

Kirtland Community College



WELCOME

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PERSONNEL AND COMMITTEES

KCC Administration
Full-time Faculty and Counselors
Full-time Classified Staff
KCC Foundation
KCC Advisory Committees

Information in the catalog and class schedule can change at any time without notification. Check the class schedule for the most current information. The catalog cannot be considered as a contract or agreement between the individual student and Kirtland Community College or its administrators.

It is the policy of Kirtland Community College that no person shall, on the basis of race, color, religion, national origin or ancestry, age, sex, disability, physical proportions, sexual orientation, marital status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. For information, or to register a grievance, contact the Director of Human Resources, Room 226, ADM Building, 10775 N. St. Helen Rd., Roscommon, MI 48653, 989-275-5000, ext. 271 or 239.

VISION, MISSION, AND GUIDING PRINCIPLES

Kirtland Community College Vision

Kirtland Community College provides open access to education, as well as cultural opportunities, to enrich the lives of the people in Northern Michigan.

Kirtland Community College Mission

Kirtland offers higher education in a student-focused environment, providing transfer and career technical programs; developmental studies; workforce development; personal enrichment and cultural opportunities. We focus resources on our local service area, while maintaining a welcoming climate for our neighbors in Northern Michigan.

Kirtland Community College Guiding Principles

Student learning is Kirtland's commitment-

1. We use continuous-improvement processes to ensure currency and relevancy of programs, services, and facilities.
2. We strive for consistent use of appropriate data in all decision making.
3. We ensure that all decisions are effectively communicated and contribute to student success.
4. We are open and welcoming to all, while recognizing a special responsibility to young adults.
5. We recognize the value of our employees by striving for a high quality of work life and providing opportunities for professional development.
6. We participate in community partnerships, based on shared values and mutual goals, with a focus on K-12 and Economic Development.
7. We seek optimum size based on community needs, available resources, financial responsibility, and College capabilities.

ASSURANCE OF QUALITY

Kirtland Community College is committed to graduating students of high quality, fully capable of performing the skills specified in the student's major, and in the area of the college's general degree requirements. Kirtland Community College offers assurance to its students, prospective employers, and transferring institutions that individuals holding degrees or certificates are fully capable of competent performance.

Transferring students who meet the admission criteria of the four-year college or university would be able to perform at a level equal to or better than those students who were admitted as freshman at the transferring institution.

The college will, upon recommendation from the institution to which the student transferred, permit the student to retake any course or courses previously completed at Kirtland in areas deemed deficient. This retake shall result in no tuition or fee charges for the student. If a retake at Kirtland is not preferred and the student shows proof of enrollment in an equivalent course at another college, the college will refund the tuition and fees paid by the student for the Kirtland course or courses in question.

Non-transferring students who earn a degree or certificate can be expected to perform competently in the area in which they were instructed. Any employer who views a Kirtland Community College graduate as not possessing appropriate entry-level skills and can specify such deficiencies may request remediation. The student will be permitted to retake a specified course or courses without an additional tuition or fee charge. If a retake at Kirtland is not preferred and the student shows proof of enrollment in an equivalent course at another college, the college will refund the tuition and fees previously paid by the student for the Kirtland course or courses in question. The college recognizes that unused skills decay rapidly. The assurances offered herein are made for individuals who transfer or gain employment within a year of receiving a degree or certificate and are limited to courses numbered 100 or above completed at Kirtland Community College with a C grade or better. Furthermore, this assurance does not apply toward performance on licensing or civil service examinations. Finally, Kirtland Community College graduates must have initiated their program of study after May 1989.

Kirtland Community College graduates who are eligible to apply for compensation in accordance with Kirtland's Assurance of Quality policy must have their employer or transferring institution submit a completed Assurance of Quality Compensation Request form to the student services office.

GENERAL EDUCATION

Kirtland Community College is committed to the belief that all graduates should possess the skills and breadth of knowledge necessary to realize their potential to live full and productive lives. This belief forms the foundation of Kirtland’s commitment to the process and goals of general education.

General education is the heart of the educational experience at Kirtland. General education seeks to make people intellectually well-rounded, whole, and complete. It comprises that core of knowledge and skills that educated people need regardless of what career or vocation they enter.

The pursuit of general education provides learners with the broad intellectual foundation necessary for continuing growth to achieve their potential and become successful lifelong learners in a changing world. General education provides the common knowledge and skills that enable us to understand one another, interact, collaborate to solve problems, and build an effective community.

Kirtland Community College seeks to achieve the aims of general education in three ways:

1. **The General Education Core**
Every degree-seeking student completes a core of courses that nurture foundational competencies in communication, scientific inquiry, mathematical reasoning, cultural and global awareness, and other areas.
2. **General Education Across the Curriculum**
All of Kirtland’s degree courses, regardless of discipline, are designed to build upon, apply, and continue to nurture the development of the knowledge and skills acquired in the general education core.
3. **Extracurricular Programs and Events**
Kirtland seeks to extend, foster, and enrich the general education experience for its students through a variety of extracurricular programs and events, such as those listed below:

Kirtland Art Gallery Controlled Burn Reading Series Performing Artists Series
 Cultural Events Global Awareness Program Service Learning Program
 Center for the Performing Arts Kirtland’s Warbler Festival Student Writing and Art Competitions
 Community Education Program Kirtland Youth Theatre

These and other cultural activities and programs at Kirtland help to foster intellectual curiosity, cultural enrichment, communication, critical thinking, diversity, lifelong learning, social and cultural awareness, and other general education goals.

COLLEGE OVERVIEW

ESTABLISHMENT OF THE COLLEGE

On March 7, 1966, in accordance with provisions of Public Act 188 of the Michigan Public Acts of 1955, Kirtland Community College was created by a vote of the electorate from six local K-12 school districts (Crawford-AuSable, Fairview Area, Roscommon Area, Houghton Lake, Mio-AuSable and West Branch-Rose City). With this approval, the largest Michigan community college district was formed. The college's district totals 2,500 square miles and consists of all or part of nine counties. Approximately 69,000 people reside within the college's district.

LOCATION

Kirtland Community College, located close to the geographic center of the college's district, is accessible by F-97 from the north and south and by M-18 to County Road 603 from the west. The location is very rural and is approximately 170 miles north of Detroit, Michigan. Kirtland is surrounded by the following communities (approximate distances from the college are listed):

Grayling	30 miles	Mio	30 miles
Fairview	40 miles	Roscommon	11 miles
Frederic	35 miles	Rose City	35 miles
Houghton Lake	30 miles	St. Helen	8 miles
		West Branch	25 miles

ACCREDITATION

Kirtland Community College is accredited by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools at 30 North LaSalle Street, Suite 2400, Chicago, IL 60602 (800-621-7440). The college also holds membership in the Michigan Community College Association and the American Association of Community and Junior Colleges.

The Higher Learning Commission of the North Central Association of Colleges and Schools granted Kirtland Community College status as candidate for accreditation in 1972, and the college has been accredited as an associate degree-granting institution since 1975.

Students wishing to view documents pertaining to the accreditation and licensing of Kirtland Community College should submit their request in writing to the President’s office. The request will be processed within five (5) business days of receipt. Any request requiring the copying of more than 50 pages will be assessed a copy fee of .10 cents per page.

CALENDAR

Kirtland operates on a semester calendar. There are two 15-week semesters, starting in late August and mid-January. A shorter session is offered during the summer and begins in May.

DEGREES AND CERTIFICATES

Kirtland offers over eighty occupational (technical career oriented) certificate and degree programs and eleven transfer degree programs. Transfer programs are designed for students planning to complete up to half of a bachelor's degree prior to enrollment at a university.

INTERCOLLEGIATE ATHLETICS

The mission of the athletic program is to provide men and women with the opportunity to learn and grow as a result of participating in a high-quality intercollegiate program. The program also attempts to improve student life and, in turn, improve the recruitment and retention of students. The athletic program also seeks to increase community involvement with Kirtland by providing sports entertainment at a level that previously has not been offered in the Kirtland region.

