

1700 West University Avenue
Flint, MI 48504

Student Handbook and Academic Planner

Published by
Student Life

Any questions, additions, or corrections may be directed to the
office at (810) 762-9679

The most accurate version of the Student Handbook is available at
www.kettering.edu/currentstudents/

The material in the on-line Student Handbook supersedes this written copy.

IMPORTANT DATES TO REMEMBER

<u>July</u>	9	A-Section Freshman Move-In Begins at 8 am
	9-12	New Student Orientation
	11, 12	Upper-class Move-in 10 am – 10 pm
	13	First Day of Class
	13, 14	Late Registration and Drop/Add
<u>August</u>	24	Undergraduate Student Mid-Term Grades Due
	28	Last Day for Course Withdrawal
<u>September</u>	4	Labor Day Holiday (No Classes)
	7	Labor Day Holiday (No Classes)
	22	Follow Friday Schedule
	23/24-26	Reading Day (No Classes)/Final Exams
<u>October</u>	1	B-Section Freshman Move-In Begins at 8 am
	1-4	New Student Orientation
	3, 4	Upper-class Move-in 10 am – 10 pm
	5	First Day of Class
	5, 6	Late Registration and Drop/Add
	7	Undergraduate Grades Due
<u>November</u>	16	Undergraduate Student Mid-Term Grades Due
	20	Last Day for Course Withdrawal
	26, 27	Thanksgiving Holiday (No Classes)
<u>December</u>	12	December Commencement
	14-15	Follow Thursday/Friday Schedule
	16/17-19	Reading Day (No Classes)/Final Exams
	20-Jan 2	Winter Recess
<u>January</u>	7	New Students Move-in 6 pm – 10 pm
	8	New Students Move-in 8 am – 10 am
	8	New Student Orientation
	9, 10	A-Section Move-in 10 am – 10 pm
	11	First Day of Class
	11, 12	Late Registration and Drop/Add

	13	Undergraduate Grades Due
	18	Martin Luther King Holiday (No Classes)
<u>February</u>	22	Undergraduate Student Mid-Term Grades Due
	26	Last Day for Course Withdrawal
<u>March</u>	5	No Classes
	22, 23	Follow Monday/Friday Schedule
	24/25-27	Reading Day (No Classes)/Final Exams
<u>April</u>	5	New Students Move-in 8 am - Noon
	5	New Student Orientation
	5	B-Section Move-in 10 am – 10 pm
	6	First Day of Class
	6, 7	Late Registration and Drop/Add
	8	Undergraduate Student Grades Due
<u>May</u>	17	Undergraduate Student Mid-Term Grades Due
	21	Last Day for Course Withdrawal
	31	Memorial Day Holiday (No Classes)
<u>June</u>	1	Follow Monday Schedule
	12	June Commencement
	16/17-19	Reading Day (No Classes)/Final Exams

WELCOME TO KETTERING FOR 2009-2010!

We designed this Student Handbook & Academic Planner to help you make the most of your Kettering experience. Here, you'll find information about academics and student life. This handbook contains what every Kettering student ought to know, so you understand our history, our plans, and our expectations. Get acquainted with our parking regulations and behavioral standards so you meet them. Familiarize yourself with our IT resources so you can make the most of them. Find opportunities to get involved, as a member of clubs and organizations, or as a volunteer. The more you know about Kettering, the more involved you will become, leading you to a rich and memorable college experience.

We want this student handbook to be as useful and informative as possible. If you need information that's not here, let us know. If you have suggestions for what we ought to include, send us an email. You may contact us at studentlife@kettering.edu.

Thanks for choosing Kettering. Best wishes for a successful year, filled with academic, professional, and personal accomplishments.

Student Life

Antonio Riggs

Betsy Homsher

Cristina Reed

Deborah Stewart

Deborah Williams-Roberts

Eva White

Kathy Schwalbach

Megan Rodriguez

Mike Schaal

Robert Marias

Sue Cook

Terry Love

Virginia Hill

KETTERING UNIVERSITY HISTORY

In 1919, Albert Sobey, with the sponsorship of the Industrial Fellowship League of Flint, instituted a night school for employees of Flint area industries who wished to increase their skills and knowledge. By 1924, enrollment had increased to over 500, and four-year cooperative programs in engineering and management were initiated. In 1926, General Motors Corporation agreed to underwrite the school and to extend services to all units of the corporation. In 1945, the requirement of an undergraduate fifth-year thesis was added and the awarding of degrees was approved by the Regents. Kettering University was a pioneer in cooperative education and unique for 56 years in its integral relationship with a single corporation. Over that span of time it was known as General Motors Institute.

In 1982, the school became an independent educational institution incorporated as GMI Engineering & Management Institute. This was an important event because GMI began to admit students from industrial organizations throughout the United States and Canada. This change came at the dawn of a new era in which the fusion of industry, business, governmental, and educational interests was essential for effective competition on a global scale. In the fall of 1982, GMI began a media-based graduate program leading to a Master of Science degree in Manufacturing Management. Later, graduate degrees in engineering were added.

In 1998 GMI identified itself as a university taking on the name Kettering University in honor of the well-respected inventor and scientist, Charles "Boss" Kettering. This step increased the breadth of the Kettering education beyond automotive engineering offering opportunities in other engineering, science, and management programs.

KETTERING UNIVERSITY'S MISSION & VISION

OUR MISSION:

Kettering University, built on a tradition of co-operative education and preparation of future leaders for a global society, is dedicated to adding transformational value to our students and stakeholders through exemplary programs in engineering, science and business. Kettering University achieves its mission by:

- **Empowering** learning by balancing academic and experiential educational processes that prepare life-long learners and socially responsible leaders of integrity who make significant contributions to their profession, their communities, and society;
- **Expanding** knowledge through organized research with a focus on applications of value to our stakeholders; and
- **Engaging** collaborative partnerships that contribute to the well-being of our region and society.

OUR VISION:

Kettering University will be preeminent

- Globally in work integrated learning
- Nationally in coupling theory and practice
- Regionally as a contributor to economic development and growth

OUR CORE VALUES:

Kettering University embraces a culture that values

- Student success and leadership
- Excellence and quality
- Diversity and mutual respect
- Collaboration and teamwork

- Creativity and innovation
- Agility and flexibility
- Openness and honesty

ACADEMICS

ACADEMIC SERVICES

Carol Brooks, Director, Academic Services and Advising

Ella Derricks, Asst. Director of the Student Academic Resource Center

3-322 Academic Building, (810) 762-9775

academic@kettering.edu

The diverse and complementary backgrounds of the Academic Services staff provide a strong foundation for servicing a wide range of student needs and concerns concentrating on the areas of Academic Advisement, Retention, and Tutoring.

STUDENT ACADEMIC RESOURCE CENTER (SARC)

3-342 Academic Building, (810) 762-9563

The Student Academic Resource Center is a new approach to our tutoring services meant to provide a wide variety of support to our students. The SARC is primarily staffed by top Kettering University students who are able to help students in all freshmen, sophomore and many upper-level courses. Tutors are available 60 hours a week. The SARC has a capacity of 50 students and provides an environment conducive to learning. The Center includes computer access as well as a part-time professional writing tutor.

It is a drop-in tutor lab, which means you come to the SARC, sign in, have a seat, and ask for help when you need it. No appointments are necessary, and tutoring is available to all students. Many students use the SARC as a study area. The SARC is open second through 10th weeks Monday through Thursday from 10 a.m. to 10 p.m., Friday from 10 a.m. to 4 p.m. and Sunday from 3 p.m. to 8 p.m. SARC also provides residence hall tutors located in Unit 14 from 8 p.m. until midnight. Copies of schedules that indicate the availability of individual tutors are available in the SARC and in Academic Services.

Private tutoring is available for the few instances where student needs are not met by the regular drop-in tutoring. This service must be approved by Academic Services and is contingent upon tutor availability.

STUDENT RESPONSIBILITIES IN ACADEMICS AND THE PURSUIT OF A DEGREE

To earn a degree from Kettering University, we can only offer you the means to obtain it. You must apply yourself to that goal. Towards that end, the following responsibilities rest on your shoulders as a Kettering University student:

1. The student's learning needs and desires should provide the basis for enrolling in specific courses or within a given program. You should not manipulate academic offerings toward other ends.
2. Students should be informed of what is going on within your program. Read course listings, degree requirements, and other material made available by the university and your department.
3. Students should take an active part in planning their educational package within the context of requirements and university resources.
4. Students should continually monitor their progress.
5. Students should seek out support services such as tutoring, and advising when assis-

tance is needed in meeting goals.

6. Students should attend classes well prepared and complete assignments on time.
7. Students should embrace the principle of Academic Honesty.
8. Students should respect the freedom of the academic community to inquire, publish, and teach.
9. Students should respect the facilities and property of Kettering University.

Adapted from the 1979 Carnegie Council on Policy Studies in Higher Education.

MINIMUM ACADEMIC STANDARDS OF PROGRESS

The Kettering University Faculty Senate has established minimum standards of academic performance expected of each student to remain enrolled as a degree-seeking student. These standards are carefully and fully stated in the Undergraduate Catalog section titled "Academic Policies, Procedures, and Regulations." Failure to meet these standards can result in several levels of required counseling and/or probationary sanctions up to and including 'academic dismissal' from Kettering University.

At the completion of each term all students are reviewed for compliance to the stated academic standards. Those students not complying are notified by mail of their academic status including any restrictions or additional requirements imposed for the following term. The student's employer is also notified.

Students whose performances meet the criteria for 'academic dismissal' are notified prior to the effective date of that dismissal. They are entitled to submit a written appeal for the impending dismissal action. Student appeals to academic dismissal are reviewed by a board (Academic Review Committee) composed of faculty and a representative of the Academic Services Office. This Academic Review Committee is controlled and its membership determined by the governing Constitution and By-Laws of the Kettering University Faculty Senate. The decisions of this committee are final and no other appeal process is available.

DETERMINATION OF ACADEMIC STANDING

As Kettering moves to a four point GPA system beginning Summer 2009, determination of academic standing is under review. Please check the Academic Course Catalog or the online version of the Student Handbook at http://www.kettering.edu/student_affairs/docs/student_handbook.pdf to view the approved criteria for good standing.

ACADEMIC REVIEW COMMITTEE

The Academic Review Committee (ARC) reports to the Faculty Senate of Kettering University and is responsible for maintaining the academic standards of Kettering University. It is comprised of both faculty members and administrative staff from the Academic Services Office.

At the end of each eleven-week term, the ARC reviews the academic records of each student who meets the requirements for academic dismissal (see catalog for dismissal requirements). Academic dismissal is a serious action taken only after careful and complete consideration of individual circumstances. Students that are going to be reviewed for possible dismissal are notified in advance and allowed an opportunity to submit supporting documentation on their behalf.

The decision of the ARC is final and no appeal procedures are available. For further information refer to the Academic Policies and Procedures section of the Kettering University catalog or contact Academic Services at 1-800-955-4464 ext. 9775

GRADUATE STUDIES & EXTENSION SERVICES

5-100 Campus Center, 866.KUGRADS or 810.762-9682

Kettering University is pleased to offer first-class graduate programs that prepare future leaders for the real world. Designed for the working professional, Kettering's masters' degree programs are offered both on-campus and off-campus through distance learning methods. The convenience, flexibility, and portability of distance learning makes Kettering graduate programs available virtually anywhere in the world using CD-Rom, DVDs, or online video-streaming lectures and materials. Available programs include MBA with both technical and business concentrations; MS Information Technology; MS Manufacturing Management; MS Engineering Management; MS Operations Management; MS Manufacturing Operations; and MS Engineering with concentrations in Mechanical Cognitive, Mechanical Design, Electrical and Computer Engineering, Manufacturing Engineering, Industrial Engineering and Automotive Systems.

Kettering University undergraduate students also have an option to complete a BS/MS option. The BS/MS option allows students to earn their masters degree while pursuing their undergraduate bachelor's degree.

For more information on the Kettering University Graduate Programs, please visit our website at www.kettering.edu/graduate.

Professional Development and Continuing Education programs are also available to individuals or to companies either via distance learning or at company locations. For more information on these programs, please call 810-762-9690 or visit our website at www.kettering.edu/ce

LIBRARY

Charles Hanson, Director of Library Services

2-202 Academic Building, (810) 762-7814

Hours

Monday – Thursday:	7:45 a.m. – 11 p.m.
Friday:	7:45 a.m. – 5:30 p.m.
Saturday:	10 a.m. – 5 p.m.
Sunday:	12 p.m. – 8 p.m.

The Library is prominently located on the second floor of the Academic Building and is comfortably furnished with individual study carrels, group study areas and a leisure-reading area. There are 12 computer work stations as well as a color printer, scanner, fax machine, photocopiers, and a transparency machine.

Library materials are purchased to support the Kettering University curriculum. Leisure reading material including fiction, newspapers, magazines and films on DVD, are also available. Access and storage for student theses is another important part of the collection. The University's historical collection, the Scharchburg Archives, is accessible in the Campus Center.

The Library is a member of a consortium of academic libraries called PALnet, and searches in the PALnet library catalog reveal the holdings of Kettering University Library and the other consortium members. In addition, the Library subscribes to various databases which provide citations, abstracts, and full text to journal articles, newspapers, conference proceedings, etc., as well as an extensive eBook collection. Campus-wide and remote access to resources is available through the Library home page at <http://www.kettering.edu/library/>.

The Library is open seven days a week, a total of 86 hours, with reference assistance available most of those hours. During final exam week, however, the Library hours are extended. Changes in hours are posted on the sign just outside the Library entrance, and a drop box is available when the Library is closed.

REGISTRAR'S OFFICE

Registrar

3-309 Academic Building, (810) 762-7476

Office Hours

Monday – Friday, 8:00 a.m. - 5:00 p.m.

The Registrar's Office provides the following services:

- Grade and Performance Information
- Transcripts
- Name, Address, Phone or Social Security Number changes.
- Absences
- Registration and Drop/Add
- Certifications-Enrollment/Good Standing
- Permanent Academic Records
- Application to Graduate
- Guest Applications
- Commencement

For further information regarding these services, please refer to the Kettering University Undergraduate Catalog.

REGISTRATION

First-Time Students

All first-time freshmen are given placement exams in mathematics unless college transfer credit or Advance Placement credits are awarded for calculus. Based on exam results and intended degree program, a schedule will be generated for each student. New students in the summer or fall terms will receive their schedules during new student orientation. New students in the winter or spring terms will receive a preliminary schedule in the mail which may require adjustment after the placement exams.

Transfer Students

First-term transfer students are scheduled by the Registrar's Office personnel. That schedule depends on the individual's choice of major and the amount of transferable course work awarded.

Continuing Students

Registration takes place each term during ninth and tenth weeks. Students register for the term following the next term; i.e., register in spring term for fall classes, in summer for winter classes, etc. Future schedules will be administratively adjusted if prerequisite courses are not satisfactorily completed. Drop/Add takes place on the first two days of each term. Freshmen-level students that have not yet declared a major receive advisement in Academic Services.

Non-returning Students

Any student that will not be returning to Kettering University must contact the Registrar's office at the end of their final term to verify records and ensure that transcripts are correct.

