounding of vehicles or traffic tickets. The college assumes no responsibility for loss, theft or damage to cars parked in parking areas.

N. Safety: No student shall engage in behavior that violates safety rules of any classroom, laboratory or other 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. Soliciting: No student or organization may use college facilities, solicit funds or goods on or off-campus, or schedule activities unless such action has been approved by appropriate Kalamazoo Valley officials.



Q. Smoking and/or Use of Tobacco Products:

In recognition of the need to promote healthier lifestyles, the College is revising its tobacco use policy as follows:

Effective April 1, 2014, the use of e-cigarettes are incorporated into the current policy below, in order to manage use consistent with other tobacco products.

Effective April 1, 2015, the use of all tobacco and e-cigarette products are banned on College property, with the exception of use in private vehicles.

Smoking (includes use of e-cigarettes) and/or use of tobacco products is prohibited inside all institution facilities including inner courtyards. Furthermore, the use of tobacco products and smoking (includes use of e-cigarettes) is prohibited within 50 feet of all entrances at the TTC, with the exception of the entrance near room 5635 outside the auto lab; outside the 5620 entrance; the ATC main entrance across the drive; and the Commons south entrance by the bus stop. A smoking hut is available outside the east entrance of the TTC. Smoking at the ACC is permitted outside the east entrance only.

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 identification and password;
4. Use of computing facilities to interfere with the work of another student, faculty or staff member or college official;
5. Use of computing facilities to send or receive obscene, abusive or otherwise inappropriate messages or images;
6. Use of computing facilities to interfere with the normal operation of the instructional computing system;
7. Use of computing facilities for a student's non-academic personal benefit.

X. Other Prohibited Misconduct: The Executive Vice President for Instructional and Student Support Services 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 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;
7. Temporary or permanent suspension from a program;
8. 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 Student Relations Coordinator (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 Student 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 in writing 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. The SRC will monitor and report student progress to the committee.

Student Academic Dishonesty

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



knowledge is advanced. Students are, of course, expected to do their own work in all assignments and examinations. Dishonesty in academic work is considered a serious offense by the college community.

Cheating - Cheating is an act of deception or fraud by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered in order to gain unfair and dishonest advantage in the grading process.

Examples:

1. Copying from another student's test paper, or allowing another student to copy from a test paper.
2. Communicating answers with another during an exam.
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, specifically prepared materials during a test, i.e. notes, formula lists, notes written on the student's clothing, etc.
5. Inappropriate or unauthorized use of calculators or other technology during an assessment.
6. 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. Bribing any person to obtain a test or any information about it prior to or following its administration.
4. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of the college that relate to grades.
5. Entering a building or office for the purpose of obtaining a test prior to or following its administration.

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

Examples:

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

The above examples are not intended to be fully exhaustive of all potential instances of academic dishonesty. Faculty and administrators may identify cases of academic dishonesty not herein contemplated.

Plagiarism

General Definition - Plagiarism is the use of someone else's work in writing, speech, programming, art, photography, drawing, charting, or graphics without acknowledging that person's help. Any student who fails to give credit for ideas and material taken from others for either written or oral presentation is guilty of plagiarism. Careful acknowledgment of sources enhance course work and are an important value in the academic community.

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

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

Degrees of Plagiarism

1. **Improper methods** of recognition. In this case a student has not intentionally attempted theft or dishonesty. While this is plagiarism, it is not as serious as deliberate plagiarism. Improper methods of recognition and similar violations offer an opportunity for students to learn the importance of academic honesty and

to practice accepted standards for presenting their work and the work of others.

2. **Deliberate plagiarism**, turning in someone else's paper, having someone else write substantial parts of the paper, and/or summarizing, paraphrasing or quoting sources without giving credit. Any student who is found, after appropriate investigation, to have engaged in an act of academic dishonesty will be subject to discipline up to and including suspension. A student concerned with plagiarism charges should first discuss the matter with the appropriate academic dean and attempt to reach an informal resolution. (If the concern is not resolved through informal discussion, the student should follow the established Student Appeal Process.)

Reporting of Deliberate Plagiarism and Academic Dishonesty

1. Plagiarism involving improper recognition of sources will be discussed with the student.

2. **Deliberate Plagiarism or Other Forms of Academic Dishonesty** - A "Notification of Academic Dishonesty" form will be completed and sent to the appropriate Dean who will forward it to the Vice-President for Academic Services who will record the offense and determine if this is a first, second or third offense for the student and the warranted penalty. The student's name will be recorded in a file maintained by the Vice-President for Academic Services.

Consequences for Plagiarism Involving Improper Methods, Deliberate Plagiarism and Other Forms of Academic Dishonesty

1. **Improper Methods** - The consequences assigned to improper methods of recognition of

sources shall be determined by the individual instructor.