Kirtland competes in intercollegiate athletics as a member of the Eastern Conference of the Michigan Community College Athletic Association. Kirtland also competes in the National Junior College Athletic Association as a member of Region XII (Michigan, Ohio, and Indiana). The Kirtland Firebirds compete in men's and women's basketball, men's and women's golf, and men's and women's cross-country. For more information, call the athletic director's office at 989- 275-5000, ext 385.

M-TECSM AT KIRTLAND GAYLORD

Michigan Technical Education Center

The mission of the M-TECSM is to provide educational programs and services to individuals in preparation for employment. In addition, through workforce development, business and industry partners in the Northern Michigan region and their employees are provided with educational opportunities specifically designed to upgrade and/or enhance job skills necessary to compete in a local, state, national, and global economy.

Programs and Services

Programs and services have been developed in response to locally and regionally defined needs as determined by representatives of business and industry. Emphasis is placed on providing programs that lead to preparation for employment. To ensure that graduates are well prepared for entry into the workforce, special emphasis is placed on the ongoing assessment of student learning as each individual progresses through the various courses within each program.

Core Curricula

The M-TECSM serves postsecondary students who are interested in apprenticeship training, postsecondary degree programs, and job skills development. The specific programs at the M-TECSM include the following:

Certificate of Completion

Practical Nursing – Level 1
Electrical Technology
Heating/Ventilation/AC/Refrigeration
Industrial Maintenance
Welding and Fabricating
Vascular Sonography

Associate in Applied Science

Cardiac Sonography
Electrical Technology
Heating/Ventilation/AC/Refrigeration
Industrial Maintenance
Welding and Fabricating

Workforce Development

Workforce development programs serve specific employers in the region and their current employees who are seeking job skill upgrades and/or personal growth. A key component of the mission of the M-TEC is to provide to business and industry partners educational opportunities through customized training and contracted education. These educational opportunities are specifically designed to upgrade and enhance the job skills necessary to compete in a local, state, national, and global economy. Workforce development courses are custom designed to fill a specific need and include but are not limited to: welding, manufacturing, construction, and information technology; human resources; leadership and supervisory skills; and MIOSHA safety training and business practices. For additional information about workforce development educational opportunities, please call 989-705-3601.

Placement Testing

Compass tests are used to determine a student's placement in English, reading, and math. WorkKeys^R tests are used to assess the core competency levels of reading, math, locating information, and writing. Students seeking a certificate of completion or associate degree are required to take one or both of these tests. For more information, please call 989-705-3600.

Career Readiness Course Offerings

Individuals with identified learning needs will enroll in custom-designed courses provided through the use of PLATO^R Software. PLATO^R Software has been designed to interface with the WorkKeys^R test and will automatically navigate a student to learning modules designed to meet their individual learning needs.

Dual Enrollment

Kirtland Community College partners with area high schools to provide career and technical dual-enrollment opportunities to qualified high school students. For additional information, please call 989-705-3605.

Program Delivery

The M-TECSM delivers programs and training through traditional classroom delivery and open learning, allowing the student to use printed materials, computer-aided instruction, and hands-on training activities to support self-directed, instructor-guided, student-centered learning. The emphasis on the open learning environment at the M-TECSM promotes flexible scheduling and individualized learning opportunities to better meet the needs of the student, as well as employers in the region.

The M-TECSM Facility

Construction of this facility began in July 2000 and was completed in time to begin offering a full complement of programs and services beginning in January 2002. The M-TECSM facility has been designed *by* business and industry *for* business and industry. Using the expertise and input of local and regional manufacturing, building trades, and technology professionals, architects and engineers have created a 28,000 square-foot facility capable of supporting the current and future workforce development training needs of the region.

The M-TECSM facility contains both a precision tool and general manufacturing lab, a construction technology lab, a welding lab, a computer-aided drafting and manufacturing design lab, a nursing lab, and a sonography lab as well as classrooms that support general and computerized instruction. A Learning Resource Center is available to students enrolled at the M-TECSM as a result of the partnership with the University Center at Gaylord. For information, contact the M-TECSM at Kirtland-Gaylord at 989-705-3600.

Residency Rules

Please see page 17 for more information.

STUDENT PROFILE (2010 Fall Semester)

Total enrollment: 2,349

Student Gender:

Males 44%
 Females..... 56%

Student Age Distribution:

24 and under 43%
 25 to 39..... 33%
 40 to 59..... 21%
 60 and older 3%
 Unknown under <1%

County of Residence:

Crawford..... 12%
 Ogemaw..... 17%
 Oscoda 9%
 Roscommon..... 26%
 Other..... 36%

Student Credit Hour Load:

Personal Interest 13%
 Part-Time: 1-11.99 credit hr..... 45%
 Full-Time: 12 & over credit hrs..... 42%

Student Status:

FTIAC (first time in any college)..... 15%
 Returning to KCC 74%
 First-time Transfer 6%
 Guest 2%
 Dual Enrollment/Direct Credit 3%

Student Program Areas:

Criminal Justice..... 6%
 Health Careers..... 34%
 Transfer 18%
 Personal Interest..... 16%
 Other 26%

2011-2012 COLLEGE CALENDAR

Approved by Board of Trustees. Dates are subject to change.

FALL 2011 SEMESTER

Fall 2011 Semester Begins.....Saturday August 20, 2011
 Labor Day Break..... Saturday – Tuesday September 3 – September 6, 2011
 Thanksgiving Break Wednesday – Sunday November 23 – November 27, 2011
 Fall 2011 Semester Ends..... Sunday December 11, 2011

WINTER 2012 SEMESTER

Winter 2012 Semester Begins.....Saturday January 7, 2012
 Spring Break Monday – Sunday March 5 – March 11, 2012
 Easter Break Friday – Sunday April 6 – April 28, 2012
 Commencement Friday April 27, 2012
 Winter 2012 Semester Ends..... Sunday April 29, 2012

SUMMER 2012 SEMESTER

Summer 2012 Semester Begins Wednesday May 16, 2012
 Memorial Day Break..... Saturday - Monday May 26 – May 28, 2012
 July 4th Break Wednesday July 4, 2012
 Summer 2012 Semester Ends..... Wednesday August 1, 2012

NOTE: Dates are subject to change.

DIRECTORY OF SERVICES

MAIN SWITCHBOARD	989-275-5000
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Offices **Extension**
ADMISSIONS 284
 This office is responsible for admission of all new students, new student recruitment activities, and admissions advising.

BOOKSTORE 273
 Located in the student center, the bookstore provides textbooks, reference books, classroom supplies, clothing, gift items and souvenirs, some snacks, and miscellaneous sundries.

CAFETERIA (Kirtland Grill) 268
 Located in the student center and is open Monday - Friday. Visit: <http://www.kirtland.edu/grill/> for hours of operation.

CAREER AND EMPLOYMENT SERVICES 280
 This office helps students research specific careers and career opportunities. Assistance with job search strategies, résumé writing, and interviewing techniques is also provided.

CHILDREN’S LEARNING CENTER/WARBLER’S NEST 232
 The Warbler’s Nest is an on campus early childhood learning center designed to provide quality, affordable child care and developmentally appropriate educational experiences for young children ages birth to five years old. We also provide after school and summer programming for children through the age of twelve.
 At the Warbler’s Nest we believe that all children are creative thinkers who thrive when they are free to explore, take risks, and use their imaginations. In order to foster this creativity and enhance each child’s social, emotional, cognitive, language, and physical development we provide:

- A warm, caring atmosphere where children can feel safe and loved.
- High quality programs for children ages birth to five years old designed with The Creative Curriculum by Teaching Strategies, Inc
- Specialized lessons and abundant opportunities for children to enhance their ability to express their emotions verbally, utilize self-control, show empathy, and engage in positive peer interactions.
- A professionally designed environment that invites participation, promotes independence and inquiry and stimulates intellectual thought.
- Teachers that encourage exploration, facilitate social interactions, and scaffold learning at each child’s individual level of development.
- Nutritious meals and snacks compliant with the USDA Child and Adult Food Program

Hours of operation for the Warbler’s Nest are 7:30am to 6:30pm, Monday – Friday. Please call to confirm availability. After Hours Care is also provided in conjunction with campus special events and will be individually advertised accordingly. (ie: Kirtland Performing Arts Center) For more information visit our web page at www.kirtland.edu/warblersnest/ or contact the Kirtland Early Childhood Learning Center Director at 989-275-5000, ext. 233.