SENIOR THESIS PROJECTS

All Kettering University baccalaureate programs require a senior thesis for graduation. The senior thesis is a professional document describing a comprehensive project performed by the student. The project is generally performed for the student's co-op employer. Kettering University requires two terms for the thesis. The thesis terms are work terms, but do not count toward the required number of co-op terms. Thesis Services is

the academic office responsible for the thesis process at Kettering University.

All Junior 2 students are required to have a meeting with the Thesis Advisor and a hold is placed on the students account until the meeting has taken place. The purpose of the meeting is to introduce the student to the thesis program which includes working out a graduation plan, going through the 16 step thesis process and preparing the student for submission of the Proposed Thesis Assignment (PTA). Aside from the JR II Advisement Meeting, the PTA is the initial step to getting started on the Thesis Project. Students become eligible to submit a Proposed Thesis Assignment (PTA) when they have earned 88 credit hours. Usually the PTA is submitted during the student's last required co-op term. The PTA is submitted to Thesis Services electronically. Once the PTA is approved by the student's co-op employer, the PTA is then routed to the student's degree department for review. The faculty member accepting the PTA becomes the student's Faculty Advisor.

More information on the Senior Thesis Program is available at www.kettering.edu/thesis and on Blackboard under the Thesis Services organization.

OFFICE OF INTERNATIONAL PROGRAMS

Luchen Li, Director

1-919 AB, (810) 762-9869

Supporting the university's mission to prepare future leaders for a global society and add transformational value to its students in their subjects of study, the International Office strives to:

- **Promote** a vibrant, global perspective among Kettering faculty, staff, students, and the local community through a variety of innovative programs.
- **Globalize** Kettering University by increasing and serving our culturally diverse student body with the continued enrollment of international students from across the globe.
- **Endow** all Kettering students with a culturally edifying study-abroad opportunity, which will significantly enrich their personal and professional development and worldviews.

The Office of International Programs organizes and facilitates academic programs in other countries around the world for Kettering students and for students from other countries who come to Kettering through the University's International Exchange Programs.

We currently have study abroad programs available in Germany, China and Mexico. Students applying for a study abroad program must be in good academic standing, have passing grades in all courses taken in the past two academic terms, meet specific degree program requirements for study abroad and have degree department approval. Information on the specific requirements, including pre-requisites, is available for each program in the Office of International Programs.

We also offer **non-credit German language course** for Kettering students free of charge. We will study diverse cultural topics and essential German phrases that will enable students to have basic conversations in German. We will also talk about foreign language acquisition and ways to make language learning easier and more interesting.

We sponsor the weekly **English Cafe** to give non-native speakers a chance to practice their English in an informal, pressure-free environment. Weekly meetings provide participants with the opportunity to play language games and have discussions designed to build language proficiency and broaden cultural exposure.

We also sponsor the **Chinese Culture and Language Club** which meets weekly! Students can join for a fun hour of cultural immersion and Chinese language basics. The club offers all Kettering students the opportunity to learn about the Chinese culture while making friends from all over the world.

The Office of International Programs also provides assistance with visas, immigration regulations, housing, driver's licenses, insurance, social security cards and information on federal, state and city taxes for international students (including Canadians). For further information, please call (810) 762-9869 or international@kettering.edu.

STUDENT LIFE

Student Life works with students, faculty, staff, and community partners to facilitate our students' development through exceptional programs, services, and facilities that foster academic achievement, lifelong learning, and civic engagement. We strive to set new standards for excellence by providing students access to the array of services they need to succeed; academically, professionally, and personally. We create opportunities for our students' civic engagement in Flint, their home communities, and the world.

The Student Life office is comprised of a variety of professionals with a broad range of training, education, and experience. Students will encounter them throughout campus, in formal and informal settings. Take advantage of them and their expertise for information, advice, and counsel on any aspect of your life at Kettering. If they don't have an answer, they know who does. Contact me with suggestions or comments about the programs and services Student Life provides.

Betsy Homsher

Interim Associate Provost for Student Affairs & Dean of Students

bhomsher@kettering.edu, (810) 762-9540

Eva White, Administrative Assistant

3-110 Campus Center (810) 762-9872

ASSOCIATE DEAN OF STUDENTS

Betsy Homsher, Associate Dean of Students & University Judicial Officer

3-100 Campus Center, (810) 762-9540

Virginia Hill, Administrative Assistant

3-100 Campus Center, (810) 762-9873

The Associate Dean of Students works to promote a learning community characterized by ethical values the University considers central to our students' academic and professional success. Working in concert with students, faculty, and staff, the Associate Dean fosters an environment which affirms personal integrity and upholds the Kettering Code of Student Conduct. The Associate Dean serves as the University's judicial officer and adjudicates allegations of student misconduct, including accusations of academic dishonesty. The Associate Dean provides training, information, and resources about judicial affairs to the Kettering community.

GREEK LIFE & COMMUNITY SERVICE

Robert Marias, Director

3-120 Campus Center, (810) 762-9743

The Office of Greek Life and Community Service provide all students with leadership training, campus awareness programming, team-building and civic engagement opportunities to benefit the local and regional communities.

GREEK LIFE

3-120 Campus Center, (810) 762-9743

The Office of Greek Life serves as the main resource center for student lead governing councils: the Inter-Fraternity Councils, the Panhellenic Councils and the National Pan-

Hellenic Council. These councils govern over the 18 different fraternities and sororities on campus, in which approximately 35% of the total student population on campus are currently members. Additionally, the Office of Greek Life oversees and advises the local chapters of the Greek Honorary Societies, which include Gamma Sigma Alpha, the Order of Omega, and Rho Lambda.

FRATERNITIES

ALPHA PHI ALPHA (ΑΦΑ)

814 W. Third Avenue

Flint, MI 48504 • (989) 928-0970

www.alphaphialpha.net

BETA THETA PI (ΒΘΠ)

c/o Office of Greek Life

Kettering University

1700 W. Third Ave.

Flint, MI 48504 (810)762-9743

www.betathetapi.org

DELTA CHI (ΔΧ)

1421 W. Third Ave.

Flint, MI 48504 • (810) 244-1300

www.deltachi.org

DELTA TAU DELTA (ΔΤΔ)

1210 Dupont St.

Flint, MI 48504 • (810) 232-0760

www.delts.org

LAMBDA CHI ALPHA (ΛΧΑ)

2801 Sunset Drive

Flint, MI 48503 • (810) 232-9155

www.lambdachi.org

PHI DELTA THETA (ΦΔΘ)

1160 Dupont St.

Flint, MI 48504 • (810) 239-2186

www.phideltatheta.org

PHI GAMMA DELTA (ΦΓΔ)

1702 Flushing Rd.

Flint, MI 48504 • (810) 232-9174

www.phigam.org

PI KAPPA ALPHA (ΠΚΑ)

1484 N. Linden Rd.

Flint, MI 48504 • (810) 732-4830

www.pikes.org

SIGMA ALPHA EPSILON (ΣΑΕ)

G-3206 Beecher Rd.

Flint, MI 48532 • (810) 732-7791

www.sae.net

SIGMA CHI (ΣΧ)

704 E. Main St.

Flushing, MI 48433 • (810) 659-4557

www.sigmachi.org

SIGMA NU (ΣΝ)

1570 Flushing Rd.

Flushing, MI 48433 • (810) 659-5657

www.sigmanu.org

THETA XI (ΘΞ)

2829 Sunset Dr.

Flint, MI 48503 • (810) 234-4625

www.thetaxi.org

SORORITIES

ALPHA KAPPA ALPHA (AKA)

c/o Office of Greek Life

Kettering University

1700 W. Third Ave.

Flint, MI 48504 (810)762-9743

www.AKA1908.com

ALPHA SIGMA ALPHA (ΑΣΑ)

Delta Nu Chapter

924 E 6th St.

Flint, MI 48503 (810) 760-9450

www.alphasigmaalpha.org

ALPHA PHI (ΑΦ)

(A-Section Only)

Office of Greek Life

Kettering University

1700 W. Third Ave.

Flint, MI 48504 (810)762-9743

www.alphaphi.org

ALPHA GAMMA DELTA (ΑΓΔ)

(B-Section Only)

Office of Greek Life

Kettering University

1700 W. Third Ave.

Flint, MI 48504 (810)762-9743

www.alphagammadelta.org

BETA SIGMA PHI (ΒΣΦ)

(B-Section Only)

c/o Office of Greek Life

1700 W. Third Ave.

Flint, MI 48504 (810) 762-9743

www.betasigmaphi.org

DELTA SIGMA THETA ($\Delta\Sigma\Theta$)

P.O. Box 263

Flint, MI 48501-263

www.deltasigmatheta.org

STUDENT CIVIC ENGAGEMENT CENTER (SCEC)

1-335 Academic Building, (810) 762-5810

The Student Civic Engagement Center (SCEC) is home to the community service, service-learning, philanthropic and volunteer organizations on campus. These include: Engineers Without Borders (EWB), Green Engineering Organization (GEO), realSERVICE and Up 'til Dawn (UTD). The center also serves as the communications hub for volunteer requests and community outreach opportunities. Kettering students facilitate the center under the direction of the Student Life office. For more information about the SCEC or to learn more about community service on campus, please visit www.Kettering.edu/communityservice

KAGLE LEADERSHIP INITIATIVES

Cristina Reed, Director

Virginia Hill, Coordinator

3-100 Campus Center, (810) 762-9584

The Kagle Leadership Initiatives (formerly known as the Kagle Mentoring Program) is the new umbrella organization encompassing mentoring, tutoring, pre-college, community advocacy and leadership. Our goal is to provide comprehensive programming for the students and family of the Flint community. We recruit the support of interested Kettering University students to create the link that binds us to the community. Some of the programs include:

- Community tutoring - free academic support to local students (K-16) during their academic school.
- Workshops/seminars for high school students and parents
- Community service projects with various age groups
- Mentoring pre-college participants

Kettering students facilitate the movement of this program through their enthusiasm, creativity and sincere efforts to be positive role models. For more information about the program, qualifications and application, please visit the website at www.kettering.edu/kagle.

OFFICE OF MULTICULTURAL STUDENT INITIATIVES

Dwight Tavada, Director of Multicultural Student Initiatives

L.B. McCune, Associate Director

Ricky D. Brown, Director, Pre-College Programs

Stephanie Jones, Associate Director, Pre-College Programs

Nadia Gilbert, Administrative Assistant

3-300 Campus Center, (810) 762-9825

The overall goal of the Office of Multicultural Student Initiatives is to improve the quality of life for multicultural students at Kettering University. Our mission is to:

- **insure** that multicultural students are fully prepared to successfully matriculate within the Kettering University curriculum and environment;
- **provide** academic support services for multicultural students that will insure their retention and graduation;
- **increase** the pool of multicultural students qualified to pursue math, science, management or engineering degrees by providing quality pre-college programs;
- **work** with administrations, staff and faculty to create an environment which reflects the diversity of our society;
- **initiate** and implement special activities and events geared toward creating positive self-imagining and professional development skills for multicultural students

NEW STUDENT ORIENTATION - COMPASS (CAMPUS ORIENTATION MEETINGS TO PREPARE FOR ACADEMIC & SOCIAL SUCCESS)

Deborah Stewart, Director of Orientation and Special Programs

3-100 Campus Center, (810) 762-9679

Orientation is an opportunity for new students to become acclimated to the university academically and socially. All new students are required to participate in orientation which is held four days prior to the first day of class during the summer and fall terms and on the Friday before the first day of class during the winter and spring terms. We strive to provide all incoming students an orientation experience that nurtures student success and development through empowerment, knowledge and engagement. Leadership opportunities are available for upperclass students selected to assist in planning and facilitating orientation programming.

RECREATION SERVICES

Mike Schaal, Interim Director of Recreation Services

Linda Dvorscak, Administrative Coordinator

Recreation Center, (810) 762-9732 (9-REC)

Recreation Services provides facilities and programs to meet the recreational interests of the Kettering University community which includes students, faculty, staff, alumni and their immediate families. Opportunities exist to practice and learn skills which lead to a healthy and satisfying life style. Numerous competitive and cooperative activities provide an ideal environment to test one's skills and value system. Specific attention is devoted to addressing students' needs and balancing the academic rigor for which Kettering University is known.

Recreation Service programs and facilities are rooted in student ability and desire. Students are employed to operate facilities and conduct programs. Kettering University students use the recreational opportunities as a stress release mechanism and as a means to fitness.

Connie & Jim John Recreation Center

The Recreation Center opened in August of 1995. It features an open multi-sports forum with both wood and synthetic flooring. It includes five volleyball courts or four basketball courts or two tennis courts. This area is also used for indoor soccer, the semi-annual graduation ceremonies, and the First Robotics competition. Other amenities include: three racquetball/wallyball courts; one squash court; a 1/8 mile suspended jogging track; locker rooms; steam rooms; 25 yard six-lane pool; spa; group exercise room; fitness room with exercise equipment; weight room featuring Cybex equipment; equipment issue area; Student Lounge, Sargent Alumni Lounge and professional staff offices. The facility is used for formal recreational sports programs (intramurals), informal recreation activities,

fitness programs and other Kettering University events. Reservations and drop-in play are accommodated.

A publication entitled *Recreation Center Guidelines* is published annually to aid members in the use of the facilities and more fully explains services and amenities provided. It can be accessed on line at www.kettering.edu/recservices. A validated Kettering University ID card is required for access to the Recreation Center.

Kettering Park

The 25 acre park is used for intramural sports, sport clubs and informal activity. The rectangular portion of the complex includes either 2 soccer fields or 4 flag football fields or a lacrosse field, and is lit by Musco Lighting. Softball can be played on 4 fields, complete with backstops and crushed limestone infields. The park also provides students, faculty and staff with the opportunity to utilize the .62 mile crushed limestone walking/jogging path, McKeachie picnic pavilion, two sand volleyball courts and a synthetic golf green.

STUDENT ACTIVITIES AND INTRAMURAL SPORTS

Mike Schaal, Director of Student Activities

Megan Rodriguez, Administrative Assistant

3-120 Campus Center, (810) 762-9871

The Student Activities Office serves as a resource for student organizations at Kettering University. The office staff assists student leaders and coordinates the development and implementation of programs which enrich student life and enhance the academic experience at Kettering University.

A variety of traditional and non-traditional intramural sports are offered. These activities are offered in competitive and recreational league formats as well as men's, women's and co-ed divisions. The sports are intended to provide social interaction through friendly competition.

Intramural sports are funded by student government and administrated by Recreation Services' staff. Athletic Council (one of the councils overseen by the Operations Council) serves in a student advisory role to the Intramural Sports Program. Members of Athletic Council gain valuable leadership skills in a number of managerial areas, such as time management, event management and promotions. Opportunities for employment as sport supervisors and officials are often available.

Intramural Sports

A Section Summer

Crim Festival of Races

Joints in Motion Race

Golf

Women's Volleyball

Flag Football

Sand Volleyball

Softball

Soccer

B-Section Fall

Basketball

Billiards

A-Section Winter

Basketball

Indoor Soccer

Billiards

Racquetball

Volleyball

Wiffleball Home Run Derby

Innertube Water Polo

Tennis

Bowling

B-Section Spring

Bowling

Golf

Flag Football	Outdoor Soccer
Indoor Soccer	Sand Volleyball
Racquetball	Softball
Dodgeball	Innertube Water Polo
Table Tennis	Volleyball
Tennis	Wiffleball Home Run Derby

STUDENT GOVERNMENT

Student Senate

The Student Senate is the elected representative branch of the student government. The Student Senate's purpose is to act as a liaison between students and administration, to evaluate student interests and needs, to establish guidelines and policies to serve these needs, to review and approve the operating budget and to keep the student body informed. Also, the Student Senate appoints the Director of Operations, the Treasurer, the Director of Academic Affairs and approves any constitutional changes.