2. **Deliberate Plagiarism and Other Forms of Academic Dishonesty**

- The severity of penalties associated with deliberate plagiarism and other forms of academic dishonesty is Institution policy and increases with each offense.

a. **First Offense** - The offending student receives a 0.0 for the assignment in which the offense occurred. The student will receive written notification from the instructor within 10 business days of detection of the offense.

b. **Second Offense** - The offending student receives a 0.0 for the course. The student will receive written notification from the instructor within 10 business days of detection of the offense. The student will not be allowed to withdraw from the course.

c. **Third Offense** - The offending student receives a 0.0 for the course. The student will receive written notification from the instructor within 10 business days of detection of the offense. With the third offense, the Vice-President for Academic Services and the Student Relations Coordinator will consider further disciplinary action.

PLEASE NOTE:

Any student who disputes the charge of plagiarism or academic dishonesty may appeal to the Vice-President for Academic Services 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 faculty members. Students who engage in prohibited or unlawful acts that result in disruption of a class may be directed by the instructor to leave for the remainder of that session. Longer suspension from a class or dismissal from a class on disciplinary grounds must be preceded by a conference or hearing with the instructor's dean or appropriate administrator.

The term "prohibited acts" would include behavior prohibited by the instructor – persistently speaking without being called upon, refusing to be seated, disrupting the class by leaving, entering the room without authorization, eating/drinking in the classroom, etc. Prohibited disruptive behavior is that which interferes with the conduct of planned class activities for that session, threatens the safety of any student, or inhibits other students from learning. It must be emphasized that this provision is not designed to be used as a means to punish classroom dissent. The lawful expression of disagreement with an instructor is not, in itself, disruptive behavior.

An instructor may remove a student from a single class meeting for "just cause" if that cause is immediately made known to the student. If the student does not comply with the request to leave the room, the instructor may contact security personnel for assistance. The instructor will provide a written notice of the incident to the appropriate dean. If the dean or appropriate administrator is not available, the notice will be forwarded to the appropriate Vice President.

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



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

If the recommendation of the dean's hearing is for permanent classroom suspension, the dean shall prepare a report for the Vice President for Academic Services. It shall contain a statement of facts and a request for such disciplinary action. The Vice President for Academic Services shall promptly review the dean's recommendation with the appropriate personnel and issue a report concerning disciplinary or non-disciplinary action. The student, the instructor and the dean will receive copies of this report. The student may appeal a disciplinary order that affects the student's status by following the college's appeal procedures.

Instructor-Directed Removal of Student from Class

An instructor may also initiate a student's removal from class for non-disciplinary reasons such as excessive absence and inadequate preparation. The latter may include a lack of the competencies that are required for the class and are spelled out in the course syllabus or description. This can be accomplished by the instructor filling out the "Instructor-Directed Student Withdrawal" form. The form can be utilized when the student's excessive absenteeism or inadequate preparation prevents achieving the learning objectives stated in the course syllabus.

In all cases, the instructor will inform the student

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

VII. Procedures for Misconduct Not Requiring Immediate Classroom Suspension

Violation of any rules or regulations not resulting in immediate suspension shall be reported in writing to the college 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 receive written notice of charges before any disciplinary hearing.
2. The student shall have the opportunity, at any disciplinary hearing, to present his/her version of the incident.

B. Longer Suspension, Expulsions or Dismissals: For misconduct that may involve suspensions greater than 10 days, dismissal from a program or expulsion from the college, the disciplinary proceeding shall include the following additional due-process protections:

1. The student shall have the right to question adverse witnesses.
2. Other due-process protections as deemed appropriate by the Executive Vice President for Instructional and Student Support Services will be part of the proceedings.

Enrollment Status of Student Pending Hearing an Appeal

A. Status Pending a Hearing: A student's status shall not be changed prior to a disciplinary hearing unless there is reasonable cause to believe that it poses a danger to self or others or will disrupt the operations of the college. A decision to alter a student's status pending a hearing shall be made by the Executive Vice President for Instructional and Student Support Services.

B. Status Pending an Appeal: Any disciplinary action shall be effective as of the time indicated in the discipline order. If the student appeals the disciplinary order, his/her status shall be as ordered in the discipline order pending the appeal.

Student Grievances and Concerns

You are encouraged to air grievances by speaking directly with the office or individual involved. If you have a concern about a course or a grade, for example, first talk to your instructor who is interested in your feedback. If you feel uncomfortable doing this, contact the chair of the academic or vocational department or the dean who oversees that program. The next level would be the Vice President for Academic Services. This approach recognizes that many concerns can be resolved informally through direct communication between the appropriate individuals.

If you still are not satisfied, and you believe you have been treated unfairly by a faculty, staff member or administrator, there is a formal "Student Appeal Process." Its provisions and procedures are listed below.