COUNSELING OFFICE 280
 Michigan-licensed professional counselors are available in the student services office in the administration center to provide Kirtland students with academic, personal, and career counseling. The counseling staff will make use of a variety of test instruments when they work with students in order to help them learn more about their academic abilities, interests, personality type, and current level of self-esteem. The counseling process, aided often by such testing information, can help students make more informed personal, academic, and career decisions.

DEPARTMENT OF PUBLIC SAFETY 355
 The Department of Public Safety is located in room 127 in the administration center. Office hours are 8 a.m. to 11 p.m., Monday through Friday. Public Safety services include the following:

- After-dark escort service from buildings to vehicles
- Response to criminal behavior complaints
- Preventative workshops/seminars on drug/alcohol awareness, rape awareness, use of weapons, etc.
- The addressing of parking and traffic violations
- Provision of vehicle emergency assistance (keys locked inside vehicle, jump-starting vehicle, etc.)

FINANCIAL AID	257
This office helps students apply for financial assistance including grants, loans, scholarships and student employment.	
LIBRARY	246
The library is open to the general community as well as all students. A variety of services are available, including full reference service, term-paper counseling, interlibrary loan, and online search service. See library for library hours and more information.	
SERVICES FOR STUDENTS WITH DISABILITIES	280
This office assists students who need supportive services to succeed in their college courses. Examples of services include scribes, note-takers, readers, textbooks on tape, and sign language interpreters.	
INSTRUCTION OFFICE	270
This office is located in the instructional center and is responsible for instructional matters that include scheduling classes, cancellation of classes, selection and supervision of career and technical faculty, and related grade appeals.	
RECORDS/REGISTRATION OFFICE	251
The responsibilities of this office include course registrations, schedule adjustments, program changes, enrollment and graduation verifications, grade reporting, official graduation audits, maintain permanent academic records, issue academic transcripts upon student request, and transfer credit evaluations.	

PHONE NUMBERS TO KNOW

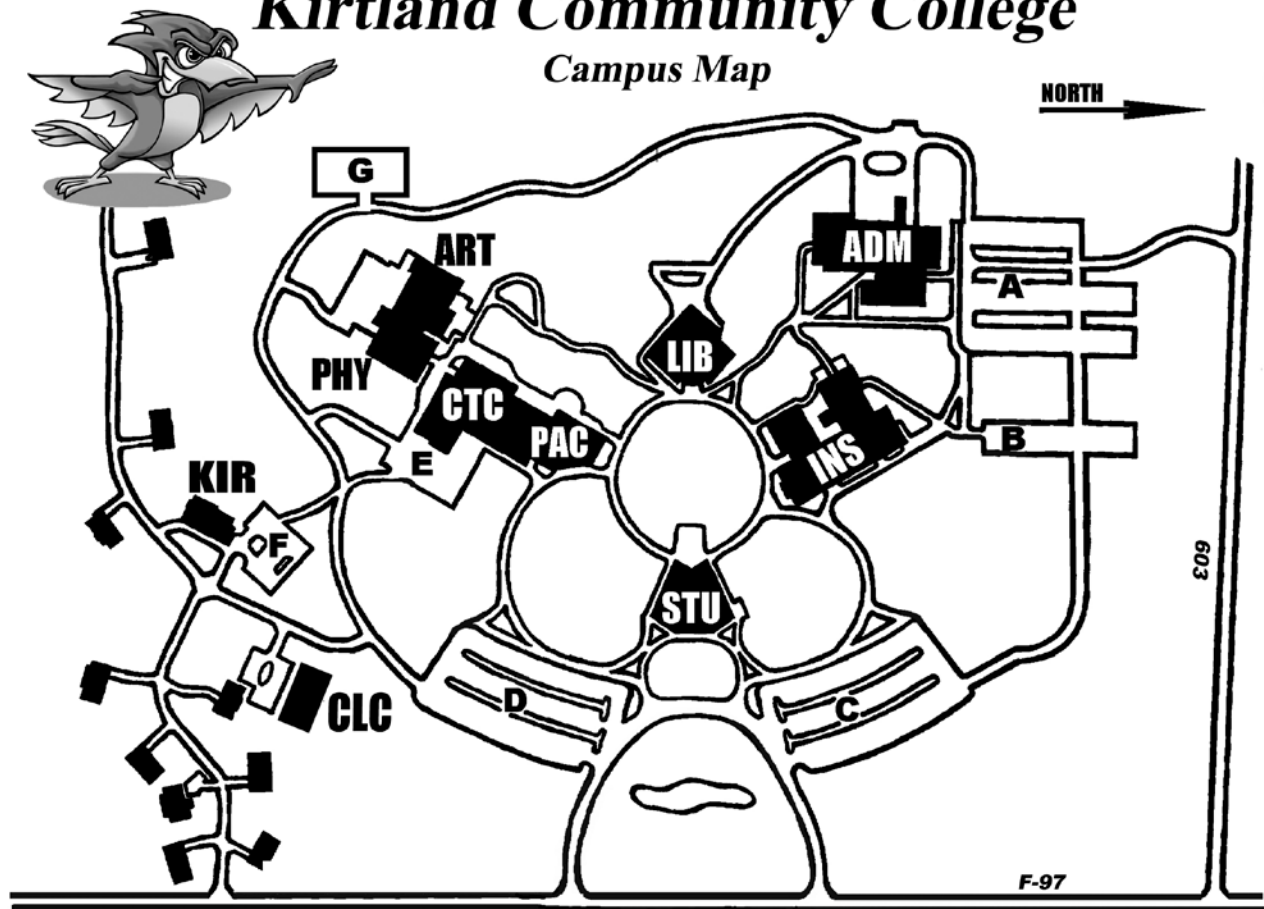
MAIN SWITCHBOARD

989-275-5000

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Kirtland Community College

Campus Map



A - H - Parking lots.

ADM - Administration Center - Administrative offices; Accounting; Athletics; Business Conference Room; Business Office; Career & Employment Services; Computer Labs; Criminal Justice Program offices; DEV classrooms; Disability Services Office; Financial Aid Office; FLEX Lab; General, computer, and multimedia classrooms; Institutional Services; President's Office; President's Board Room; Records/Registration Office; Student Support Services, Student Services (including admissions, counseling, placement testing); Testing Center, Student Newspaper Office, Switchboard.

ART - Fine Arts Center - Art Department Office; Art Gallery; Art lab; Sculpture lab.

CLC - Children's Learning Center

CTC - Career Technology Center - Automotive lab; Cosmetology lab; Manufacturing lab; Outdoor Power Engine Lab, Welding lab; Faculty offices.

INS - Instructional Center - Faculty offices; General and computer classrooms; Biology lab; Chemistry lab; Developmental classrooms; Engineering Design Technologies lab; Health Careers offices; Music lab; Instructional Services Office; Honors Program & PTK Office; Nursing lab; Physics lab; Tutoring center.

KIR - Kirtland House - Conference Center; Art Gallery.

LIB - Library - Computer labs; eServices; Library facilities; Telecommunications Center.

PAC - Performing Arts Center - Kirtland Center for the Performing Arts; G.I. Stewart Auditorium.

PHY - Physical Plant - Printshop; Maintenance and Grounds Department; Shipping & Receiving.

STU - Student Center - Bookstore; Cafeteria; COOR offices; Student Senate Office; Public Safety & Security Office;

ADMISSIONS AND FINANCIAL AID

GETTING STARTED

ADMISSIONS POLICY

Kirtland Community College adheres to the "open door" policy of granting general admission primarily to all persons above the twelfth-grade age level. Depending upon the applicant's situation, either "regular" or "special" admission status will be granted.