The Student Senate is comprised of a President, Vice President, two Representatives from each class, one Minority Representative, and an Administrator. If you have any questions or concerns, contact a member of the Student Senate or Student Life. The Student Senate has weekly meetings at 12:15 on Wednesday's in the Student Government Offices, 3rd floor of the Campus Center.

Student Government Elections

Student Government holds its elections during the eighth or ninth week of the first semester of each school year. The term of office for all elected positions runs from January to December.

To be listed on the election ballot, each candidate must submit a petition containing the signatures of 10% of the students eligible to vote for the position they seek. Each candidate must also not be on academic probation. The following positions are part of student senate: President, Vice-President, Administrator, two Multicultural Student Representatives and two Representatives from each class.

Please see the KSG Constitution for information on eligibility to run for election and eligibility to vote for a candidate. Copies are available in Student Activities.

Each year the Election Committee sets the dates for petitions to be submitted, a mandatory candidates' meeting, a presidential debate (if one is to be held), and the election day. This information is available in the Student Activities Office (3-120 CC) and is publicized through *The Technician* (the student newspaper) and Blackboard.

Finance Council

The Finance Council monitors all budgets, controls the capital equipment fund, and oversees the capital equipment inventory for student government. The Council is chaired by the Treasurer. The Treasurer interviews and appoints the new Finance Council during the winter or spring terms starting as early as fifth week. The term of office for this Council runs from July until June. Look for signs or contact the Student Activities Office for more information.

Operations Council

Operations Council (OC) plays a major role in the student government organizational structure. One of the main functions that OC performs is the equitable distribution of the student activity fee. The Operations Council encompasses a set of councils which organize and oversee the athletic and non-athletic clubs, major campus social events, the school paper, yearbook, and the recreational sports program.

OC is chaired by the Director of Operations (DO), who interviews and appoints his/her new council after 5th week of the winter/spring term. The term of office for this Council runs from July until June. For those looking for opportunities to get involved, OC has

several areas in need of volunteers.

Academic Council

Academic Council (AC) serves as Student Government's primary channel of lobbying for student interest in academic matters. A few of the main objectives for AC are to create and evaluate proposals pertaining to University policies and practices, investigate issues concerning academic quality for students of the University, and recommend the approval of resolutions and specific courses of action concerning academic affairs.

Academic Council is chaired by the Director of Academic Affairs (DDA), who interviews and appoints his/her new council after 5th week of winter/spring term. The term of office for this Council runs from July until June.

Meeting times for student clubs and councils vary from term to term. Contact the Student Activities Office for information or check the University-wide calendar.

Budget Allocations

The student activity fee is controlled entirely by student government. Allocations are made at the end of each term for the following term. The budget pays for movies, major events, recreational sports, the yearbook, student newspaper, clubs, comedians, and equipment. A small percentage of this money is invested to fund large events in the future. Most of the events held throughout the year are at no additional cost to students, with the exception of more costly special-interest activities.

In the second half of each term, a budgeting committee develops a budget that supports the programs and activities for the following term. This budget is approved by the Student Senate. Surplus money not spent at the end of the budget year is transferred into a capital equipment fund, which is used for the purchase of capital equipment.

RECOGNIZED CLUBS AND CAMPUS ORGANIZATIONS

Aeronautics & Astronautics (B-Section only)

Anime Club (A-Section only)

Aquaneers

- Scuba diving club

Asian American Association

Basketball Club

Black Unity Congress

- Organizes activities to unify, stimulate, and educate students about African-American awareness and other cultures.

Cliffhangers/Rock Climbing

Dance Club

- Learn swing dancing or salsa. No experience or partner required.

Fencing Club

Firebirds

- Automotive enthusiasts can participate in shows and competitive events and have access to tools, instruction and facilities.

First Robotics Club (B-Section only)

- The purpose of the club is to be an organization for FIRST Scholarship winners, FIRST alumni and current team mentors.

Frisbee Club (B-Section only)

Gaming Society

- The Gaming Society holds various matches/tournaments each semester. (A-Section only)

Golf

- Provides opportunities to learn to golf or improve skills. Events include trips to the driving range and an annual golf outing

GMTE Players (B-Section only)

Green Engineers Organization

Grill Club (B-Section only)

Hockey Club

India Student Association

International Club

- The International Club invites you to learn about history, world views, and culture in a fun and comfortable environment.

Karate Club

Kettering ALLIES (A-Section only)

- A support group for Gay, Lesbian, Bisexual, Transgender and questioning students and their friends. GLBT staff and others on campus are always invited to attend events and meetings. ALLIES is about support, help, friendship, caring and most valuably knowing someone to turn to.

Kettering Investment Group (A-Section only)

Lacrosse Club

Laser Tag (A-Section only)

Movie Club (A-Section only)

Muslim Student Association (B-Section only)

Mudboggers/Off-Road Club

- Off-road enthusiasts club promoting responsible four-wheeling and participation in trips to various off-road venues.

Organization of Pre-Med Students (B-Section only)

Outdoors Club

- Promotes outdoor activities, the love of nature, and sportsmanship. (Club activities primarily consist of trips such as skiing, rock climbing, horseback riding, white-water rafting, and canoeing trips.)

Paintball Club

Physics Club (A-Section only)

realSERVICE (A-Section only)

- Community Service Organization

Religious Organizations

The city of Flint has many local churches and synagogues where students are always welcome.

- **Kettering University CRU** is an interdenominational group that offers students a chance to grow and mature as Christians through a variety of campus activities. (B-Section only)
- **Campus Crusade for Christ (A-Section only)**

Reflector

- The Reflector is the student-produced Kettering University yearbook.

Running Club (B-Section only)

Soccer Club

Technician

- The student-produced Kettering University newspaper.

Trap & Skeet Club

- The Trap & Skeet Club exists to promote the sport of competitive shooting. (A-Section only)

WKUF

- WKUF is Kettering's low-power FM campus/community radio station with programs by students, staff and community members. WKUF plays a wide variety of music. Check us out at WKUF 94.3.

Women's Resource Center

- The Clara Elizabeth Davidson Women's Resource Center (WRC) hosts a variety of seminars for the entire Kettering community. Some are designed to address the particular issues challenging women in engineering and technology; others promote personal well-being.

Wrestling Club

ACADEMIC AND LEADERSHIP HONORS

Kettering University has developed a number of academic and activity honors and honor societies. All of these have been established to credit students with outstanding achievement.

The Dean's List recognizes overall academic performance based upon the student's weighted grade average during the academic term. To be eligible for the Dean's List, students must satisfy the following requirements: minimum term GPA of 3.5, no grades below B, and have a minimum of 16 earned credits for the term.

Provost's Achievement List recognizes improvement in academic performance from one academic term to another. To be eligible students must be in the top 10% of those students showing academic improvement. They must have completed a minimum of three semesters, have a cumulative GPA greater than or equal to 2.0, and have a minimum of 16 earned hours for the term.

President's Medal is a recognition given to graduating seniors who excel in scholarship, professionalism on the job, academics, and involvement in the Kettering University community. Students are nominated by employers, faculty, and staff and are selected by a committee appointed by the President of the University. The number of awards given is at the discretion of the President, but generally will not exceed two percent of the graduating class.

Sobey Scholars are engineering students selected as members in both Tau Beta Pi and Robots, and Management students who are selected as members in both Sigma Alpha Chi and Robots. The scholars are recipients of the Albert Sobey Memorial Award. This award is made annually in memory of Albert Sobey, the founder and first president of Kettering University.

SCHOLASTIC AND LEADERSHIP HONOR SOCIETIES

Eligibility for membership in these organizations is determined by a service and/or grade point requirement.

Alpha Pi Mu is the national Industrial Engineering honor society. The members of Alpha Pi Mu work responsibly to further the ideals and aims of the engineering profession. The eligibility of industrial engineering students is based upon superior scholarship and character of a fiduciary nature. (Faculty Advisor – Terri Lynch-Caris)

Delta Epsilon Chi is a national organization promoting leadership and career development among those students who are interested in business management. Activities include preparing development conferences at both the state and national level. At the conferences, students participate in competitive events in General Marketing, Financial Services, Human Resources, International Marketing, Marketing Management, Merchand-

dising, Industrial Marketing, Entrepreneurship, and Sales by solving case studies, preparing written plans, taking written exams, and participating in role plays, quiz bowls, and executive interviews. (Faculty Advisor - Karen Cayo)

Eta Kappa Nu Association is a national Electrical Engineering honor society and has its Theta Epsilon chapter at Kettering University. Electrical Engineering students in the top quarter of their class are eligible after their junior year. Students ranking in the top third of their class are eligible after they become degree seniors. (Faculty Advisor – David Foster)

Gamma Sigma Alpha of the Delta Zeta chapter recognizes those fraternity men and sorority women who have consistently excelled in the area of Academic Excellence. This prestigious honor society serves as a beacon for all Greeks to strive for academic success and encourages the pursuit of higher knowledge amongst all students at Kettering. (Advisor – Robert Marias)

Kappa Mu Epsilon (KME) National Mathematics Honor Society is the Michigan Epsilon Chapter. KME was founded to promote the interest of mathematics among undergraduate students. This is fostered by activities such as outside speakers, films, student presentations, and participation in events such as National Mathematics Awareness Week. (Faculty Sponsor - Ruben Hayrapetyan/A-Section and Ada Cheng/B-Section)

Leadership Fellow is a student leadership endowment established by recent graduates recognizing aspiring student leaders. (Advisor – Mike Schaal)

Order of the Engineer fosters spirit of pride and responsibility in professional engineers. (Faculty Advisors – Charles V. White and Richard Dippery)

Order of Omega: The Eta Eta Chapter of the Order of Omega recognizes those fraternity men and sorority women who have attained a high standard of leadership. (Advisor - Robert Marias)

Phi Eta Sigma is a National Freshman Honor Society. To become a lifetime member of this national honor society, a student must qualify during one of the two freshman semesters. Normally, about 5 percent of the class will achieve this scholastic honor. (Faculty/Staff Advisors – Reg Bell, Jackie El-Sayed and Julie Simmons)

Pi Tau Sigma is a national mechanical engineering honor society. Member selection is based on scholarship, leadership and probable future success in mechanical engineering from the top-ranked junior and senior students. Scholarship opportunities are available. (Faculty Advisors - Raghu Echempati & Arnaldo Mazzei)

Professional Leadership Honor Society is an organization comprised of upperclassmen who have demonstrated leadership potential as evaluated by the management of their co-op employer. All members are appointed for one academic year. Activities consist of lunch and dinner meetings each year. Speakers are leading executives in industry and business. (Advisors - Caron Wilson and Darren Heartwell)

Rho Lambda is the International Panhellenic Leadership Recognition Society. It honors Panhellenic women who exhibit the highest qualities of leadership and service within their sororities and the Kettering University community. These women foster the ideals and principles of the Panhellenic system throughout their years of sorority affiliation. (Advisor - Robert Marias)

The Robots Society was organized in 1928 for the purpose of giving recognition to those students who have demonstrated outstanding leadership in co-curricular activities. Scholastic standing is an added criterion for election. (Advisor - Bob Nichols)

Sigma Alpha Chi is a scholastic honor society founded in 1970 for the purpose of recognizing high scholarship among management students. (Faculty/Staff Advisors – Karen Cayo, Tyanna Lange)

Sigma Phi Iota was founded to recognize students for their time, effort, and responsibility.

ity in extra-curricular activities. In addition to recognizing student leaders, Sigma Phi Iota recognizes dedicated students who work hard at making student organizations a success. Sigma Phi Iota complements academic honor societies by focusing on participation and allows any student in good academic standing to be qualified as a potential candidate. (Advisor - Mike Schaal)

Sigma Pi Sigma is a national honor society which exists to honor outstanding scholarship in physics; to encourage interest in physics among students at all levels; to promote an attitude of service of its members towards their fellow students, colleagues, and the public; and to provide a fellowship of persons who have excelled in physics. This honor society is not just for physics majors - any student who has completed at least four physics courses, has a WAG of at least 85, and ranks in the top third of their class is eligible. (Faculty Advisor - Dan Russell)

Tau Beta Pi, a national engineering honor society, has its Michigan Zeta chapter at Kettering University. This association offers appropriate recognition to undergraduate engineering students for distinguished scholarship and exemplary character. (Faculty Advisors – Mark Thompson and Mark Wicks)

Upsilon Pi Epsilon is an international computer science honor society and has its Michigan Epsilon chapter at Kettering. Its mission is to recognize academic excellence in computer science. Students qualify for membership as seniors by being in the top third of computer science majors in their graduating class and having an overall GPA of 3.5/4.0. (Faculty Advisor – Jim Huggins)

PROFESSIONAL SOCIETIES

American Institute of Aeronautics & Astronautics

(Faculty Advisor – David Benson)

American Marketing Association

(Faculty Advisor - Karen Cayo)

American Society of Heating, Refrigeration and Air-conditioning Engineers

(Faculty Advisor – Homayun Navaz)

American Society of Mechanical Engineers (Scholarship opportunities are available.)

(Faculty Advisors - Raghu Echempati & Yaomin Dong)

Institute of Electrical and Electronics Engineers

(Faculty Advisor - Mark Wicks)

Institute of Industrial Engineers

(Faculty Advisor – Terri Lynch-Caris)

National Society of Black Engineers

(Staff Advisor - L.B. McCune)

Society of Plastics Engineers

(Faculty Advisors – Carl Aronson and Jackie El-Sayed)

Society of Physics Students (SPS)

(Faculty Advisor - Dan Russell)

Society of Automotive Engineers

(Faculty Advisor - Craig Hoff)

Society of Hispanic Professional Engineers (Staff Advisor - L.B. McCune)

Society of Manufacturing Engineers

(Faculty Advisor - TBD)

Society of Women Engineers

(Advisors - Jackie El-Sayed and Betsy Homsher)

Student Alumni Council is a group of students guided by the Alumni Association Board of Directors. The goal of the council is to provide opportunities for alumni to remain in contact with Kettering University and to prepare students for their future roles as loyal and interested alumni. SAC promotes interaction between alumni and students through various activities. Admittance by application. (Advisor – Debra Schnettler)

POLICIES AND RESOURCES FOR RECOGNIZED CLUBS & ORGANIZATIONS

Audio Visual Services

1-217 Academic Building

(810) 762-5323 or (810) 762-9590

A variety of audio visual equipment is available for student organization use. Equipment such as televisions, VCR's, DVD players, movie screens, tape recorders, overhead projectors and other similar items may be borrowed. Equipment requests must be approved by the Student Activities Office. A/V equipment for class presentations must be obtained from the academic department involved. **At least 24-hours notice** is required for borrowing equipment. For big events where large amounts of audio visual equipment are needed, more than 24-hours notice is required.

University-Wide Calendar

Deena Hosmer, Web Content Administrator

4-921 CC, (810-762-9885)

A University-wide Calendar is available for student organizations to use for advertising events and meetings.