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 10 days after the incident or situation. The informal discussion(s) shall be considered completed 10 days after its initiation date.

B. In the event the complaint is not resolved through the informal discussion, the matter shall be presented in writing to the Executive Vice President for Instructional and Student Support

Services. The written complaint with supplemental (proofs) materials attached must be submitted to the Executive Vice President for Instructional and Student Support Services or his/her designee within 7 days after completion of the informal discussion(s). Within 5 days of the receipt of the written appeal, the Executive Vice President for Instructional and Student Support Services 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 Instructional and Student Support Services or his/her designee may designate a faculty mediator.

C. The faculty mediator shall discuss the matter with the student and the Executive Vice President for Instructional and Student Support Services within 5 days of his/her appointment. The faculty mediator shall give the student and the Executive Vice President for Instructional and Student Support Services his/her analysis of the situation and a decision in writing within 20 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, he/she must within 10 days of receipt of the decision submit to the President of the college a written statement as to why the faculty mediator's decision was not satisfactory. The President will give all parties an opportunity to be heard within 10 days of receipt of this document. The President shall render a final decision in writing to all parties within 20 days after initiation of the president's hearing.

Non-Discrimination & Anti-Harassment Policy

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

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

Kalamazoo Valley Community College will promptly investigate all complaints of unlawful harassment and will take prompt and appropriate action to remedy the situation presented. All persons at Kalamazoo Valley are responsible for keeping the work environment free from unlawful harassment. Please contact the Executive Vice President for Instructional and Student Support Services for questions about this policy.

Prohibited Harassment

Kalamazoo Valley Community College forbids unlawful discrimination or harassment based upon a person's race, color, religion, national

origin, age, sex, weight, height, marital status, veteran status, disability, or any other characteristic protected by law.

Sexual Harassment

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

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

"Unwelcome" behavior is not the same as consented to behavior. Do not assume that simply because someone does not object to your behavior that they have not been offended. Sexual harassment can include sexually-based and "same-sex" sexually-based comments and conduct as well as gender-based comments and conduct, whether verbal, non-verbal, visual, or physical in nature. Examples of such conduct include off-color language, sexually-oriented jokes, cartoons, nicknames, propositions,



suggestive comments, sexual innuendos, repeated unwanted social invitations, crude gestures, display of obscene printed or visual materials including sexually-oriented pictures or posters, suggestive or insulting sounds, and physical contact such as patting, groping, pinching, or brushing against another's body.

Other Types of Prohibited Harassment

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

Prohibited Discrimination

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

Complaint Procedure

Any person who believes that he/she has been the victim of unlawful discrimination or

harassment must report it immediately to any of the following individuals:

Russell Panico
Student Relations Coordinator
269.488.4393

Sandy Bohnet
Vice President for Human Resources
269.488.4409

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

Kalamazoo Valley Community College will try to maintain confidentiality with respect to any complaint or report and any written records concerning such activity. To the extent possible, only the parties involved, witnesses, and other persons, who need to know, as determined by Kalamazoo Valley, 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. Kalamazoo Valley expects complete candor from all persons involved in the investigation of any good faith complaint submitted under this policy.



Investigation Procedure

Upon learning of a complaint, Kalamazoo Valley will conduct or direct an immediate investigation of the allegations. At a minimum, this will include receiving the complaint in written form, interviewing any persons who may have knowledge or information regarding the occurrence, and reviewing any data pertinent to the investigation. The assistance of an investigator from outside Kalamazoo Valley 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 Instructional and Student Support Services and any others, as appropriate. The findings and actions to be taken, if any, will be reviewed with the person making the complaint and the person against whom the complaint was made.

Corrective Action

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

If the corrective and/or disciplinary actions taken by Kalamazoo Valley are challenged, all persons having knowledge of facts pertaining to the matter may be required to participate as witnesses. Only through such assistance can there be hope to effectively create an

environment free from unlawful harassment for everyone at Kalamazoo Valley.

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 Kalamazoo Valley will respond as it determines is appropriate, including applying disciplinary action up to dismissal.

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

Campus Sexual Violence Elimination Act

Kalamazoo Valley makes a strong commitment to work toward preventing sexual assault, to provide support and assistance to sexual assault victims, and to impose sanctions on those who have been found guilty of this crime. For purposes of this document, the term "sexual assault" includes rape, attempted rape, and other sex offenses, both forcible and non-forcible.

Prevention Efforts

The Department of Public Safety presents crime-prevention programs that include discussion of personal-safety issues. Crime-prevention materials are distributed during

presentations and at many campus locations. In addition, Sect. 304, that addresses the Violence Against Women Act (VAWA), requires KVCC to provide programs that prevent domestic violence, dating violence, sexual assault, and stalking.