Regular Admission

Regular admission will be granted to high school graduates and successful completers of the General Education Development (GED) test. Individuals who do not meet this requirement may also be granted regular admission by meeting "ability to benefit," as defined by federal regulations.

International students may be granted regular admission provided they meet certain English proficiency and financial requirements, as determined by the designated school official in the President's office.

Special Admission

Special admission will be granted to anyone who does not qualify for general admission. Persons admitted under this category will be restricted to non-degree/certificate-seeking status. The special admission category includes the following two groups:

1. **Dual-Enrolled Student:** a K-12 student who is also attending college. Dual-enrolled students are required to submit a Dual Enrollment form for each semester or session of enrollment. All dual-enrolled students must have written authorization to attend Kirtland from their school's principal or counselor. Dual enrollees must also take Kirtland's Placement Tests.
2. **Non-High-School Completer:** is a person who has withdrawn from high school, has not earned a GED certificate, and has not met the ability-to-benefit requirement.

Any person who desires either special or regular admission to Kirtland must complete an Application for Admission form. All students under the age of 18 must have parental or legal guardian consent.

Students being granted regular admission are encouraged to provide one of the following: (1) a high school transcript (with graduation date indicated), or (2) an official report of GED test results, verified by the college, showing test scores achieved by the applicant.

If regular admission was granted on the basis of the "ability to benefit" requirement, an official report showing test scores achieved by the applicant must be received and verified by the college.

Admission of Home Schooled Students

Most students attending college have earned a diploma from a public or private high school. Some students, however, have completed their high-school-level studies through a home school program. Parents of home schooled children are encouraged to register their program with the State of Michigan's Department of Education.

When a student attends a public or private high school, an official transcript (list of courses completed and grades earned by a student) is kept by the high school and made available to colleges upon a student's written request. In lieu of an official transcript, home schooled students are expected to provide a list of high-school-level courses completed and the grades earned in each course. If a home school diploma was awarded, a copy should also be sent to Kirtland's admissions office.

The Michigan Commission on Law Enforcement Standards (MCOLES) requires that criminal justice students complete a GED or a high school or adult education diploma, in addition to their home school diploma, in order to become certified.

Additional admissions requirements must be met by those students planning to enroll in one of the following programs of study:

- Criminal Justice Administration
- Criminal Justice Pre-Service
- Corrections Administration
- Correctional Officer
- Nursing Level I - Practical Nursing
- Nursing Level II - Associate Degree in Nursing
- Cardiac Sonography
- Pharmacy Technology
- Vascular Sonography
- Surgical Technology
- Nursing Assistant

Additional information about admissions requirements may be requested from an advisor or from the admissions office.

This admission policy will also be applied to returning students, regardless of their past admission status.

ADMISSIONS ADVISING

Beginning a program of study which will eventually lead to successfully obtaining a certificate or degree takes careful planning. Students need the guidance of an academic advisor in order to be assured that they are following the requirements for their chosen degree. Students whose first college experience is at Kirtland are required to speak to an advisor before being cleared to register for classes.

TRANSFER OF CREDITS

Students who have attended other colleges must request that an official copy of their academic transcript be sent to Kirtland Community College for evaluation. An official transcript should be mailed directly to Kirtland from each college attended; student copies are not accepted. Credit from regionally accredited colleges and universities is automatically considered for transfer if deemed to be applicable to the student's declared program of study. Credits only, not grades, are transferred for courses in which a "C" or better grade has been earned. Students who were awarded credit by departmental exam may be required to pass a Kirtland examination prior to the awarding of credit. Normally, a "C-" grade will not be accepted for credit, but students may appeal to the Dean of Instruction if consideration is sought for a course previously denied for transfer based on the grade received. The dean will then consider the student's GPA and hours earned at the previous institution as well as the GPA and hours earned at Kirtland (if applicable) when making a determination. Acceptance of the grade is at the Instructional Dean's discretion, and his/her decision is final. If elective credits are awarded, it is possible that some may be able to be used to fulfill degree requirements. A student's academic advisor will make that determination and complete the paperwork needed to substitute the elective course for a specific program requirement.

Non-Regionally Accredited Colleges and Universities

Credit may be given for courses transferred from non-regionally accredited colleges and universities. The policy is the same as described above for "Transfer of Credit from Regionally Accredited Colleges and Universities," with the following exceptions:

1. The Registrar's office may choose to request a recommendation of transfer credit for the transcript in question from the academic advisor for the program in which the student has enrolled.
2. The student may be requested to demonstrate knowledge and/or skills commensurate with the performance required for satisfactory completion of existing courses.
3. Credit may not be granted.

Other Transfer Credits

Kirtland Community College recognizes the following opportunities for awarding transfer credits:

1. **College Board Advanced Placement Program (AP)**
College course credit will be granted to students who participate in the APP and pass the Advanced Placement examinations with a score of three, four, or five. Students must submit a College Action Report to the admissions office for evaluation.
2. **College-Level Examination Program (CLEP)**
College course credit will be granted to students who take a CLEP Examination and achieve the minimum passing score as recommended by the American Council on Education (ACE). Kirtland Community College does not award credit for all CLEP Examinations. A list is available in the counseling office that shows the CLEP Examinations acceptable for credit. Students must submit an official CLEP transcript to the admissions office for evaluation.
3. **DANTES Subject Standardized Tests (DSSTs)**
College course credit will be granted to students who participate in the DSSTs and achieve the minimum passing score as recommended by the American Council on Education (ACE). A list is available in the counseling office that shows the DANTES Examinations acceptable for credit. Students must submit an official transcript to the admissions office for evaluation.
4. **Educational Experiences in the Armed Services**
Veterans may be awarded college credit for the service schools they attended and their work experience while in the U.S. military. The college awards credit based on recommendations provided by the American Council on Education (ACE). Students must have their official transcripts sent to the admissions office for evaluation of military credit. Transcript request forms are available in the admissions office.

5. **United States Armed Forces Institute (USAFI) Program**

College course credit will be granted to students who participated in the USAFI Program and achieved the minimum passing score as recommended by the American Council on Education (ACE). Students must submit an official transcript to the admissions office for evaluation.

6. **Articulation**

College course credit will be granted to students who have met the requirements of formal articulation agreements between the college and secondary educational institutions. Students must submit an Application for Articulation Credit form and a copy of their final high school transcript to the records office at Kirtland Community College for evaluation. College policies concerning the transferability of articulated credit vary. Students should check with the college to which they plan to transfer to determine if the articulated credit will be accepted by that college.

Currently Kirtland has articulation agreements with the following secondary educational institutions: Alpena, Beaverton, Boyne City, Central Lake, Charlevoix, Cheboygan, Clare, Clare-Gladwin RESD, COOR ISD, East Jordan, Fairview, Farwell, Gaylord, Gladwin, Grayling, Houghton Lake, Huron Area Technical Center, Inland Lakes, IRESA Career-Tech Institute, Johannesburg-Lewiston, Mio, Ogemaw Heights, Oscoda, Pellston, Petoskey, Roscommon, Tawas Area, Wexford-Missaukee HS, Whittemore-Prescott, and Wolverine. Articulation is an agreement where high school graduates can receive college credit for certain courses they completed while in high school. For further information, students should consult with their high school counselor or contact the faculty chairperson or associate dean of their program of study.

PROFICIENCY IN BASIC ACADEMIC SKILLS AND PLACEMENT TESTING

Kirtland Community College requires prospective students to demonstrate basic academic skill proficiencies in English, reading, and mathematics before they will be permitted to enroll in college-level courses. Acceptable ways in which a student may demonstrate proficiency in one or more of the basic academic skills include the following:

1. Submitting ACT test results. The ACT must have been taken within four years of enrollment at the college. Test results can be presented in person or mailed to the admissions office.
2. Submitting test results from the Advanced Placement Program, CLEP, or DANTES. Official transcripts must be sent to the admissions office. An Application for Admission must be on file for a credit evaluation to be completed.
3. Transferring credit for courses taken in English and mathematics at another college or university. Courses must be completed with a C grade or better. Official transcripts must be sent to the admissions office. An Application for Admission must be on file for a credit evaluation to be completed.
4. Enrolling as a "Personal Interest" student. A student is permitted to take one occupational-technical course, preparatory, business seminar(s), and studio art course(s) without being required to test for such placements.
5. Taking developmental courses offered by the college in the basic academic skills of English, reading, and mathematics.
6. Taking the COMPASS Test within four years of enrollment at the college. The COMPASS Test consists of tests in English, reading, and mathematics.