Guidelines for Students Posting Calendar Items

1. Events posted to the university-wide calendar must be sponsored by a university department, a registered student group or student government.
2. Events posted to the university-wide calendar must be in accordance with any and all relevant Kettering policies such as the Acceptable Use Policy and Student Handbook.
3. Events must be posted at least three (3) business days in advance of the actual event.
4. The events calendar manager(s), as directed by the Chief Public Relations Officer, reserve the right to delete and/or edit events that do not meet the above-mentioned guidelines, or that violate university regulations or local, state or federal laws.

Copier

A copier is located in the Student Activities Office (3-120 CC) and is available for Student Government recognized student organization's official business copying only.

Printing Services

Kevin Kingsbury, Supervisor

1-706 AB, (810) 762-9761

On-campus printing of brochures, pamphlets, and flyers is available to student organizations. Contact Student Activities for more information.

Posting Policies

Campus Center

- First floor Student Lounge bulletin board
- Great Court on portable board for general use.

Academic Building

- Bulletin boards in front of the Library for general use.

- First level near tunnel entrance-posters only
- Second level student lounges
- Second level top of ramp between IMSE and ECE-posters only
- Third level across from Honor Society display

Tunnel (between the AB and CC), hallways and walls-Student Government elections ONLY. (Refer to Elections Posting Guidelines in the Student Activities Office.)

One poster or flyer is permitted per designated posting area (14" x 22" is the largest size to be posted). To display an oversized poster larger than 14" x 22", but not to exceed 36" x 36", a tripod stand will be required for the designated area available through audio visual with an approved A/V request form. A poster-making machine is located in the Student Activities Office. A staff member will provide assistance with making posters. Stands are available through the Audio Visual Department. Forms are available in Student Activities Office to reserve one. **No items from any source may be posted on glass or stainless steel surfaces. Postings may be hung only with blue tape.**

Thompson Hall

All material intended for public posting must be approved by the Office of Residence Life before distribution. Bulletin boards are available throughout the residence hall for the posting of notices. Residence Life staff alone may use these areas as needed. Individuals or organizations seeking to have items posted in the hall must submit them to the front desk for approval by the Director or Assistant Director of Residence Life and subsequent distribution to the staff for posting. The posting of notices external to Thompson Hall on anything other than provided bulletin boards is generally prohibited. Public bulletin boards are available for public posting on the first floor at the mailroom and on the second floor at the building main entrance. Items posted on these public boards must have approval from the Student Activities Office.

Recreation Center

Controlled by Recreation Center staff. Obtain approval from the front desk.

Department Posting Areas

Posters must be approved by Department Chairperson.

Posting of material is permitted ONLY in the above locations. Outside posting of material on buildings, poles, and windshields is not permitted.

Procedure:

1. Student organizations are required to submit posters to the Student Activities staff (3-120 CC) to receive the stamp of approval. All posted material must have a posting stamp of approval prior to posting.
2. All other types of promotion (banners, posters larger than designated size, etc.) must be approved by the Student Activities Office on the 3rd floor of the Campus Center.
3. Off-campus events including alcoholic beverages may only be advertised on campus if the event is held at a State of Michigan permanently licensed alcohol facility (i.e., bar, hotel, restaurant). In such cases the mention of alcoholic beverages or pictures of alcohol glasses, bottles, etc. may not be advertised. Use of any other medium of advertisement must be approved by the Office of Student Activities.
4. Want ads and For Sale ads are to be limited to a maximum size of 4" x 6" cards (3" x 5" is preferred) and will be posted for a maximum of 21 days. Indicate posting date of all Sale and Want Ads.
5. Service ads are limited to a maximum of 4" x 6" cards and will be posted for a maximum of 11 weeks.
6. The student organization is responsible for taking down signs and posters no later

than the first school day after the event(s).

7. Any posted materials taken down by a staff member of the Student Activities Office will be recycled.

Policies Governing Posting Banners in the Great Court

(3rd Floor Balcony ONLY, CC)

1. All clubs/organizations will only be allowed ONE banner hanging at a time in the Great Court.
2. All banners must be stamped with the Student Activities date stamp. The length shall be ten (10) ft. above the floor
3. Any club/organization wanting to hang a single banner with general information will have a hanging limit of two weeks.
4. Banners are not to be made double wide or horizontal.
5. Banners may be displayed five school days before the event
6. Student organizations are responsible for removing their banners the next school day after the event takes place.
5. On certain occasions (i.e., Christmas, Commencement, Alumni Day, etc...) the 3rd floor balcony will be reserved for Kettering's use.
6. All banners made on campus are to be made in the Sign-Making Room which is located on the 3rd floor of the Campus Center next to Student Activities.
7. Student Activities staff will monitor all banners on a weekly basis and remove any that do not meet criteria.

If the posting policies are violated, posters will be removed, recycled, and the organization may lose its privilege to post in the future.

Room Scheduling

Recognized student organizations may schedule rooms for meetings and special events to take place during the current section only. Forms will not be accepted until the first day of the section. Rooms cannot be scheduled for individual student use or for study halls.

Procedures

1. Complete the Room Reservation Form available in the Student Activities Office.
2. Obtain approval signature from the Faculty Advisor if it is for a Professional or Honor Society or from Student Activities if it is a KSG recognized club or student organization..
3. Turn the registration form into Room Scheduling, 5-700 CC. (Note: **Submit Room Reservations by 10 a.m. the Thursday preceding the week of the event to be scheduled.**)
4. A copy of the reservation form marked "Confirmation" will be sent to you or given directly to you at the time the reservation has been completed (if time permits).

Rooms & Services Available

1. Academic Building:
Undergraduate Classrooms
12:20 p.m. to 1:20 p.m. (lunch)
5:30 p.m. to 12 a.m. (after classes)
McKinnon Theatre
12:20 p.m. to 1:20 p.m. (lunch)
5:30 p.m. to 12 a.m. (after classes)

*Schedule with Food Service and manager approval.

Use of Kitchen and/or equipment is prohibited.

2. Campus Center:

International Room

Exhibit Area, 5th floor

Room 5-300, 5-200 CC, Room A

*Gold Room, Great Court

*Heritage Rm. North & South

Sunrise Room*

Sunset Room*

BJ's Lounge may be scheduled through Student Activities

3. Dining and Food Services

After completing the room reservation, coffee, meals or snacks may be ordered directly through the Food Service Office located in Room 1-412 Campus Center or at x9861.

Food is not allowed in the following rooms: AB-1-817, 1-819, 2-225, 2-716. Only water and popcorn are allowed in McKinnon Theatre.

4. Set-ups

Turn set-up sheets into Room Scheduling, 5-700-CC. (NOTE: Submit the set-up sheets or diagrams by 10 a.m. the Thursday proceeding the week of the event.) Set ups are to be done by the "set-up crew" only. Please do not re-arrange the furniture. Please Note: The use of confetti, glitter, sand and the burning of candles are prohibited.

STUDENT HOUSING

Antonio Riggs, Director of Residence Life

Fran Webster, Administrative Assistant

2-097 Thompson Hall, (810) 762- 9503

The Office of Residence Life, located in Frances Willson Thompson Hall, works to provide a comfortable living environment within the context of a group living and learning atmosphere. Through student interaction and staff support, every attempt is made to provide information and support services to aid in the students' adjustment to campus life. Throughout the year, programs and activities are provided to help students develop leadership and human-relations skills while providing useful and fun complements to the academic demands of Kettering University. Additionally, special areas and services are provided within the residence hall to make it as much a "home away from home" as possible, including laundry facilities, equipment check out services, TV lounges, spacious front lobby, recreation room and computer labs.

Within the hall are seventeen different living units of students, each staffed with an upper-class Resident Advisor. First-year students are required to live on campus; upper-class students may also live in the residence hall.

Security is a primary goal of the residence hall staff. Building exits are locked and equipped with a card access system making it necessary for students to carry their keys and student I.D. with them at all times. Residents are also encouraged to keep their personal room doors locked when they are out or asleep. Guests over the age of 16 are allowed in the hall and must be registered at the front desk. Failure to comply with building guest policies compromises building and personal security, creating the potential for property and personal loss or disciplinary action.

Detailed information about Thompson Hall and the Residence Life program may be found in the *Guide to Residence Hall Living* or *Guide for New Students*.

OFFICE OF WOMEN STUDENT AFFAIRS

Betsy Homsher, Director, (810) 762-9540

Virginia Hill, Women's Resource Center Coordinator, (810) 762-9873

Deborah Stewart, Program Coordinator, (810) 762-9679

3-100 Campus Center

The Office of Women Student Affairs' mission is to promote our women students' success by cultivating an educational environment that values their contributions and encourages their aspirations. We sponsor programs that help students realize their potential and lead balanced lives. We provide resources and tools necessary for personal, academic, and professional success.

OWSA Programs and Resources:

- Presentations by visiting scientists and engineers
- Society of Women Engineers' chapters
- Resource Library
- Travel Grants
- Sponsorship of Cultural Events
- Women's Resource Center

ZELPHA MCKINNON WELLNESS CENTER

Deborah Williams-Roberts, Director of Wellness Center

Terry Love, Associate Director of Wellness Center

Sue Cook, Office Manager/Medical Assistant

Kathy Schwalbach, LPN

1-700 Campus Center, (810)762-9650

The Student Counseling Services and Health Center has engaged in a collaborative and cooperative relationship to promote and support programs and services designed to address modification and maintenance of successful health behaviors.

Services and programs include:

- Primary health care services
- Health screening
- Mental health assessment and treatment
- Support groups
- Guest speakers and workshops
- News bulletin
- GYN Clinic
- Resource library
- Alcohol prevention program
- Disability services

Confidentiality

The policy of McLaren Regional Medical Center and Kettering University's Wellness Center is that no medical and/or mental health information may be released to or discussed with any party without prior written consent by the patient. All conversations and medical information is kept confidential and protected by Wellness Center personnel.

COUNSELING SERVICES

Counseling Services are available to assist students in their growth and development as individuals. The college years are often stressful, but they can also hold some of the most memorable moments in one's life. The Counseling Services Office staff assists students in having a successful and enjoyable experience at Kettering University. The staff provides a variety of services to address the personal, social, academic, and career concerns of students. Some of these services are:

- Mental Health Evaluation and Treatment
- Personal counseling
- Couple counseling
- Counseling for test anxiety and stress management
- Workshop presentations on a variety of topics: Assertiveness, Dual-Career Relationships, as well as many others

Community Resources

The following agencies provide supplementary health care information:

Genesee County Health Department, 257-3600

Sexually Transmitted Diseases/Venereal Diseases/HIV, Family Planning, Immunization Clinics

YWCA, 310 E. Third Street, Flint, 238-3631

Domestic Violence Safe House, 238-7621

Genesee County Community Mental Health Services, 420 W. Fifth Avenue, Flint, 257-3470

Outpatient counseling for emotionally ill adults and children.

DISABILITY SERVICES

Services and accommodations are available to all students who meet criteria requirements of the Americans with Disability Act (ADA).

Any student in the admissions process or who has been admitted and diagnosed with a physical, health, learning, and/or psychological disability or who suspects they may have one, should be directed to Deborah Williams-Roberts in the Wellness Center. The Wellness Center will be responsible for gathering the appropriate information, documents, and making an assessment of the students' needs on a case-by-case basis. The Wellness Center will then make recommendations for the appropriate services and accommodations necessary to meet the legal requirement set forth by the ADA. These recommendations will be provided to staff and faculty, who may be responsible for providing the recommended services and/or accommodations.

Substance Abuse Prevention Program

Kettering University's intent is to implement, support and enforce a firm drug prevention program for all students. According to media and research findings, the use of illicit drugs and/or the abuse of alcohol can seriously affect the health, safety and welfare of the student. It also poses safety and welfare risks to those who may come into contact with a student or employee using illicit drugs and/or alcohol on Kettering University property. Kettering University does provide referrals for drug and alcohol assessment, treatment or rehabilitation programs.

HEALTH SERVICES

Wellness Center Hours

8:00 a.m. - 5:00 p.m. (M - F)

Physician Hours

1:30 - 4:30 p.m. (M & W)

9:30 - Noon (F)

GYN Clinic is by appointment only.

McLaren Regional Medical Center staffs and operates the Kettering University Health Center. This unique arrangement offers Kettering University students convenient and comprehensive health care services. The Health Center is staffed by a physician, LPN, and a medical assistant. The following services are provided: general medical care, allergy injections, blood pressure and weight monitoring, minor surgical procedures, GYN clinic, wellness information, and physician referrals.

There is no charge for medical services rendered in the Health Center. However, students are responsible for any health care costs incurred from lab tests, x-rays, or services received outside the Wellness Center. For those students in need of crutches, canes, heating pads, or wheel chairs, the Health Center has medical equipment available on loan at no charge. Medical parking passes and elevator keys may also be issued through the Health Center. Please note: charges may be assessed for lost, overdue, or damaged equipment.

Mandatory Health Insurance

The University requires all students to submit proof of health insurance through a third party, The Maksin Group, which validates coverage through their online system at www.maksin.com. Students who fail to provide proof of health insurance each term by the designated deadline date (which will be communicated prior to Summer 2009 term) will automatically be enrolled in Maksin's Student Insurance Program and charged for a six month premium. Students will be required to complete this waiver process twice a year, Summer/Fall and Winter/Spring.

Many students have health insurance through their parents, sponsoring unit, Kettering University, or their own policy. You should carry your health insurance card with you at all times and be familiar with how your plan works and what it covers. If you do not have a card, you should know your insurance company name, policy or contract numbers, and the subscriber's name.

Please Note: Many Health Maintenance Organizations (HMO's) require referrals from your primary physician prior to medical treatment. If you do not follow proper procedures, you may be responsible for unauthorized services rendered.

Canadian students covered by OHIP will be billed directly for medical services rendered outside the Health Center. For reimbursement information contact: Metro-Toronto District of Health -- Out of Province Claims (416) 440-4410.

Mandatory Medical History

Students are required to complete and submit a health history form to the Health Center prior to receiving care. Special attention should be given to the accuracy of the immunization dates. Students must be up to date on their immunizations.

Other Special Services

Referral Clinics: The services of McLaren's Outpatient Clinics (orthopedic, surgical, medical) and sub-specialty clinics (cardiology & gastrointestinal labs) are available when specialized care is necessary. Referrals are made to dentists and podiatrists as needed.

Emergency Care: In case of emergency, students living in the residence hall can call Campus Safety at extension 5555 or by dialing 911. Off-campus students should dial 762-9501. Campus Safety either provides transportation for minor injuries or illnesses, or calls ambulance services when necessary. Emergency care is available to students at McLaren Regional Medical Center. Students should identify themselves as a Kettering University student to facilitate accurate follow-up by the Health Center. Emergency care is also available at other hospital emergency rooms or urgent-care centers in the area.

In-Hospital Care: Students requiring hospitalization at McLaren will be assigned a Patient Representative to answer questions and concerns about their hospitalization.

POLICY ON HUMAN IMMUNODEFICIENCY VIRUS (HIV)/ACQUIRED IMMUNODEFICIENCY SYNDROME (AIDS)

Purpose

In order to assist the University in responding to the medical, legal and ethical questions posed by HIV disease, this policy exists to:

1. Create and maintain an active, on-going educational program that provides accurate, current information, uses reliable up-to-date materials and is both easily accessible and widely available to all members of the university community.
2. Assure that OSHA guidelines are followed to minimize the risk for HIV infection via blood transmission and/or other body fluids.
3. Protect individual rights of confidentiality and freedom from discrimination.