Responding to Sexual Assault

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

1. Preserve physical evidence

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

2. Report the assault to the police - dial 911 or 269.488.4911.

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

victim's identifying information to the news media or to the general public.

3. Get medical attention

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

4. Ask for information, support and assistance

To insure that victims have accurate and complete information about their rights, options, and available resources for help, as well as any assistance they need in carrying out decisions about what to do following an assault, the victim may wish to call the YWCA Sexual Assault and Domestic Violence Program, 24-hour crisis line, 269.385.3587. They may also contact the Student Relations Coordinator at 269.488.4393 for direction.

The service provides information and support by telephone or on-site at the hospital or police station. A sexual-assault victim has the right to be made aware of and assisted in exercising any option provided under state and federal law regarding mandatory testing of suspects for communicable diseases and notification to the victim of the results of the testing. The victim also has the right to be informed of rights and remedies accorded to crime victims generally. Victims may request special academic considerations or arrangements. Requests for

such assistance may be made directly to the Student Relations Coordinator.

5. Report the assault to the Student Relations Coordinator and/or a designated Campus Security Authority.

The college has the right to discipline students who violate its rules and regulations. It is not necessary for a sexual-assault victim to file a police report to pursue sanctions through the college; however, it is strongly recommended and to the victim's benefit. Pursuing sanctions through the college does not preclude the victim from also pursuing criminal prosecution or a civil lawsuit. When parallel investigations do occur, the college reserves the right to review the matter and administer appropriate disciplinary action regardless of any potential criminal action on the part of law enforcement or the judicial system.

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

The college's judicial process is initiated by the accuser making a report to the college Student Relations Coordinator. Sexual-assault and VAWA victims are assured the following rights within the college's judicial process:

- A. To be provided a prompt, fair, and impartial investigation and resolution.
- B. To be present during the entire proceeding.

C. To have a counselor, a sexual-assault-victim advocate or support person present throughout the process to advise and provide support.

D. To not have her/his sexual history discussed during the proceedings, except as it relates to the specific incident in question.

E. To relate her/his account of the incident.

F. To be informed of the results of the judicial proceeding.

G. To have her/his name and any identifying information kept confidential.

H. To a speedy hearing and decision.

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

H. Possible sanctions and or protective measures imposed following a determination of the disciplinary proceedings with regard to rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, includes, but not limited to, temporary suspension or permanent dismissal from the college. The college disciplinary action will be commensurate with 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.

Both the victim and alleged perpetrator will be notified by the college of the outcome of



any complaint or appeal, along with periodic status updates throughout an investigation. FERPA permits such disclosures.

I. The accused and the victim have the right to appeal the disciplinary decision made by the college. This process is outlined on pages 29 and 30 of this handbook.

J. All college representatives involved in these proceedings shall undergo annual training on issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability to all involved.

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 Special Services office.

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.

GRIEVANCE PROCEDURES FOR TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972 SECTION 504 OF THE REHABILITATION ACT OF 1973 TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990

Any person believing that Kalamazoo Valley Community College or any part of the school

organization has inadequately applied the principles and/or regulation of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, and (4) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Civil Rights Coordinator
Executive Vice President for Instructional and Student Support Services
Kalamazoo Valley Community College
6767 West O Avenue, P.O. Box 4070
Kalamazoo, MI 49003-4070
269.488.4434

Grievance Procedure

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer within five (5) business days. If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps.

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

A complainant wishing to appeal the decision of the local Civil Rights Coordinator may submit a signed statement of appeal to the President of

Kalamazoo Valley Community College within five (5) business days after receipt of the Coordinator's response. The President shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If still unsatisfied, the complainant may appeal through a signed, written statement to the Board of Trustees within five (5) business days of receiving the President's response in Step 2. In an attempt to resolve the grievance, the Board of Trustees shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting. The decision of the Board of Trustees shall be final.

The local Coordinator, on request, will provide the complainant with a copy of the College's grievance procedure in accordance with this procedure. A copy of the Acts and regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

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.

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 vice president of college and student relations. The request shall include the subject to be discussed, the names of all speakers, and the time and place of the meeting. The request shall be signed by the appropriate officer of the organization and the faculty/staff adviser. The request must be approved before the event is officially scheduled.

C. Any speaker must not urge the audience to take action that would materially and substantially interfere with the normal educational processes of the college. Constructive criticism of the college, other institutions, and/or social groups or practices is encouraged.

D. Open discussion will normally include response to questions following the presentation, but may take the form of a faculty-student reaction or discussion panel usually involving the speaker. Issues on which opposing points of view have been promulgated by responsible opinion may be introduced, provided there is equal opportunity to present the opposing points of view.

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.

Use of Facilities

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

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

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.

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.

Handbook Revised 03/17/14