Further exceptions to the Proficiency in Basic Academic Skills and Placement Testing policy may be granted by the associate dean responsible for testing, or the dean of student services.

NEW STUDENT ORIENTATION

New students, both new to the college experience or transferring from another college are now required to attend a mandatory orientation. During Orientation students will receive an overview of the many services Kirtland has to offer to ensure their success in college. Please call the office of Admissions at (989) 275-5000 ext 284 for more information.

PAYING FOR COLLEGE

TUITION AND FEES

Tuition

For current tuition and fee rates please refer to our website at <http://kirtland.edu/accounting/>.

NOTE: Tuition and fees are subject to change without notice.

Payment for Classes

Upon registration, it is the ultimate responsibility of the student to pay tuition, fees, and other debts incurred at Kirtland by the appropriate due date listed online at: <http://www.kirtland.edu/accounting/payment> . When registering in person, each student will be given a statement of account, with his/her class schedule. For students registering via myKirtland, it is the student's responsibility to view and print their charges from the "Account Detail" window on the Student Tab at MyKirtland. Statements will only be mailed upon request. Students with questions concerning their accounts are encouraged to contact the accounting office in the administration center at 989-275-5000, extension 218.

Students are encouraged to regularly check their Sparky email account as payment reminders and notices of financial aid reductions will be sent to this email.

If payment in full is not received by the due date, the student's classes may be dropped. Delinquent accounts will be turned over to a collection agency and the cost of such action will be added to the student's account. Students are not allowed to register for classes or receive transcripts until all financial obligations to Kirtland have been met.

Methods of Payment

Cash – Payment may be made in person at the Accounting Office located in the Administration Center on central campus or in the front office at the MTEC-Gaylord site. Cash should not be sent through the mail.

Check or Money Order – Payments can also be remitted to Kirtland Community College, Accounting Office, 10775 N. St. Helen Road, Roscommon, Michigan 48653. The student ID number needs to be included with the payment. A \$25.00 charge will be assessed for all NSF checks returned by the bank.

VISA, MasterCard, Discover - Students have the option of paying by telephone by calling 989-275-5000, extension 218, or online via myKirtland at: my.kirtland.edu. After logging in, click on the student tab. Then go to the account detail window, verify the semester, click submit and follow the payment instructions.

Employer or Sponsoring Agency - The accounting office can bill a student's employer or a state agency if a signed authorization or letter is submitted prior to the payment due date or at the time of registration. Written authorizations need to be submitted each semester.

Financial Aid/Loans/Scholarships - When a student's financial aid award is approved, the amount will automatically be credited as an "anticipated award" to his/her account. If the award does not cover the balance in full, the student is responsible for paying the difference by the due date. Also, if a student applies late for financial aid and the award has not been approved by the payment due date, the student must be prepared to pay. He/she may be reimbursed after the award has been posted as a "final" award to the account.

e-Cashier Payment Plan

Students with a tuition and fee balance of \$100.00 or more may be eligible for the e-Cashier Payment Plan offered through Nelnet Business Solutions. This plan enables students to make interest-free payments for tuition and fees via automatic transactions from a checking, savings, or credit/debit card account. The cost to enroll is \$30.00 per semester. Tuition and fees may be budgeted for up to five months per semester. The earlier a student registers, the smaller the monthly payments can be. **If a student plans to make payments through Nelnet, an online application must be submitted by the payment due date or on the day of registration. Otherwise, the student's classes may be canceled.** After registering for classes, students can apply online by logging into myKirtlandWeb at: my.kirtland.edu. Once you are logged in click on the student tab. Go to the Account Detail window, verify the semester, and click submit. Then, click the e-Cashier icon at the very bottom of the page and follow the on screen instructions. Once the application is submitted, the student will receive an e-mail notification verifying the agreement. More information is available online on the accounting web pages at: www.kirtland.edu/accounting.

Residency

The burden of proof of residency is the student's responsibility and acceptable documentation must be provided to the admissions office prior to the first day of the semester in which the residency status is to be applied. Retroactive residency adjustments will not be considered.

Acceptable proof: driver's license, verifiable rent receipts (if rent receipts are not available, a notarized letter from the landlord will be accepted), a dated lease agreement, voter's registration card, place of residence property tax receipt, Secretary of State identification card. Verifiable rent receipts must contain all the following information: the address of the property being rented; the date of payment; signature, address and phone number of the landlord.

Kirtland Community College will perform ongoing verification of residency information. Students who have misrepresented information or have falsified documents may have to repay tuition, verify back records, or may be subject to disciplinary action by the College. If a student has mail returned to the college, a hold code will be placed on his/her record and the student must verify his/her residency at the Admissions Office.

In-District Residency

A new student will be classified as in-district if (s)he can prove that (s)he resides in the Kirtland College district prior to the first day of the semester of attendance at Kirtland. New students planning to attend the MTEC-Gaylord site must provide proof that (s)he resided in Otsego County or the Kirtland district prior to the first day of the semester. Otsego County is not part of the college district, therefore, Otsego County residents are considered out-of-district when attending the Roscommon campus or enrolled in online courses.

A returning in-district student will continue to be considered in-district if (s)he can prove (s)he continues to reside in the district.

Out-of-District Residency

A new student will be considered out-of-district if (s)he can prove residency within Michigan prior to the first day of the semester of attendance at Kirtland, but cannot prove in-district residency.

A student who resides outside the district can be assessed an in-district tuition rate if (s)he provides the college with tax receipts showing tax payments to the college, as long as the property is owned by the student or the student is a dependent of the person who owns the property.

A returning out-of-district student will continue to be considered out-of-district unless (s)he can prove in-district residency prior to the first day of the semester of attendance.

Out-of-State Residency

A student who cannot prove in-district or out-of-district residency will be considered out-of-state if (s)he is a U.S. citizen, or if (s)he is a registered alien (has a green card) who resides in the U.S. or if (s)he resides outside of the U.S. An out-of state student can change his/her classification to in-district in the same way that is described for out-of-district students.

International Student Status

A student who is not a U.S. citizen and who is attending Kirtland Community College under an F-1, J-1, or J-2 visa will be considered an international student.

Virtual Learning Cooperative (VLC) Students

Students residing in ANY Michigan community college district will be assessed at the VLC in-district rate. Michigan resident not living within a community college district will be considered out-of-district. Students who cannot prove in-district or out-of-district residency will be considered out-of-state. Proof of residency will be determined according to the policies of the Michigan community college the student has claimed as their home school. Questions about VLC residency can be clarified by the home school. The home school will notify the provider college(s) of the correct tuition rate to assess the student. Kirtland's due dates and accepted forms of payment can be located at <http://www.kirtland.edu/accounting/payment.htm>.

1098-T Statement

The student or the person who can claim the student as a dependant may be eligible for an education tax credit. Students that have out-of-pocket expenses for tuition, fees and textbooks over and above financial aid assistance may qualify for the American Opportunity Credit or Lifetime Learning Credit. The College will need a valid Social Security Number on file in order to provide a 1098-T statement.

Prior to January 31st, the 1098-T statement will be made available to be viewed and printed from the Student Tab after logging on to <https://my.kirtland.edu/ics>. This form reports tuition charges (not payments) and/or financial aid with transaction for the previous calendar year. In order to verify proof of payments, please print a statement of account. A student may request to have this information mailed to them by submitting a written request to the Accounting Office at cashier@kirtland.edu.

For further assistance regarding your 1098-T form, please contact your tax advisor or refer to Publication 970, Form 8863, and the Form 1040 or 1040A instructions at www.irs.gov.