Terms

1. HIV disease is defined as any of the following: HIV positive acute infection, HIV positive asymptomatic, HIV positive symptomatic, or AIDS.
2. HIV - Human Immunodeficiency Virus, the virus believed to cause HIV disease and AIDS.
3. AIDS - Acquired Immune Deficiency Syndrome, the last stage of HIV disease when an HIV-infected person's immune system is at its weakest.

General Guidelines

Current medical information indicates that the HIV is not easily transmitted.

HIV disease is not spread through casual contact but is transmitted only through the exchange of specific body fluids (namely semen, vaginal fluids, breast milk, or blood) during intimate sexual activities, from infected mother to infant, by transfusion of HIV-infected blood or blood products and the shared use of needles contaminated by HIV-infected individuals (injection drug users, including anabolic steroid users).

Rarely, can transmission occur through contact with HIV infected blood such as cuts, nosebleeds, blood spills, menstrual blood, etc. if allowed to enter another person's bloodstream.

There is no current evidence that students or employees who have HIV disease can spread the infection by casual contact. Current knowledge indicates that those with HIV disease do not pose a health risk to other students or employees in an academic setting. The above facts, derived from the best epidemiological data currently available, are the basis for the following guideline:

1. University students, faculty, and staff who have HIV disease will be allowed to perform their usual duties in an unrestricted manner as long as they are physically able.
2. There is no current medical justification for restricting access of students or employees with HIV disease to classrooms, residence halls, library, student lounges, theaters, cafeterias, snack bars, recreational facilities, or any other common area.
3. The university will not require screening for antibodies to HIV for students or employees.
4. Consideration of the existence of positive asymptomatic HIV, chronic symptomatic HIV, or advanced HIV disease (AIDS), will not be part of any admission or employment decision for those applying to attend or work at the university.
5. In order for the institution to be able to offer proper medical care and education, students and employees may voluntarily inform the Director of The Wellness Center and Medical Director, or designee, if they have HIV disease. All information will be

handled in a strictly confidential manner in accordance with procedures and requirements in the institution.

6. Regular medical follow-up for those who have HIV disease is encouraged with their primary provider.
7. Persons known to have HIV disease should receive the measles and rubella vaccination and need not be exempted from any university requirements for those vaccinations.
8. The university must follow OSHA guidelines for the handling of blood, body fluids and used needles/equipment. These safety guidelines apply not only to medical care in the Student Health Center but to all other campus settings where blood and body fluids or blood products are handled. Since the identity of those who may be HIV infected is usually not known, universal precautions must be adopted and implemented wherever blood or body fluids are handled.
9. Guidelines concerning the handling of confidential medical information about students or employees with HIV disease must follow the general standards for maintaining confidentiality; i.e., no specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, parents, or anyone else, except as required by law, without the expressed written permission of the patient in each case. This position, with respect to health records, is supported by an amendment to the Family Education Rights & Privacy Act of 1974. The duty of physicians and other health-care providers to protect the confidentiality of information is superseded by the necessity to protect others only in very specific circumstances.

The number of people in an institution who are aware of the existence and/or identity of students or employees who have HIV disease should be kept to an absolute minimum.

10. Student Health Services observes the Michigan Department of Health Services reporting requirements for communicable diseases, including those relating to newly tested positive for HIV disease.
11. The best, currently-available medical information does not support the existence of a risk to those sharing rooms with infected individuals. It is expected that any student with HIV or AIDS would practice universal precaution when using shared facilities with other students. There may be, in some circumstances, reasonable concern for the health of any student with a weakened immune system, where he/she has HIV disease or another illness, who might be exposed to certain contagious diseases in a close living situation.

On a case-by-case basis the Director of The Wellness Center and Medical Director, or designee, upon consultation with public health authorities as needed, may recommend that an HIV infected student seek special housing arrangements for his/her protection. There is no justification for excluding students with HIV disease from residential housing. Prevention of transmission is best accomplished through the education of students and staff regarding behaviors known to transmit HIV.

12. All health care workers must observe measures and practices such as universal precautions to prevent possible transmission of HIV. Infected individuals must also take responsibility to strictly observe such measures. HIV infected individuals should advise their medical, dental and eye care professionals of their condition, when appropriate, to prevent HIV transmission when seeking regular health care.

Any person with a communicable disease whose personal behavior and/or medical condition poses imminent risk to the campus community will be evaluated on an individual basis by the Wellness Center Medical Director or designee, consistent with university policies, to determine if limitations in contacts, activities or continuation at the university are in the best interest of the student and the university community.

The Wellness Center will provide referrals for testing and HIV/AIDS education. The Wellness Center will also be available to evaluate and counsel on HIV/AIDS-related concerns of students and staff and to coordinate medical care and psychological support for students with HIV disease.

The Office of Disability Services in the Wellness Center is available to provide additional assistance and services for students under provisions of Section 504 of the Rehabilitation Act of 1973 and the American with Disability Act of 1990(ADA).

ADMINISTRATIVE SERVICES

CAMPUS SAFETY

Jim Benford, Chief

Great Court, Campus Center, (810) 762-9501

Emergency from Thompson Hall, 911

Campus Safety is a service organization which exists for the protection of the campus community. Safety Officers are on duty around the clock. Services provided are: locking and unlocking campus buildings; jump starting vehicles with dead batteries on campus; assisting students with accessing laboratories after hours; registering vehicles; responding to campus emergencies; foot and motor patrol; and enforcing parking regulations. An escort service is also provided by Campus Safety; students desiring an escort to a parking lot when leaving a campus building alone can call 762-9501 or stop by the Safety desk located in the Great Court of the Campus Center.

Two Flint Police Officers are contracted by the University to patrol the campus and surrounding area. Officer Mark Peck works 3 p.m. to 11 p.m., and can be contacted by phoning 691.2849. Officer Venette Lott works 7 p.m. to 3 a.m., and can be contacted by phoning 397.1156.

Don't Be Victim/Tips for Avoiding Trouble

- Never leave your door unlocked when leaving or sleeping.
- Don't leave your belongings unattended on campus.
- Report any suspicious activity on campus to Safety at 762-9501.
- Avoid walking or jogging alone at night.
- Walk with friends and use well-lighted and highly-traveled routes whenever possible.
- Do not accept rides from strangers.
- Be aware of your surroundings and the people around you.
- If you feel threatened, go to an open place of business or lighted home. Don't be embarrassed to make a scene; it's better than being mugged or assaulted.
- Do not let any crime go unreported. To report a crime in progress on campus, contact the Kettering University Campus Safety at 762-9501.
- In the event of an emergency off-campus, contact the Flint Police at 911.
- In the case of a serious crime, try to preserve the crime scene so that evidence is not lost or destroyed.
- Assist investigating officers.
- Be willing to sign a complaint and testify in court

Acquaintance Rape

On college campuses, the most prevalent type of sexual assault is acquaintance rape. In acquaintance rape, the attacker can be a friend, relative, spouse, lover, neighbor, co-worker, employer, employee, etc. It is not unusual for acquaintance rape to include

physical force, with or without a weapon. Generally speaking, the closer the relationship with the attacker, the greater the shock for the victim.

Additional Tips

- It is never okay to force yourself on an individual.
- Be aware that “force” can be emotional coercion and intimidation as well as physical force.
- Be aware that alcohol and/or drugs may impair your judgment.
- Remember: NO means NO.

Complaints, questions and concerns regarding sexual assault or harassment should be directed to the Associate Provost for Students Affairs or Director of Counseling.

CRIME AND INCIDENT REPORT FORM

Kettering’s Department of Campus Safety now offers an on-line [Crime and Incident Report Form](#). We encourage you to use this form to report crimes or other incidents that take place on Kettering property and in the surrounding area. We investigate all reported incidents and take appropriate action, as prescribed by applicable laws and Kettering University policies and procedures.

In the event that you are a victim of a crime or vandalism, complete a Campus Safety Crime and Incident Report form at <http://www.kettering.edu/currentstudents/>.

LOST AND FOUND

The lost and found department is handled by Campus Safety. Should an article be lost or found it should be reported to the Safety desk. All lost ID’s are forwarded to the Card Access Office. All inquiries about lost ID’s can be made at the Card Access Office which is located in 2-340 AB at 762-9931.

PARKING REGULATIONS

Vehicle Registration and Identification

Each student must register their vehicle and obtain appropriate identification for parking and operating a vehicle at any time on the Kettering University campus. Any changes in vehicle and/or license number are to be promptly reported to Campus Safety located in the Great Court of the Campus Center.

A color-coded hang tag is issued for each individual. All hang tags must be displayed on the rear-view mirror while the vehicle is parked on Kettering University property. It is the responsibility of the vehicle driver to remove the tag before driving. Motorcycles will be registered and identified by their regular license numbers.

Transfer of a hang tag from one person to another is prohibited. When a vehicle is disposed of, the hang tag must be removed. The person issued the hang tag is responsible for any fines or penalties incurred by use of the permit on campus.

Parking Area Allocations

Lot 1 - Upper lot behind Academic Building, *Students and Employees.*

Lot 2 - Lower lot behind Academic Building, *Employees Only.*

Lot 3 - Lot to the south of Thompson Hall and Rec Center, *Students, Employees and Visitors.*

Lot 4 - Corner of Bluff and Cadillac Streets, closed. No security patrol. Open as parking needs dictate. Contact Campus Safety if needed for special event parking.

CC – Front East of Campus Center, visitors only up to two hours registered at the Campus Safety Desk.

Fleet - South of Campus Center, *Fleet vehicles only.*

Insurance and Licensing

All persons driving in Michigan must have a valid driver's license, vehicle registration, and proof of insurance. All persons parking on Kettering University property are expected to have sufficient insurance to cover any damage and/or theft to their vehicle or loss of property contained within their vehicle. Kettering University is not financially responsible for theft or damage to vehicles parked or operated on Kettering University property.

Overnight Parking

Overnight parking for non-resident students is in lot #3.

Visitor Parking

The parking spaces in front (east side) of the Campus Center are for short-term visitor parking only. The time limit is two hours. Visitor parking for more than two hours is located in Lot #3. All visitors must check in and out at the Campus Safety Desk located in the northeast corner of the Great Court (second floor in the Campus Center).

Visitors may park in the south side of Lot #1 or in Lot #2 if visiting a member of the faculty or staff. The faculty or staff member being visited must phone the Safety Desk (762-9501) as soon as the visitor arrives on campus. The visitor's name, license number, vehicle description, and length of stay should be reported.

Residence Hall Visitors

It is the responsibility of the student being visited to promptly notify Campus Safety of any visitor's vehicle on campus. This can be done by registering the vehicle at the Safety Desk in the Great Court for two hours or all day visitor, or by calling the license plate of the vehicle into the Safety desk if it is parked in Lot #3.

Off-Section Student Parking

Students who are off-section are not allowed to leave vehicles on the campus during the work section. Abandoned vehicles will be impounded at the student's expense. When visiting Kettering University, off-section students may park in areas designated for student parking. Off-section students may park in front of the Campus Center for two hours or less if they register at the Safety Desk.

Roadway Parking

Parking is not permitted on roadways except under supervision of Campus Safety or during unusual conditions as declared by the administration. The "No Parking" areas in front of buildings are fire lanes as required by law. Vehicles parked in roadways may be ticketed and/or towed.

Mechanical Problems

Any vehicle parked illegally or overnight due to mechanical problems must be reported immediately to Campus Safety. Failure to follow this procedure will result in issuance of a ticket and/or towing of the vehicle.

Auto Fluid Disposal

All fluids generated by vehicle maintenance must be properly containerized, labeled, and transported off campus for proper disposal (not dumped on the ground or in a dumpster). Used oil may be properly disposed without charge at any of the Flint locations of Murray's Discount Auto Stores: 3483 W. Pierson Rd. (east of I-75), or 3316 S. Dort Highway (between Atherton and Lippencott).

Violations and Ticketing

The parking violations which result in a vehicle receiving a ticket include the following:

1. Failure to register a vehicle operated on campus.
2. Failure to display parking permit in the manner specified.

3. Parking in an unauthorized lot.
4. Parking in a space designated for handicapped parking without a handicapped permit.
5. Unauthorized standing or parking in restricted locations.
6. Improper parking across yellow lines.
7. Improper parking angle.
8. Parked or backed into angle space indicating driving against traffic flow.
9. Parking and standing in aisles or driving contrary to posted regulations.
10. Falsification or improper use of registration, hang tags, or a temporary pass.
11. Overnight parking in Lots #1 and #2 without authorization from Campus Safety.
12. Parking outside a designated lot or outside a designated space within a lot.
13. Parking on the sidewalk or on the lawn.

Violations and Towing

Vehicles will be towed without prior notification if they are parked in the following areas:

1. Campus fire lanes.
2. Entrances to garage areas.
3. Entrances to service areas.
4. Kettering University Fleet Vehicle Parking Lot.
5. Loading docks.
6. Failure to notify Campus Safety if parked overnight in Lots #1 and #2 during the snow season.

Vehicles may also be towed at the discretion of the Chief of Campus Safety. Towed vehicles will be taken to a private impound lot. The location of the lot may be obtained at the Campus Safety Desk. Kettering University is not responsible for any loss or damage that occurs during towing or during vehicle impound.

Fines

The fine for unauthorized parking in a handicapped space is \$100.00. All other ticket violations result in fines of \$25.00. An additional \$15.00 fee may be assessed against the owner of the unregistered vehicle to cover the cost of a license plate search.

Fines must be appealed within seven days (with the day the ticket was written as the first day) or paid within fourteen days of the violation date. If the ticketed vehicle was properly registered (and the hang tag was properly displayed) at the time of the violation and the fine is paid within fourteen days of the violation date, a \$25.00 fine will be discounted to \$15.00. Fines are payable at the Campus Cashier, located in the Great Court of the Campus Center.

Ticket Appeals

Tickets may be appealed to the Parking Violations Appeals Board. The board is composed of faculty, staff and students. Individuals must submit a written appeal. The appeal must be received by the board within seven days of the date of issuance (the day the ticket is written is considered the first day). The appeal may be dropped off at the Campus Safety Desk or mailed to:

Parking Violations Appeals Board

c/o Chief of Campus Safety

Kettering University

1700 West Third Avenue

Flint, MI 48504-4898

Tickets received by properly registered vehicles under appeal are also subject to the \$10.00 discount if the appeal is denied and the fine is paid within seven days of the Appeal Board decision. However, if the board votes that the sole purpose of the appeal is to delay payment of the fine, the discount will not be applied. All decisions of the Appeals Board are final. No further appeal is possible.

Summary

It is impossible to mark all areas of the campus where parking is prohibited. Parking is definitely prohibited in roadways, driveways, by landscaped islands, sodded areas, sidewalks and walkways, and other areas not specifically set aside for parking. In parking areas that have marked spaces, a vehicle must park in one space only, leaving clear access to adjacent spaces and without blocking driving lanes or creating a hazard for other drivers.

Everyone has the responsibility to abide by the parking regulations. Ignorance of the regulations is not considered a valid excuse for violation. Lack of space is also not considered a valid excuse. Ample parking is available at Kettering University.

FOOD SERVICES

Sodexo Campus Services

Larry Ward, General Manager

1st Floor, Campus Center,

(810) 762-9861

Kettering University has two dining rooms located on the second floor of the Campus Center, the Sunrise and Sunset Dining Rooms.

The Sunset Room is available to everyone on a cash basis when open Monday through Friday. The Sunrise Room is for residents and cash customers. All new students are required to participate in Kettering University's meal plan. You must present your student ID to the cashier at each meal with no exceptions. No allowance is made for missed meals. Absenteeism was taken into consideration when the rates for the board contract were established.

Students on the meal plan are allowed through the food line an unlimited number of times at each meal. You can come back as many times as you like for whatever you choose. Lunch and dinner feature a complete deli bar, three entrees with vegetables, a complete salad bar, desserts and beverages. We request that all food remain in the Sunrise dining room.

Voluntary meal plans are available to Upperclassmen.

Those students needing food service during closed periods - please advise food service and arrangements can be made for you to pick up meals at an additional cost.

Special Diets

Special diets will be provided for you for medical or religious reasons. Please come in and talk to us so that we can plan your diet together. Once your diet is complete, please notify us if you are going to miss a meal.

Sack Lunches

Sack lunches will be provided for work-section students.

ENROLLMENT SERVICES

ADMISSIONS OFFICE

Barb Sosin, Director of Admissions

4-740 Campus Center, (810) 762-7865

**Dawn Bartlett, Assistant Director of Admissions
And Volunteer Coordinator**

4-736 Campus Center, (810) 762-7497

dbartlet@kettering.edu

Volunteer Programs

Kettering University's volunteer programs are a collaboration of University volunteer groups that focus on strategic University initiatives that will enhance recruitment capabilities and student enrollment. Volunteer Programs include the Student Volunteer Program and Student Ambassador Program.

Student Volunteer Program

The Student Volunteer program is available to any Kettering University student interested in being involved with University enrollment initiatives. There are many opportunities for students to participate and assist with recruitment events throughout the year. Students wishing to volunteer should contact the Admissions Office.

Student Ambassador Program

The Student Ambassador program is a prestigious team of current Kettering University students who are committed to recruiting new students through their involvement in University enrollment events, special programs, and various other recruiting initiatives. Students wishing to participate must apply and meet the following program criteria: 1) be in good academic standing, 2) be a Freshman II or higher, and 3) have a co-op employer.

COOPERATIVE EDUCATION AND CAREER SERVICES

Venetia Petteway, Executive Director

4-700 Campus Center, (810) 762-7865

co-op@kettering.edu

The Kettering University Professional Cooperative Education Program combines theory taught in the classroom with the hands-on experience gained in the workplace. It is designed to achieve the educational and career goals of students, in conjunction with meeting the future human resource needs of co-op employers. The mandatory component of the program represents a substantial portion of the academic foundation, and the student's level of responsibility on the job generally increases as they complete advanced course work and move higher in their academic standing.

Because co-op is an academic program, Kettering students are expected to remain with the same employer throughout the entire program, unless special circumstances warrant the approval of reassignment. Students applying for reassignment must meet with their Co-op Manager and prior notification of their current employer is necessary before a new job search process is initiated. Experience has shown that in most cases, it is more advantageous to progress within one organization, than to change from one to another; allowing the student's learning curve to continually increase with greater responsibility over time.

A successful co-op experience depends on the cooperation of Kettering University, the participating employer partner and the student. Each has defined responsibilities and expectations. Carefully following these requirements will help ensure that your co-op experience is the best it can be.

Student

- Works and meets regularly with their Co-op Manager
- Maintains a current resume, attends job skills seminars and applies for co-op positions

- Is accessible and available for interviews with potential co-op employers
- Notifies the Co-op Manager when employment offer is received and accepted
- Completes an evaluation of the co-op experience at the end of each work term
- Meets the academic expectations of the university and the work performance expectations of the co-op employer

Kettering University - Office of Cooperative Education and Career Services

- Serves as a liaison between the employer partner, the student and the university
- Makes suggestions for appropriate co-op positions
- Provides information about Kettering University's academic programs
- Refers resumes and helps with appropriate interview arrangements
- Advises co-op employers on appropriate wages and benefits
- Counsels students on career goals and help match their skills to the employer's need
- Monitors the quality of the co-op work experience

The Co-op Employer Partner

- Provides a work plan for students and appropriate job descriptions for co-op positions
- Works with the Office of Cooperative Education and Career Services to ensure co-op students are enrolled and registered at Kettering University during each work term
- Completes an evaluation of the student's performance at the end of each work term
- Provides alternating work assignments, with an increased level of challenge and responsibility as the student progresses academically
- Provides a work assignment suitable for a Senior Thesis Project

Kettering University students are expected to conduct themselves as mature individuals while on campus and in their work environments, communities, and company sponsored housing. The Code of Student Conduct is applicable for students to uphold the quality and integrity of the co-op program. Questions or concerns should be directed to the Office of Cooperative Education and Career Services located on the 4th floor of the Campus Center Building.

FINANCIAL AID

Diane Bice, Director of Financial Aid

4-100 Campus Center, (810) 762-7859

The Financial Aid Office assists students in identifying all sources of funding to help meet the cost of their education. Financial assistance can consist of student employment, loans and gift aid (federal, state, and/or institutional). The Financial Aid Office strives to prepare the best financial aid package available to allow qualified students to pursue an education at Kettering University. Early application for financial assistance is strongly encouraged.

Financial Aid Application Procedure

In order to be considered for all available aid, submit the Free Application for Federal Student Aid (FAFSA) to the Federal Processor by February 15th. Any additional information requested by the Financial Aid Office should be submitted as quickly as possible. Late filers may lose valuable award dollars.

For complete details on financial aid, stop by or call the office at (810) 762-7859. Also, our Financial Aid brochure is available on our website for detailed information under "Current Student; Financial Aid Office; Financial Aid Brochure."

On-Campus Employment Opportunities

Numerous opportunities to obtain on-campus employment exist at Kettering University.

These opportunities include Federal Work Study (FWS), which is based on financial need and is funded (in part) by the Federal government, Kettering University employment which is available to students not eligible for FWS positions and Michigan Work Study (MWS), available on a limited basis to Michigan residents based on financial need and funded (in part) by the State of Michigan. Typical jobs include office assistant, grader, lab assistant, computer programming assistant, research assistant, and Recreation Center assistants. Most departments have FWS and/or Kettering University employment opportunities. To determine if you are eligible for FWS, you should contact the Financial Aid Office. Job announcements are posted on the On-Campus Job Postings board, located outside the Welcome Center in the Campus Center.

INFORMATION TECHNOLOGY SERVICES

Viola Sprague, Executive Director of Information Technology

Daniel Garcia, Director, Operations

Edward Burger, Director, Applications Systems

810-237-8324 or helpdesk@kettering.edu

EDUCATIONAL SUPPORT SERVICES

The Information Technology (IT) Department is located in the Academic Building (AB), Room 2-340 and the fifth floor of the Campus Center. All students have the privilege of using Kettering IT resources as long as they abide by the Acceptable Use of Information Technology Resources Policy, the Information Resources Policies, Etiquette & Rules and other IT policies as documented. These documents are available on the Information Technology web site located on the www.kettering.edu/it page. Major IT services provided to students are:

Help Desk - The Help Desk is located in the IT Department, 2-340 AB. The Help Desk is available for technical support in relation to our computing resources. The Help Desk is open 8:00 a.m. – 5:00 p.m., Monday through Friday, and can be contacted in person or by phone at 810-237-8324. You may also send e-mail to helpdesk@kettering.edu at any time. The support staff will reply to support requests during normal business hours.

E-mail - All students have the privilege of having a Kettering University e-mail account. The accounts are valid for the duration of each student's enrollment. The Kettering e-mail account is one of the official ways Kettering University faculty and staff communicate to students. Students are responsible for required actions conveyed to them through this communication vehicle whether or not they read the message. Kettering provides each student with 2 GB of e-mail server storage. Therefore, we strongly recommend that students do not auto forward to another e-mail service provider which may have less storage capability, fewer features, and no virus protection. If you would prefer to use another email system as your primary email vehicle contact the help desk for assistance in setting up the link between your primary and Kettering email to allow you to properly receive and reply to Kettering email.

Virus Protection - Free antivirus programs are available to install on your personal windows computers at no additional charge. Instructions may be found on the Blackboard system by logging into Blackboard and going to My Files, Institution Content, IT Information, virus protection for Students. With this and other offerings, it is mandatory to have virus protection installed and running on PCs connecting to the Kettering network. We strongly recommend that all students set up this software to protect their personal

PCs. Any up to date properly licensed or free virus protection software will be acceptable.

Internet Access - Internet access is available through the Kettering University network for business and academic purposes. Faculty, staff and students can now access the Internet, as well as most network resources, using their wireless devices from a majority of campus locations.

Web-Based Student Services - All students have access to a variety of on-line services through their web browser. They can view academic information such as grades, class schedules and transcripts, as well as information about their financial account. They can also have access to view and update addresses, telephone numbers and email addresses to facilitate communication with Kettering University faculty and staff.

Blackboard - Announcements for the University and many of its organizations are posted through the Blackboard System. Many professors utilize Blackboard for course syllabi, homework assignments, and tests. The Student Senate also utilizes Blackboard for election of officers and surveys. To help protect your privacy, security, and confidential information, you must sign-on to Blackboard to access these services.

Multi-media PC - A multi-media workstation is available for all students and is located in the Library and in 3-501AB and 3-503AB. It includes a CD-RW, DVD-Multi drive for reading or writing DVD-R/RW/RAM media, scanner, and color printer. It is available for use during normal Library hours.

Computer Labs - The main computer labs are located in the computer wing on the 3rd floor of the Academic Building. There are over 200 PCs running Windows XP, Linux and 50 workstations running UNIX available for student use. Most PC lab computers have DVD-RWs and keyboards with USB ports for flash drives. Students have 100 MB storage on the network. Most of these are available 24 hours a day, 7 days a week unless otherwise posted.

Information and Help Sheets - Help for accessing the various systems, including the Internet, is available in the IT Department, (2-340 AB) and on the IT web site. The IT web pages contain valuable information to help maximize your use of the Kettering University computing resources.

ID Cards - All students are required to have a picture ID card. This may be obtained at the Card Access Desk located next to the Helpdesk in room 2-340 AB.

Each term these cards are validated with a dated sticker obtained from the Student Accounts office. The I.D. card is considered Kettering University property and should be carried by the owner at all times. When asked by Kettering University employees performing official University functions, a student must present the ID card as validation of Kettering University affiliation. Services may be denied if a validated Kettering University ID card is not presented. Misuse of your or another person's photo ID card may result in immediate suspension of all privileges and result in disciplinary action (see Student Code of Conduct).

Within Kettering University, the validated card is necessary for a variety of services which include library transactions, course drop/adds, requests for transcripts, grades and class rankings, registration, replacement copies of class schedules, checking out laboratory tools or equipment, and freshman dining room. It is also required for cashing personal checks at the Cashier's Office, entry into and checking out equipment for use in the Recreation Center and entry into Thompson Hall and the Academic Building.

If an ID card is lost or damaged, there is a \$20 replacement charge. To obtain a replacement, a check or cash must be presented to either Student Accounts (2-312 CC) or the Cashier's Office (2-210 CC) whereby a receipt will be given for the transaction. Present the receipt to the Card Access Desk (2-340 AB) and a new ID card will be issued. If the card is inoperable as a result of normal use, it will be replaced at no charge. Card owners

must present the inoperable card when requesting replacement.

NOTE: If an error has been made on your ID card or in the event of a name-change, there is no charge for a new ID card. You may go directly to the Card Access Desk for corrections and changes. Office hours are: Monday – Friday 8:00 a.m. – 5:00 p.m.

McKinnon Theatre – McKinnon Theatre is fully equipped with enhanced multi-media equipment for video and audio presentations. Students may schedule events in the theatre by contacting the Student Activities office. You must be trained on the operation of the theatre equipment before you may use the theatre for an event. Contact the Student Activities office to schedule the training.

STUDENT RESOURCES & SERVICES

BUILDING ACCESS

Campus Center

The main doors to the Campus Center are open 24 hours a day, seven days a week. The doors connecting the Residence Hall and Campus Center are open at 6 a.m. and close at 8 p.m. and are closed on weekends.

Academic Building and Mott Building

All outside doors to the Academic Building are open by 8:00 a.m. and close at 5:30 p.m. After 5:30 p.m., obtain access into the AB by using the card readers.

Recreation Building

Please check with the Recreation Assistant at the entry area at 762-9732 for current hours.

Thompson Hall

The TH doors are locked at all times.

CAMPUS BOOKSTORE

2-190 Campus Center, (810) 762-9887

7:30 a.m. – 6 p.m. M & T

7:30 a.m. – 4:30 p.m. W-F

CASHIER

2-210 Campus Center, (810) 762-7803

Hours: 11:30 a.m. - 1:00 p.m. (M & W)

10:00 a.m. - 3:00 p.m. (F)

Personal Check Cashing

A validated ID card is required for cashing personal checks of up to \$150/person/day at the Cashier's Office. Checks up to \$250 may be cashed at the Chase Bank-Corunna Road branch (Corunna Road & Mann Avenue) with a Kettering University ID card and a valid driver's license. If you are a non-customer, the fee to cash a check is \$5.

CHAPLAIN OFFICE

The Office of the Chaplain provides a variety of services to the Kettering community in the areas of spiritual development. Kettering students are encouraged to pursue interests and participation in areas distinct from their formal academic preparation.

Father Martin Field

St. Paul Episcopal Church

(810) 234-8637

Reverend Firestone

St. John Vianney Catholic Church

(810) 235-1812

COPIER INFORMATION

- Copiers are located inside the Library for all students to use. These machines accept copy cards and coins. One machine is located outside the Library entrance. The following is the price breakdown:

Regular copies	\$.10	Transparencies	\$.50
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- A copier is located in the Residence Hall near the front desk. The charge is \$.05 a copy.

Note: Copier prices are subject to change.

EVACUATION CHAIRS

Emergency evacuation chairs have been installed in each building around campus. There are two locations in the Academic Building - the fourth floor landing of the main stairwell in the East Wing (corner of Third and Chevrolet) and the southwest corner of the second floor in the West Wing (corner of Third and Dupont.) In the Campus Center the chair is located on the 5th floor outside the east entrance to the International Room (near Graduate Studies). The third floor of the Recreation Center (next to the elevator) is the location of the fourth chair, and the fifth chair is at the desk in the Residence Hall. Except for the Residence Hall, all the chairs are mounted and have a bright yellow cover. Directions for use are on the yellow cover.

HUMANITIES ART CENTER

4th Floor Academic Building, (810) 762-7827

Hours: 10 a.m. - 3 p.m. Monday - Friday

The Humanities Art Center, funded through individual and corporate donations, provides Kettering and its constituents with a unique cultural resource. Inspired by its founding Director, Emeritus Professor Edward Preville, and with a permanent collection built around numerous works donated by the late Victor Zink, the Center hosts rotating exhibits of painting, sculpture, photographs, and works from other media. Under the Humanities Visiting Artists Program, invited artists lecture and display; student work is also exhibited. As an integral part of the Department of Liberal Studies, department faculty continue to enhance the ability of the Center to expand students' appreciation for the arts.

SCHARCHBURG ARCHIVES

2-800 Campus Center, (810) 762-9890

The Scharchburg Archives was established in 1974 with the acquisition of the William Crapo Durant Collection. Mr. Durant was the founder of General Motors.