REFUNDS

Tuition and fee refunds are based on the following schedule:

Full-semester courses

- 100 percent refund through and including the census date for the semester.
 - Fall and Winter semester – 10th business day after semester start date.
 - Summer semester – 7th business day after semester start date.

Open Entry/Open Exit Courses

- 100 percent refund prior to the start date indicated on the student's FLEX contract.
- No refunds as of the start date indicated on the student's FLEX contract.

All other courses

- 100 percent refund through and including the census date for the course. Contact Registration Office for the census date.

The college will follow any federally mandated refund schedules. Contact the accounting office for more information. Exceptions to the refund policy due to hardship may be reviewed by the dean of student services. Requests must be made within one year of the student's initial billing due date.

Cancelled Class

Students registered for a course cancelled by the college will be refunded ALL tuition and fees for the cancelled course.

Federal Return of Funds/Repayment Policy

Under changes made by the Higher Education Reconciliation Act of 2005 (HERA), this policy focuses on the amount of Title IV program funds to be returned when a student withdraws from college prior to completing the semester. This policy applies only to students receiving Title IV aid (federal PELL grants, federal SEOG, Academic Competitiveness Grant and federal subsidized and unsubsidized Stafford Loans).

During the first 60% of the enrollment period, a student "earns" Title IV funds in direct proportion to the length of time he or she remains enrolled. Students who withdraw totally from the college without completing 60% of the enrollment period will be required to repay a portion of the aid received. For example, a student withdrawing after completing 10% of the enrollment period may need to repay up to 90% of the federal funds that were awarded.

A student's withdrawal date is:

- The date the student began the institution's withdrawal process, or
- The midpoint of the period for a student who leaves without notifying the school.

The institution has the option of using the student's last date of attendance at a documented academically-related activity in lieu of any other withdrawal date.

The responsibility to repay unearned aid is shared by the school and the student in proportion to the aid each is assumed to possess.

The institution's share is the lesser of:

- The total amount of unearned aid, or
- Institutional charges multiplied by the percentage of aid that was unearned.

The student's share is:

- The difference between the total unearned amount and the institution's share.

Under the HERA, the amount of a grant overpayment due from a student, is limited to the amount which the original grant overpayment exceeds half of the total Title IV grant funds received. Students do not have to repay a grant overpayment of less than \$50 to the U.S. Department of Education.

NOTE: Kirtland will bill students for any balance owed due to the College's return of funds. A student who withdraws may have charges not covered by financial aid, such as non-classroom-related items charged at the bookstore, which must be paid by the student.

FINANCIAL AID

The Kirtland Community College financial aid office endorses the philosophy that the primary source of support for a student should come from his/her own family. However, to the extent funding will allow, Kirtland will try to assist a student with financial aid when the family is unable to meet college expenses. Approximately two out of three students receive financial assistance through scholarships, grants, loans, and/or student employment.

Financial aid is a privilege, not a right. Therefore, it is the student's responsibility to: (1) obtain and file the appropriate forms; (2) maintain the correct address on file; (3) respond promptly and fully to all requests for information; and (4) understand and comply with the rules governing the aid received.

HOW TO APPLY FOR FINANCIAL AID

All students wishing to be considered for federal financial assistance (including student loans and work study) must complete and file the Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.ed.gov. FAFSA's are also available by calling 1-800-4FED-AID. This is not an application for any particular form of aid; rather, it is an application **for needs analysis**, on which many federal and state aid programs are based.

Within 8-10 days after submitting the FAFSA online, the student will receive his/her copy of the Student Aid Report (SAR). If there are any problems, errors, or questions, the student should contact the financial aid office. The SAR will be used to determine which programs the student is eligible for and how much can be awarded. The student may need to provide supporting documentation for information provided on the FAFSA.

A student's application for aid at Kirtland will not be considered finalized until the following items are completed:

1. The applicant has been officially admitted to Kirtland Community College.
2. The financial aid office has on file the following documents:
 - Student Aid Report (SAR) from the federal processor and,

If selected for verification:

 - Verification Worksheet
 - Income documentation: federal income tax returns and/or other sources of income
 - Other information as requested
3. The applicant has been packaged for aid and mailed a letter by the financial aid office listing the award(s) offered.
4. If awarded Stafford loans, the Master Promissory Note must be completed.

HOW THE FINANCIAL AID FORMULA WORKS

Most federal and state financial aid is awarded on the basis of demonstrated financial need. The formula used to determine who has need and who does not is actually quite simple. The following equation is used:

Student Budget - Expected Family Contribution = Financial Need

Student Budget is the cost of attending college (tuition, fees, room and board, transportation, books, supplies, etc.).

Expected Family Contribution is taken from the student's Student Aid Report.

Financial Need is the maximum dollar amount of need-based aid from the various sources for which the student is eligible.

A student will not necessarily receive financial assistance up to the maximum dollar amount for which he/she may be eligible. The various sources of aid have maximum award amounts and may be further affected by limitations in the availability of funds. Loans may be available if grant aid is insufficient. Inquire at the financial aid office if additional funding is needed.

Applicants' answers to certain questions will determine whether they are considered "dependent" (still part of a parent's family unit) or whether they are "independent" (has formed their own family unit). Students are classified according to family unit because federal student aid programs are based on the idea that students and their parents or spouses (if applicable), have the primary responsibility for paying for their postsecondary education. To be considered "independent," at least one of the following must apply to the student:

- turns 24 before January 1 of the academic year for which aid is sought.
- is a veteran of the U.S. Armed Forces.
- is an orphan or ward of the court until age 18.
- is married.
- financially support dependent children.
- emancipated minor
- unaccompanied youth/homeless

HOW DO STUDENTS PAY FOR CLASSES IF THEY HAVE FINANCIAL AID?

At time of registration, and if and only if all financial aid paperwork has been received and processed by the financial aid office, a student may charge college costs (tuition, books, supplies, and certain fees) up to the amount the student has been awarded in aid. If a student does not have all paperwork completed at time of registration, the student will be obligated to make other arrangements for payment and may be required to pay in full. Students must be aware that financial aid is always subject to change without prior notice if changes occur in the student's enrollment status, class attendance, personal circumstances, or in federal or state guidelines.

The student is responsible for all college bills not covered by financial aid. All charges incurred during a semester that are not covered by financial aid must be paid by the student before the student will again be allowed to register.

FINANCIAL AID AND WITHDRAWALS

A student who withdraws, ceases attendance, or is expelled may have charges and financial aid adjusted according to the time and circumstances of cessation of enrollment. Students should refer to the refund schedules online at:

<http://www.kirtland.edu/accounting/refund.htm>. Failure to attend class without officially withdrawing may void financial aid, leaving the student responsible for all charges. Students must advise the registration office in writing in order to withdraw.

OVERAGES AND REFUNDS

Overages, or payments due the students from their awards after charges have been deducted, will start to be made available approximately the fifth week of class. Thereafter, additional overage checks are run approximately twice a month throughout the semester. Exceptions are for: work-study pay checks, which are issued biweekly; and those students who are enrolled in modular coursework programs.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID ELIGIBILITY

To maintain satisfactory academic progress, a student must comply with all three standards of this procedure:

- **Standard One: Maintain a career grade point average (GPA) of 2.00 or higher.**
The student must maintain a career 2.0 or higher grade point average calculated at the end of each semester.
- **Standard Two: Complete 67 percent of the credits attempted.**
The student must complete, with a passing grade, 67 percent of all credit hours attempted at Kirtland Community College, whether or not financial aid was received for those attempted credits.
- **Standard Three: Not exceed 150 percent of attempted credit hours.**
Federal regulations state that a student cannot receive Title IV financial aid funds for more than one and one-half times (150 percent) the required credits needed to complete a specific certificate or degree. For example, if an Associate in Arts degree requires 60 credits to complete, a student cannot attempt more than 90 credit hours toward that degree and still receive aid ($60 \times 1.50 = 90$). The student should review the Kirtland Community College catalog or consult with an academic advisor/counselor to find the number of credits required for his/her program. The student will be denied financial aid when he/she has attempted more than 150 percent of the credit hours required for his/her program. Grades of W, I, U, R, AU and E (grade definitions are found in the college catalog) are not considered passing but are considered as attempted credits. Remedial coursework and transfer credits are included in the number of attempted credits. The student may receive financial aid for the repeat of a previously passed 10.5

Satisfactory academic progress will be reviewed prior to the awarding of any federal financial aid. A student who applies for financial aid for the first time and has credits already accumulated at KCC must have successfully completed, with a 2.0 career grade point average or above, 67 percent of all credit hours attempted. The student cannot have attempted more than 150 percent of the credit hours required for his/her current program. The student with transfer credits from other institutions will have the total number of transfer credits counted in the total number of attempted credits. All credits, even if paid for from the student's own funds, will be counted as attempted credits. When the student does not complete 67 percent of all career credit hours attempted with a 2.0 career GPA or above, he/she will be placed on warning status. The student can receive financial aid while on warning.