Dedicated to the collection and preservation of the papers of people who have created and shaped American industry, the Historical Collection welcomes students, researchers, and other interested people to visit and utilize its unique resources of economic, industrial, and business history.

With the principle focus on private transportation, the Historical Collection is constantly but selectively expanding and includes:

- Business & personal correspondence
- Manuscripts & monographs
- Periodicals & books
- Antique automobile magazines
- Photographs
- Vehicle sales literature
- Company records
- Charles F. Kettering Archives

- GMI Historical Collection

The Collection has high-research potential for those students and scholars whose interest lies in the role played by individuals in shaping American business and industry. The Collection is open daily, and all students are encouraged to use it.

STUDENT MAIL

Student Organization Mail

Mailboxes for all Fraternities, Sororities, clubs and organizations, as well as all Student Government Leaders, are housed in the Student Activities Office 3-120 CC.

First-Year Students

Student mail for all first-year students living in Thompson Hall should be sent to the following address:

Name
Kettering University
Box No. (Number on your room key) and Section (A or B)
Thompson Hall
1700 W. Third Avenue
Flint, MI 48504

Packages that do not fit in a student's Thompson Hall mailbox are held at Shipping and Receiving, 1-217 AB, 810.762.9590.

Returning Students

Students living off-campus must have their first-class mail sent to their local off-campus address or permanent address. Travel expense checks are treated as first-class mail and must be directed to the student's appropriate local address.

POLICIES AND PROCEDURES

ETHICS IN THE UNIVERSITY

The mission of Kettering University rests on the premise of intellectual honesty; in the classroom, the laboratory, the office, and at the examination desk. The very search for knowledge is impaired without a prevailing ethic of honor and integrity in all scholarly, professional, and personal activities. The principles of honor and integrity make it possible for society to place trust in the degrees we confer, the research we produce, the scholarship we present and disseminate, and the critical assessments we make of the performance of students. In order to achieve our goals of preserving, disseminating, and advancing knowledge, Kettering University expects all members of the community to be open to new ideas, to be governed by truthfulness, and to be considerate of the rights of others. We strive to foster these values in all our endeavors and will employ all possible means to discourage dishonest behavior in any form. We hold students accountable for their choices and actions through the Code of Student Conduct, administered by Judicial Affairs.

JUDICIAL AFFAIRS AT KETTERING UNIVERSITY

Judicial Affairs serves and protects Kettering students by encouraging responsible behavior and civic competence. We expect students to develop their characters by exercising self-discipline and taking responsibility for their actions. We also expect students to make themselves aware of the regulations governing them as members of the Kettering community. Judicial Affairs supports the academic mission of the university by promoting student development, fostering a harmonious and stimulating environment, and protecting the well-being of all students.

KETTERING CODE OF STUDENT CONDUCT

The Kettering University Code of Student Conduct represents a body of behavioral standards for all students. These standards are strictly and vigorously enforced by Kettering University to ensure members of this educational community a productive, safe, and equitable environment for growth and development. Kettering University students are expected to conduct themselves as mature individuals while on campus, at home, and in their work-section communities.

Students are expected to comply with all University regulations governing student conduct and the use of University property and facilities. Kettering University has the right to take action and investigate any offense that involves our students, either as victims reporting or students accused of violating the Code of Student Conduct or any federal, state, and/or local laws/ordinances. The Code of Student Conduct extends to students at their places of co-op employment. We expect students to honor their co-op employer's standards for workplace demeanor and may impose our Judicial Affairs procedures upon any student charged by an employer with workplace misconduct.

Conduct for which students may be subject to judicial action falls into, but is not limited to, the following categories:

1. Endangering people or their property.
2. Obstructing the normal functions of Kettering University or a co-op employer.
3. Theft or damage to property, including intellectual property, of Kettering University, a co-op employer, or any individual.
4. Any willful damage to the reputation or psychological well-being of others.
5. Threatening, intimidating, harassing, coercing, or verbally abusing another.
6. Any physical violence directed at any member of the Kettering University community or a co-op employer's.
7. Unauthorized entry to, use of, or occupancy of Kettering University facilities or a co-op employer's.
8. Any dishonesty, cheating, forgery, plagiarism, or alteration of, or misuse of Kettering University documents, records or identification, or a co-op employer's.
9. Computer misuse, while on academic or work term, at the University or at co-op employment, including but not limited to:
 - Theft or other abuse of computer operations.
 - Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - Unauthorized transfer of a file or files.
 - Unauthorized use of another individual's identification and/or password[s].
 - Use of computing facilities to interfere with the work of another student, faculty member, or university official.
 - Use of computing facilities to send obscene or abusive messages.
 - Use of computing facilities to interfere with the normal operation of the University's or a co-op employer's computer system.
10. Violation of applicable public laws while on Kettering University owned property, University or student-sponsored or supervised functions, a co-op employer's owned or controlled property, or at a co-op employer-sponsored or supervised function.
11. Possession or use on campus or at a place of co-op employment of firearms, explosives, explosive fuels, dangerous chemicals or other dangerous weapons, except as specifically authorized by Kettering University or a co-op employer.

12. Use, possession, or distribution of narcotics or controlled substances except as expressly permitted by law.
13. Possession or use of alcohol on Kettering's campus; any underage possession or use of alcohol.
14. Failure to comply with directions of Kettering University or co-op employer officials acting in performance of their duties.
15. Conduct which adversely affects the student's suitability as a member of the Kettering University and/or co-op employment communities.

ACADEMIC INTEGRITY

We believe fairness, openness, and intellectual honesty to be the keystones of our educational mission. We foster these qualities in all our endeavors and use all possible means to discourage dishonesty, in any form. All members of the Kettering community should report academic dishonesty to the appropriate faculty person, as well as to the Associate Provost for Student Life. Academic dishonesty prohibited at Kettering includes, but is not limited to, the following forms.

- Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- Fabrication: Intentional and/or unauthorized falsification or invention of any information or citation in an academic exercise.
- Facilitating Academic Dishonesty: Intentionally or knowingly helping or attempting to help another to engage in academic dishonesty in any form.
- Plagiarism: Intentionally or knowingly representing the words, ideas, or images of another as one's own in any academic exercise.

Students found to have carried out any form of academic dishonesty are subject to the faculty member's scrutiny and sanctions, as well as Judicial Affairs' policies and procedures.

STUDENTS' USE OF TECHNOLOGY

The use of any personal computational or communications devices in the classroom, nor otherwise governed by University or course policies, is subject to the approval of the instructor. This includes, but is not limited to, the use of calculators, computers, personal digital assistants, text pagers, and cell phones. Any use of such devices without the instructor's approval is prohibited. The use of such devices without permission of the instructor may be considered disruptive behavior. Students who persist in such activity may be subject to the University's "Dismissal due to Disruptive Behavior" policy, below.

The use of electronic devices to facilitate an act of academic misconduct, such as cheating or plagiarism, will be considered a violation of the Code of Student Conduct and adjudicated by Judicial Affairs.

We expect students to familiarize themselves with Kettering University's Acceptable Use Policy, posted in the "Student Resources" section of the Information Technology website (<http://www.kettering.edu/it/StudentResources.isp>).

DISMISSAL FROM CLASS DUE TO DISRUPTIVE BEHAVIOR

Whenever an enrolled student's presence or behavior in class disrupts the learning environment and, in the faculty member's opinion, undermines the best interests of the class and/or the student, the faculty member may request in writing (with a copy to the appropriate Department Head) that the student be issued an administrative dismissal. The faculty member should discuss the student's behavior with the Associate Dean of Students and/or her designate, who will meet with the faculty member to discuss the alleged incident. The Associate Dean will also meet with the student to determine possible judicial action after determining whether or not the student's behavior violated the Kettering Code

of Student Conduct. The Associate Dean will either adjudicate the matter herself or refer it for action by a University Board of Student Conduct.

If the dismissal occurs by Friday of seventh week, student will receive a grade of W (withdrawn). If the dismissal occurs after Friday of seventh week, student will receive a grade of 65.

POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES

Alcoholic beverages are not permitted on Kettering University's campus. Any student found on campus to have consumed or to possess alcoholic beverages is subject to disciplinary action. Under the laws of the State of Michigan, a person under 21 years of age may not consume, possess, or purchase alcoholic beverages. Students over 21 may not furnish, sell to, or purchase alcoholic beverages for minors. In the event Kettering's Code of Student Conduct or other student organization's policy on alcohol is violated in connection with a social function on or off campus, the University may impose disciplinary action[s] upon individuals involved, as well as a group, as warranted by the facts and circumstances.

PARENTAL NOTIFICATION OF UNDERAGE CONSUMPTION OF ALCOHOL AND ILLICIT DRUGS

Under the 1998 Congressional Amendment to the Family Educational Rights and Privacy Act of 1974 (FERPA), Kettering University has the right to disclose to parents or legal guardians information about a student's violation of University regulations and policies, and federal, state, and/or local laws governing the use of alcohol and controlled substances. The University will notify parents/legal guardians of alcohol and controlled substance violations if we determine the student has dependent status. The Chief Judicial Officer determines the circumstances under which parental notification takes place.

CRIMINAL SEXUAL CONDUCT

The Criminal Sexual Conduct Statutes of the State of Michigan define sexual assault as a crime involving forced or coerced *sexual penetration* (first and third degree) or sexual contact (second and fourth degree). "Sexual penetration means sexual intercourse, cunnilingus, fellatio, anal intercourse, or any other intrusion, however, slight, of any person's body or of any object into the genital or anal openings of another person's body." The University encourages the reporting of sexual assaults to the appropriate University officials since reporting is the only way the University may take action against an accused assailant. Students may report sexual assault to any University official, including the Dean of Students, Associate Dean of Students, Director of the Wellness Center, Director of Residence Life, or any University official. We encourage students and persons receiving reports of sexual assault to take appropriate steps to preserve evidence that may be necessary to prove criminal sexual assault, as well as to pursue University judicial processes. We also encourage students to notify the appropriate law enforcement authorities whenever a sex offense occurs. Campus authorities will assist students with notification.

Kettering University reserves the right to investigate allegations of criminal sexual conduct against our students, regardless of where the alleged misconduct took place, including on campus, off campus, and/or at Kettering University sponsored events. In investigating and hearing cases of alleged sexual assault, the accuser and the accused shall be entitled to the same opportunities to have others present as during any judicial affairs hearing. Both the accuser and the accused shall be informed of the outcome of a judicial affairs hearing. Students found to have committed criminal sexual misconduct, including acquaintance rape, on or off campus, may receive sanctions up to and including expulsion from the University. Allegations of criminal sexual misconduct committed by any member of the Kettering University community shall be handled through Kettering University procedures applicable to the status of the person accused. Such persons may also be subject to criminal prosecution or other legal actions in the courts.

KETTERING'S POLICIES GOVERNING CAMPUS ORGANIZATIONS, INCLUDING FRATERNITIES AND SORORITIES

The University encourages all students to enrich their collegiate experiences by participating in a variety of campus organizations, including fraternities and sororities. All students who join campus organizations, including Greek ones, should feel comfortable with the knowledge that the University promotes cooperation between organizations, and prohibits hazing which damages individuals, organizations, and the Kettering community.

Hazing is defined as any action or situation, with or without the consent of participants that intentionally or unintentionally endangers the mental and/or physical, safety or health of an individual. This includes, but is not limited to, any situation which meets any of the following criteria for the purpose of admission or initiation into or affiliation with, or as a condition for continued affiliation with any campus organization, including fraternities and sororities:

- Creates a risk of injury to any individual or group
- Produces mental or physical discomfort to any individual or group
- Causes embarrassment to any individual or group
- Involves harassment to any individual or group
- Involves degradation to any individual or group
- Involves humiliation to any individual or group
- Involves ridicule to any individual or group
- Involves or includes the willful destruction or removal of public or private property
- Involves kidnapping a member or potential member of an organization, fraternity, or sorority
- Any act that violates an organization's hazing policies
- Any act that violates federal, state, and/or local laws and ordinances.

Any student with knowledge of hazing should report it immediately to the Associate Dean of Students in the Office of Student Life. Students with knowledge of hazing incidents who fail to report them, may be subject to judicial action.

Kettering student organizations, including fraternities and sororities, are subject to the Code of Student Conduct. Violations will result in judicial actions, which may range from an administrative hearing to a University Board of Student Conduct, at the discretion of the Associate Provost for Student Life or a designated Judicial Officer. Whenever an organization's judicial entity, including Residence Life, Interfraternity Council and Panhellenic Council judicial boards, hears a case, it should forward findings and recommendations to the Associate Dean of Students, who has final responsibility for imposing sanctions. The Office of Student Life has the right to review and/or revoke the recognition of any student organization, fraternity, or sorority, and to impose sanctions on organizations and their members. Possible sanctions include those listed above, as well as:

- A letter of warning, reprimand, or the creation of a disciplinary file
- A period of probation with specified conditions which may include restitution, fines, and/or community service
- Loss of all privileges, including University recognition, either for a specified time or permanently.

The appropriate referring student governing board will be informed of any sanctions issued against a student organization. Organizations have the right to appeal any sanctions. Such an appeal must be made in writing, must specify the grounds for appeal, and be made within five (5) days of receipt of the written decision. An appeal must be directed to the Associate Provost for Student Life who will either hear it, or appoint a judicial

officer to do so. Grounds for appeal might include claims of procedural errors, new evidence, denial of rights, or inappropriately severe punishment. Should the Associate Provost for Student Life choose to grant an appeal, the case will be reviewed and a written decision will be conveyed to the organization indicating whether the sanction[s] shall stand, be modified, or reversed.

JUDICIAL AFFAIRS POLICIES AND PROCEDURES

Members of the Kettering community should contact the Associate Provost for Student Life or the Chief Student Judicial Officer whenever a violation or suspected violation of Kettering's Code of Student Conduct takes place. They will take appropriate measures to investigate each incident and decide how best to proceed: to dismiss the charges, to refer the charge[s] to a designated Judicial Officer, or to refer them to a University Board of Student Conduct (UBSC). If the charges are referred for further action, the Chief Student Judicial Officer will hold a pre-hearing with the accused student[s]. The pre-hearing serves the following purposes:

- To explain Kettering University's judicial process
- To inform the accused of his/her rights accorded through the University's judicial process
- To inform the accused, in writing, of all charges
- To request that the accused write an official response to all charges
- To inform the accused of all available resolution options appropriate to the specific charges.

STUDENT RIGHTS AND RESPONSIBILITIES PROVIDED BY KETTERING'S JUDICIAL AFFAIRS PROCEDURES

Any student accused of any violation of Kettering University's Code of Student Conduct will be extended the following rights and responsibilities:

- Formal, written notification of all charges to be heard at either an Administrative Hearing or a University Board of Student Conduct.
- Right to a timely hearing. The University has the right to establish deadlines for hearing a case, as well as hear a case in a student's absence should s/he fail to appear at the established time and place.
- Opportunity to review the judicial file which will be presented at an Administrative Hearing or University Board of Student Conduct.
- Time to prepare a defense. Students will receive at least 48 hours' notice of the time and place of an Administrative Hearing or University Board of Student Conduct.
- Right to be present at an Administrative Hearing or University Board of Student Conduct.
- Right to have an advisor present at an Administrative Hearing or University Board of Student Conduct. The advisor must be a member of the Kettering University community and may advise the accused student, but may not conduct the student's defense.
- Right to ask questions of any witnesses who appear at an Administrative Hearing or University Board of Student Conduct.
- Right to present defense witnesses whose presences has been requested, in writing, at least 48 hours prior to an Administrative Hearing or University Board of Student Conduct.
- All hearings will be closed. Hearing results will be held in confidence, except that the Associate Provost for Student Affairs may determine that other Kettering University officials ought to be aware of the results, and will inform them.