CONSEQUENCES OF FAILING TO MEET ONE OR MORE OF THE PROGRESS STANDARDS

Warning Status

A student who fails to meet Standards One or Two (previously described in this procedure) in a semester will be placed on a warning status for their next semester of enrollment and receive one subsequent term of financial aid. A student remains eligible to receive financial aid while on warning status. If both Standard One and Two are met at the end of the warning semester, the student will be removed from warning status.

Denial Status

A student who does not meet the requirements for maintaining eligibility at the end of the warning semester will have eligibility for financial aid programs denied. A student who reaches the upper limit of attempted credits for their program of study will have their aid eligibility denied.

REINSTATEMENT AFTER INELIGIBILITY

With the exception of the 150 percent rule, a student may be reinstated (after being denied) after meeting one of the following conditions:

- The student has taken, without funding from the financial aid office, at least six credit hours and has passed those six credit hours with a grade of "C" or better. Classes taken at institutions other than Kirtland are not considered for reinstatement purposes. The student will be given financial aid on a warning status during the next semester the student attends KCC, or
- The student has taken, without funding from the financial aid office, enough credits to meet the GPA and completion rate requirements of Standard Three. The student will be reinstated without warning status.

APPEAL PROCESS

Pursuant to federal regulations, a student denied federal financial aid due to unsatisfactory academic progress may appeal for

reconsideration of aid eligibility. The student must explain his/her failure to meet satisfactory academic progress, what has changed to allow him/her to regain satisfactory academic progress and must submit documentation from his/her academic advisor indicating the courses the student still must take to complete their program of study. Other appropriate documentation should be submitted if relevant, such as physician's letter, divorce decree, obituary, or academic records. The submission of an appeal does not guarantee a change in eligibility. If the student files a successful appeal, the status will be changed to financial aid probation. The student will be notified in writing of the appeal committee's decision. The decision of the committee is final.

CONFIDENTIALITY OF RECORDS

Information contained in the financial aid file is strictly confidential and will not be released without the prior written approval of the student. However, departments within the college may be provided information on a "need-to-know" basis. Files are generally destroyed after five years.

STATEMENT OF COMPLIANCE

Financial aid is awarded in compliance with all pertinent federal and state laws and regulations, without regard to race, creed, color, religion, national origin, sex, age, or handicap, except as provided under federal and state laws and regulations.

STUDENT EMPLOYMENT

Part-time student employment is offered both on and off campus. The federal and state government and Kirtland Community College provide work-study dollars which fund the student employee program. Off-campus employers may be obligated to contribute matching funds. The goals of the program are to provide employment experience, the opportunity for community service, and additional financial assistance to students. Students are paid an hourly rate for the work they perform.

Students must file the Free Application for Federal Student Aid form (FAFSA) before consideration for student employment and attend a student employee orientation.

STUDENT EMPLOYMENT HANDBOOK

The purpose of the Student Employee Handbook is to inform students of the general provisions and regulations of work study, a financial aid program that provides valuable job experience through student employment. This booklet includes responsibilities of student employees and their supervisors, how to complete a time sheet, office conduct, student employee evaluation process, and forms. Contact the financial aid office for a copy.

SOURCES OF FINANCIAL AID

There are many different types of student financial aid. Almost all, including state and federal grants, student loans, work-study, and even many scholarships, require the filing of the Free Application for Federal Student Aid form (FAFSA) for a determination of "financial need." Financial aid is classified in the following manner:

Grants - do not have to be repaid; awarded on the basis of demonstrated financial need.

Scholarships - do not have to be repaid; based upon academic performance and/or special circumstance. Demonstrated financial need may be considered.

Student Loans - must be repaid. Interest rates and repayment options are regulated by federal law and may change year to year.

Work-Study - is part-time work during the school year and vacation periods. Demonstrated financial need is typically considered.

GRANTS

CHILDREN OF VETERANS TUITION GRANT

Children of Michigan veterans whose death or total disability is connected with wartime service should also inquire about the Michigan Veterans Trust Fund. If they are Michigan residents and not over 25 years of age, they may be eligible for full or partial coverage of tuition and fee charges. Contact the Michigan Office of Scholarships and Grants at 1-888-447-2687 for details.

BUREAU OF INDIAN AFFAIRS (BIA)

The student must be a registered member of a federally recognized American Indian tribe, be enrolled in a public college or university, and demonstrate financial need. For more information, contact Bureau of Indian Affairs, Federal Square Office Plaza, Box 884, Sault Ste Marie, MI 49783. Phone: 906-732-6809.

FEDERAL PELL GRANT

The Federal Pell Grant is awarded to undergraduate students demonstrating financial need. Students must complete the FAFSA. For the 2010-2011 academic year an annual award of up to \$5550 is possible. Awards are pro-rated based on the actual enrollment level of the student each semester. In some cases, students may exceed their annual award for summer semester enrollment.

MICHIGAN TUITION INCENTIVE PROGRAM (TIP)

The student must be from a low-income family and must have graduated from high school or completed a GED prior to age 20.

If the student is eligible, the state will pay tuition and mandatory fees at Michigan community colleges and some universities. TIP does not cover course fees and coverage is limited to 24 credits per academic year. Applications should be submitted to the state no later than the senior year in high school, although eligibility may be established as early as grade seven.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

This grant is awarded as a supplement to the PELL Grant to students showing exceptional need. Priority is given to students with the lowest expected family contribution as determined by the FAFSA. The typical award at Kirtland Community College is \$200 a year.

MICHIGAN INDIAN TUITION WAIVER

The student must have been a Michigan resident for at least 12 months and be certified by his/her tribal association as not having less than 1/4 blood quantum. Contact Michigan Department of Civil Rights at 517-241-7748 for application and questions.

SCHOLARSHIPS

MICHIGAN COMPETITIVE SCHOLARSHIP

This is a state scholarship awarded to eligible Michigan high school graduates. Applicants must have a qualifying score from the ACT and have financial need as determined by the FAFSA. The current full year award is \$510.

SCHOLARSHIPS/GRANTS OFFERED BY KIRTLAND COMMUNITY COLLEGE

ATHLETIC SCHOLARSHIP

This scholarship is awarded to select students participating in Kirtland's athletic programs. Contact the athletic director for details.

DEPARTMENTAL SCHOLARSHIP

This scholarship is limited to Kirtland students who have completed, or are in the process of completing, at least 24 college credits, of which at least 12 must have been taken at Kirtland. Consideration is given to the student's overall GPA, the program GPA, and the program advisor or instructor's recommendation.

DUAL ENROLLMENT/DIRECT CREDIT SCHOLARSHIP

Students must have graduated from high school in the past academic year and have successfully completed a Kirtland Community College course

GILBERT I. STEWART SCHOLARSHIP

Students must have graduated from high school within the past academic year with a minimum GPA of 3.50.

KIRTLAND HONORS SCHOLARSHIP

Students must have been accepted into the Kirtland Honors Program.

MICHIGAN ARMY AND AIR NATIONAL GUARD TUITION WAIVER

A 25% tuition waiver is available to degree-seeking members of the Michigan Army or Air National Guard.