- Crime victims will be notified of hearing results, in accordance with existing federal, state, and local laws.

Kettering University has the right to request a student return to campus during a work- or off-term in order to expedite a case perceived as serious and pressing in nature.

Students are entitled to the rights afforded by the Family Educational Rights and Privacy Act (FERPA). This act ensures that most communication between a student and the university is considered confidential, and that such information about a student's experience can be shared with the parents of an individual student only under very specific circumstances as defined by federal law. Exceptions are outlined in the University's "FERPA Announcement," which can be found at http://www.kettering.edu/registrar/ferpa_information.asp. All rights accorded a student under this law take effect at the time of enrollment in a post-secondary educational program regardless of the student.

PUBLIC CRIMINAL JUSTICE SYSTEM VERSUS KETTERING UNIVERSITY'S JUDICIAL AFFAIRS PROCESS

Kettering's Judicial Affairs process differs in both purpose and function from the public criminal justice system. The University's process is designed to be educational and to afford students opportunities for personal growth and development. The criminal process is designed primarily to be punitive. Protections afforded the accused are less comprehensive in Kettering's Judicial Affairs process than those extended in the criminal system. The university is not required to follow federal, state, and/or local rules of evidence. Instead, charges against a student need only be proven by "substantial evidence," i.e., such evidence as a reasonable person might accept as adequate to support a conclusion that the offense more likely than not took place. Criminal investigations and/or charges do not hinder or delay the University's responsibility to investigate and adjudicate allegations of student misconduct through Judicial Affairs in a timely fashion.

RESOLUTION OPTIONS

Administrative Hearing

In cases where charges do not appear to merit suspension or expulsion, or in cases which the accused does not contest the charges, the Associate Provost for Student Life may designate an Administrative Hearing Officer (AHO), usually the Chief Student Judicial Officer. The AHO will investigate the case and conduct a hearing with the accused. Administrative Hearings accommodate all those rights and procedures accorded to students by the University's judicial policies. Following the hearing, the AHO will provide the student with written notification of the results of the hearing, as well as information about the appeals process.

University Board of Student Conduct

The Associate Provost for Student Life designates a judicial board, or University Board of Student Conduct (UBSC) whenever charges may result in suspension or expulsion, including all cases involving academic misconduct. In these cases, the Chief Student Judicial Officer of the University chairs the UBSC, comprised of a minimum of three members of the Kettering community and including representatives from faculty, staff, and students. The Chief Student Judicial Officer investigates the charges and prepares the case for presentation to the UBSC. All presentations include resolution options. The UBSC makes recommendations to the Associate Provost for Student Life, who may endorse, alter, or dismiss them.

Other Resolution Options

The Associate Provost for Student Life may, after consultation with the involved parties, provide other avenues of resolution, including mediation and/or conciliation.

Administrative and Judicial Board Hearings Decisions

All decisions will be based only on documents, testimony, and evidence presented at administrative and judicial board hearings.

Judicial Affairs Sanctions

The University has the right to enforce a variety of sanctions upon students who are found to have violated the Code of Student Conduct. They include, but are not limited to, the following:

Creation of a Judicial File

The University applies this sanction whenever the Chief Student Judicial Officer or other hearing officer[s] uphold charges against a student for violating the Kettering Code of Student Conduct, yet it appears that interviews and counseling associated with the pre-hearing and hearing are sufficient to deter further violation. The Chief Student Judicial Officer creates an official file detailing the student's offense.

Judicial Warning

A Judicial Warning consists of a formal, written notice that the student has violated the Code of Student Conduct and that any future violation will result in more serious consequences.

Restitution and/or Fines

When a violation of the Code of Student Conduct results in costs to other students, Kettering University, or others, a student may be required to make restitution and/or pay a fine. The University applies fines to community endeavors.

Community Service

This sanction requires students to contribute a fixed number of hours, without compensation, to benefit the University or the local community. The University retains the right to require that students complete community service with particular organizations it specifies.

Judicial Probation

Judicial probation implies a medial status between good standing at Kettering, and suspension or expulsion. A student on Judicial Probation will be permitted to remain enrolled at Kettering University under certain stated situational conditions, depending on the nature of the violation and the potential learning value that may be derived from such conditions. Usually, Judicial Probation extends over a stated period, during which it is clearly understood that the student is subject to further disciplinary action, including suspension or expulsion, if the student violates the terms of probation or in any way fails to conduct him/herself as a responsible member of the Kettering University community. Judicial Probation serves as a final warning to the student to re-evaluate and modify his/her unacceptable behavior. Students on Judicial Probation will not be allowed to represent the University in any formal manner and may not serve in a student leadership position during the period of probation. Knowledge of a student's Judicial Probation status may be made known to others at the University on a need-to-know basis.

Interim Suspension and/or Altered Privileges

Kettering imposes interim suspension when it appears the accused poses a threat to him/herself or others at the University. It may also be imposed following allegations of sexual or physical assault, drug use and/or distribution, threats of violence, etc.

The Associate Provost for Student Life or designate may alter or suspend the privileges/rights of a student to be present on campus and/or to attend classes for an interim period prior to the resolution of a judicial proceeding. Decisions of this sort will be based upon whether the allegation of misconduct appears reliable and whether the student's continued presence reasonably poses a threat to the physical or emotional condition and/or well-being of any individual, including the accused student's. Interim suspension may also be imposed when the accused student's continued presence appears to disrupt

the University's regular or special functions, or threatens the safety or welfare of university property.

Interim suspension and/or altered privileges remain in effect until a final decision is made on a pending incident. The Associate Provost for Student Life or designate may repeal interim suspension or altered privileges at his/her discretion.

Suspension

Suspension—an involuntary separation of a student from Kettering University—implies and states a time for return to the university. Suspension may extend for a school and/or work term, for a specified period, until a specified date, or until a stated condition is met. A University Board of Conduct may recommend suspension, but only the Associate Provost for Student Life may impose it.

Expulsion

Expulsion—a permanent involuntary separation of a student from Kettering University—may be recommended by a University Board of Conduct, but only the Associate Provost for Student Life may impose it.

Notification of Sanction to Co-Op Employers

The University has the right and responsibility to notify a student's co-op employer whenever the student is found to have violated the Kettering Code of Student Conduct.

RESIDENCE LIFE JUDICIAL AFFAIRS

Students who violate Thompson Hall regulations may be subject to a Residence Life Judicial Board. This board, comprised of students who live in Thompson Hall, has the authority to hear cases, make decisions, and impose sanctions on students who violate the Kettering Code of Student Conduct within the residence hall. Policies and procedures for the Residence Life Judicial Board are described in the University's *Guide to Residence Life* and the *Guide to Residence Life* section in the *Guide for New Students*, published annually. Serious violations, as determined by the Director of Residence Life, will be referred to the Associate Provost for Student Life. These cases typically involve violations of public safety laws and/or activities that have the potential to result in bodily harm. The Associate Provost for Student Life will refer the case to the Chief Judicial Officer, who will conduct a hearing and render a decision, according to the Judicial Affairs procedures outlined below. Some cases may warrant interim suspension. In such cases, the Judicial Officer will make that recommendation to the Associate Provost for Student Life, who has the authority to impose interim suspension. If the Associate Provost for Student Life is not available, authority passes to a designate.

When a violation of the Kettering Code of Student Conduct occurs, a Thompson Hall staff member completes an incident report and issues a pre-hearing notice to the student[s] involved. The incident report will be referred to the Judicial Officer within three (3) days of the occurrence. In some cases, a referral to the Wellness Center may be warranted. If so, students will be required to fulfill all prescriptions recommended by Wellness Center staff, including referrals to outside resources for assessment and/or treatment. (*NOTE: Outside referrals will likely result in expenses that are the student's responsibility.*)

The University's Chief Judicial Officer may impose any of the sanctions available for violations of the Kettering Code of Student Conduct, including suspension and expulsion. An explanation of these sanctions, and students' rights to appeal, are outlined below.

Residence Hall Suspension

Students may be suspended from the residence hall for a specified period of time, following guilty findings for a variety of ethical and/or behavioral breaches of the Code of Student Conduct. Students may be required to meet specified conditions for readmission to the residence hall.

Residence Hall Expulsion

Students may be expelled from the residence hall for a variety of reasons, including serious and/or habitual offenses.

Judicial Affairs Appeals

Any student who has been sanctioned through the Kettering University Judicial Affairs and/or Residence Life Judicial Affairs processes has the right to appeal to the Associate Provost for Student Life. Students who have been suspended or expelled shall have a final appeal to the Provost of Kettering University. All appeals must be made in writing within five (5) working days of notification of the results of the hearing, and must state the grounds upon which the appeal is based.

HARASSMENT & DISCRIMINATION POLICIES

Kettering University expects all students, faculty, and staff to contribute to a productive learning environment by demonstrating behavior that neither interferes with another individual's performance nor creates an intimidating, offensive or hostile environment. The University will not tolerate harassment or discrimination in any forms, regardless of intent and/or the victim's reaction.

HARASSMENT

The University prohibits all sexual harassment and/or offensive conduct, on campus and in students' work section communities. Such conduct includes, but is not limited to, sexual flirtation, touching, verbal or physical advances or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; the display, in the workplace, of sexually suggestive objects or pictures, including nude photographs. Behavior constitutes sexual harassment when it is unwelcome and it interferes with the ability of another person to carry out his/her responsibilities, creates a hostile work environment; or its expression implies that acceptance of the behavior is a condition of course registration, course completion, course evaluation, or employment.

If you believe the words or actions of a University employee or student on campus constitutes unwelcome harassment, take the following steps:

- Inform him or her that his/her actions are unwelcome and the harassing behavior must cease;
- Keep a written record of the details (including time, date, what was said, or what was done)
- Report the discrimination to the Associate Provost for Student Life, the Vice President for Human Resources, other University officials, or via our Non-Academic Grievance Form, available in the Student Life Office, Academic Services, the Wellness Center, Thompson Hall, and online at the Student Life website.

If harassment occurs at your work site, you should report it to your supervisor or the appropriate person as directed by your employee handbook, as well as to your co-op manager. Enlist the counsel of a trusted advisor, if necessary, to report sexual harassment whenever it occurs. The University pledges that all complaints of harassment will be investigated promptly and will pursue a timely resolution, which the appropriate University officials will communicate to the parties involved. We will maintain confidentiality to the extent reasonably possible.

DISCRIMINATION

Kettering University is committed to a policy of nondiscrimination and equal opportunity for all persons, regardless of race, sex (including discrimination based on gender identity and gender expression), sexual orientation, disability, or veteran status in educational programs and events, employment, and admissions. Discrimination includes, but is not

limited to:

- preventing any person from using University facilities or services because of that person's gender, gender identity or gender expression, pregnancy, race, color, national origin or ancestry, disability, sexual orientation, age, religion, veteran status, height, weight or marital status.
- making determinations regarding a person's salary based on gender, gender identity, gender expression, pregnancy, race, color, national origin or ancestry, disability, sexual orientation, age, religion, veteran status, height, weight or marital status.
- denying a person access to an educational program based on that person's gender, gender identity or gender expression, pregnancy, race, color, national origin or ancestry, disability, sexual orientation, age, religion, veteran status, height, weight or marital status.
- instigating or allowing an environment that is unwelcoming or hostile based on a person's gender, gender identity or gender expression, pregnancy, race, color, national origin or ancestry, disability, sexual orientation, age, religion, veteran status, height, weight or marital status.
- denying raises, benefits, promotions, leadership opportunities or performance evaluations on the basis of a person's gender, gender identity or gender expression, pregnancy, race, color, national origin or ancestry, disability, sexual orientation, age, religion, veteran status, height, weight or marital status.

If discrimination takes place at your work site, you should report it to your supervisor or the appropriate person as directed by your employee handbook, as well as to your co-op manager. Enlist the counsel of a trusted advisor, if necessary, to report discrimination whenever it occurs. The University pledges that all complaints of discrimination will be investigated promptly and will pursue a timely resolution, which the appropriate University officials will communicate to the parties involved. We will maintain confidentiality to the extent reasonably possible.

If you believe the words or actions of a University employee or student constitutes discrimination, take the following steps:

- Inform him or her that his/her actions are unwelcome and the discriminating behavior must cease;
- Keep a written record of the details (including time, date, what was said, or what was done)
- Report the discrimination to the Associate Provost for Student Life, the Vice President for Human Resources, other University officials, or via our Non-Academic Grievance Form, available in the Student Life, Academic Services, the Wellness Center, Thompson Hall, and online at the Student Life website.

ENVIRONMENTAL, HEALTH & SAFETY POLICY

The University believes that a successful environmental, health and safety program contributes to the well-being and success of the University. We are committed to providing a safe and healthy environment for staff, faculty, students, visitors and our neighboring community.

The University strives to:

- Promote health, safety and environmental responsibilities in all activities;
- Comply with environmental and safety laws and regulations;
- Make safety in the workplace, laboratories and classrooms a priority;
- Avoid creating any unreasonable environmental health or safety risk at the University;

- Encourage the Kettering community to accept that the responsibility for environmental protection and safe work and laboratory practices rests with each individual student, staff and faculty member.

IDENTITY THEFT PREVENTION PROGRAM

The Identity Theft Prevention Program ensures Kettering is in compliance with the Federal Trade Commission's Red Flags Rule which implements Section 114 of the Fair and Accurate Credit Transactions Act (FACT Act) of 2003. Developed with approval of the Finance & Audit Committee of the Board of Trustees, it is designed to detect, prevent and mitigate identity theft in connection with student accounts or loans administered by the University that involve or are designed to permit multiple payments or transactions, and to provide for continued administration and support of the program.

For additional information, the Kettering University Identity Theft Prevention Program is available on the Kettering Web site under Business Office - Policies/Resources - Identity Theft Prevention Program, at www.kettering.edu/businessOffice/docs/identityTheftPreventionProgram.pdf.

The program administrator is Susan Bolt, Vice President for Administration and Finance, and Treasurer.

SMOKE-FREE CAMPUS

Smoking is prohibited in all buildings on campus. In compliance with a new Genesee County smoking regulation, effective February 23, 2004, a smoker must be at least 20 feet away from any door, window or air intake prior to lighting up on campus. Fines enforced by the Genesee County Health Department are substantial, ranging from \$100 to \$1,000 for a violation.

TECHER TALK

As an aid to the incoming freshman class, here is a list of vocabulary terms peculiar to life at Kettering University:

AB	Academic Building
CC	Campus Center
MC	C.S. Mott Engineering & Science Center
RH	Residence Hall
TH	Thompson Hall
RA	Resident Advisor
KSG	Student Government of Kettering University
WGA	Pronounced "wag" is Weighted Grade Average
CRIB	Old notes or tests to study from
CRIB-A-THON	Room 2-225 AB
DIFFY-Q	Differential Equations
BEACH	Lawn in front of the Residence Hall
A.R.C.	Academic Review Committee