PRESIDENT'S SCHOLARSHIP

Students must have graduated from high school within the past academic year with a minimum GPA of 3.00.

SENIOR CITIZEN SCHOLARSHIP

Students must be residents of the Kirtland district, age 60 or over. For more details, go to: <http://www.kirtland.edu/accounting/>.

SCHOLARSHIPS/GRANTS SPONSORED BY THE KIRTLAND FOUNDATION

AUTOMOTIVE EXCELLENCE SCHOLARSHIP

This scholarship is limited to sophomore level students pursuing a certificate or degree in automotive technology.

ROBERT BOVEE SCHOLARSHIP FOR HEALTH SCIENCES

This scholarship is open to all 2nd year students with a preference to those in nursing. In-district residency is required with a minimum GPA

of 3.0.

ANN AND LAWSON CHAMBERS SCHOLARSHIP

This scholarship is limited to students who are residents of Rose City and Lupton.

CARL J. DARLING JR. MEMORIAL SCHOLARSHIP

This scholarship is limited to criminal justice pre-service students entering the Police Academy. Students must have a GPA of 2.5 or better.

MILDRED DEBOLT SCHOLARSHIP

This scholarship is limited to students majoring in English.

DONALD N. FENTON MEMORIAL SCHOLARSHIP

This scholarship is limited to sophomore level students planning to transfer to a university/college to study environmental science, teaching of environmental sciences or teaching of science. Minimum GPA of 2.5.

JAMES D. FRYFOGLE MEMORIAL

This scholarship is limited to Kirtland Level II Associate Degree Nursing students who maintain a minimum 3.00 GPA in their core courses and a minimum 2.50 GPA for all other courses. They must also be residents of the college district.

MARGUERITE GAHAGEN SCHOLARSHIP

Students applying for this scholarship must be majoring in journalism at Kirtland. They must have earned a 3.00 GPA. Preference is given to those who reside in Roscommon County and/or show financial need.

PAT HILL MEMORIAL NURSING SCHOLARSHIP

This scholarship is limited to Kirtland Level II Associate Degree seeking students. Minimum 3.25 GPA. Preference may be given to Crawford County residents with dependents.

WILLIAM INGLESON MEMORIAL SCHOLARSHIP

This scholarship is limited to students pursuing a career in counseling.

JEAN KING MEMORIAL

This scholarship is limited to students majoring in fine arts or commercial arts at Kirtland. They must be residents of the college district. First preference will be given to residents of Ogemaw County.

OTTO AND MARTHA KRAUSS HONORS SCHOLARSHIP

Students must be admitted to the Kirtland Honors Program.

RON & MELANIE MARINO MEMORIAL SCHOLARSHIP

Students must be seeking a degree or certificate on at least a half-time basis. Applications will be reviewed based upon a Statement of Goals, an instructor's recommendation, and an evaluation of financial need. Employees or immediate family members of Weyerhaeuser Company shall receive first consideration.

HERBERT AND EVELYN MILLER SCHOLARSHIP

This scholarship is limited to Kirtland Level I LPN students who maintain a minimum 3.00 GPA in their core courses and a minimum 2.50 GPA for all other courses.

STEVE OPPY MEMORIAL SCHOLARSHIP

This scholarship is open to Kirtland students pursuing a degree in creative writing, journalism or music with a minimum GPA of 2.00.

HERBERT F. POEHLE MEMORIAL

This scholarship is limited to students majoring in fine arts at Kirtland Community College.

THE KEITH RICH TRUST

This scholarship is limited to students enrolled in nursing or other medically related programs at Kirtland. Applicants or their parents/guardians must be residents of Lyon Township, Roscommon County, Michigan.

PATRICK J. TRAHAN MEMORIAL

This scholarship is awarded in recognition of academic performance in chemical science, with preferential treatment given to those students pursuing a career in conservation or natural resources.

MARGUERITE D. WILTSE MEMORIAL SCHOLARSHIP

This scholarship is limited to students from Crawford, Ogemaw, Oscoda and Roscommon Counties pursuing health careers. Preference is given to those students with financial need.

SCHOLARSHIPS SPONSORED BY OUTSIDE AGENCY

JANET SIEB MEMORIAL SCHOLARSHIP

This scholarship is limited to full-time students in a business or office information systems program. Applicants must be residents of the college district and demonstrate financial need.

OTHER SCHOLARSHIPS

Many other particular and unique scholarships may be available from corporations, associations, agencies, clubs, churches, and foundations. It is recommended that interested students make inquiries of their high school counselor, their local Chamber of Commerce, their place of employment (or their parent's), any organizations to which they or their parents may belong, and the financial aid office.

STUDENT LOANS

NOTE: Loan eligibility criteria are subject to revision. Contact the financial aid office for current procedures.

FEDERAL DIRECT STAFFORD LOAN PROGRAM

Subsidized Stafford Loan

This loan is for students enrolled at least half-time who demonstrate financial need beyond what is met by other financial aid. The federal government covers interest payments during periods of deferment. Students must file the FAFSA to have financial need determined.

Unsubsidized Stafford Loan

This is identical to the subsidized loan, except that the federal government does not pay the interest while a student attends classes.

PARENT LOAN PROGRAM (PLUS)

This loan is for parents of dependent students who have obtained the maximum financial assistance from other sources, including the PELL Grant and Stafford Loan.

ALTERNATIVE STUDENT LOAN PROGRAMS

Students showing need over and above all other sources of financial aid for which they have been determined eligible may apply for an alternative loan.

OTHER PROGRAMS AVAILABLE AT KIRTLAND

SPECIAL POPULATIONS GRANTS

Attendance costs such as tuition, fees, books, supplies, uniforms, transportation, and/or dependent care may be covered for special population students enrolled in approved occupational programs or courses. Grants may be available to students with disabilities, students who are economically disadvantaged, students with limited English proficiency, and also to the following students:

1. Single Parents, including single pregnant women, who are unmarried or separated from a spouse and have a minor child or children for whom the parent has either custody or joint custody, or who are unmarried or separated from a spouse and pregnant.
2. Displaced Homemakers, who: (a) have worked primarily without pay to care for the home and family and for that reason have diminished marketable skills (b) are also unemployed or underemployed and have experienced difficulty in obtaining or upgrading employment. They must also have been dependent on the income of a family member but are no longer supported by that income or must be a parent whose youngest dependent child will become ineligible to receive Social Security assistance not later than two years after applying for the Title IV Social Security assistance.
3. Nontraditional Training and Employment Participants who are preparing for occupations or fields of work, including careers in computer science, technology, and other emerging high-skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.

Students participating in these programs must apply for other appropriate federal financial assistance by completing the Free Application for Financial Student Aid form (FAFSA). Priority is given to those with the greatest financial need.

VA EDUCATIONAL BENEFITS

Entitlement and Eligibility

Veterans, dependants, and selected reservists should contact Kirtland's financial aid office in the administration center to obtain accurate, complete, and current information concerning educational benefits.

Educational Benefit Programs available are the following:

1. Chapter 30, Montgomery GI Bill
Active Duty Educational Assistance Program
2. Chapter 31, Vocational Rehabilitation
Veterans with a compensatory service-connected disability that impairs employability
3. Chapter 33, Montgomery GI Bill Post 9/11
4. Chapter 35, Educational Assistance for Veterans' Dependents
Children and spouses of veterans who died of a service-connected disability or who are totally and permanently disabled from a service-connected disability
5. Chapter 1606, Montgomery GI Bill Selected Reserve Educational Assistance Program
6. Chapter 1607, Reservists called to active duty in response to war.

VA Application Process

VA application forms are available online at www.gibill.va.gov, or from the financial aid office located in the administration center. The application may be submitted online to the VA or by the financial aid office.

If the student has previously drawn educational benefits elsewhere, the student needs to complete a Request for a Change of Place and/or Program form and have transcripts from other colleges sent to Kirtland for evaluation as soon as possible. Benefits can be suspended if credit evaluations are not reported to the VA before the student completes two semesters.

Certification of Enrollment

Students must request certification of enrollment each semester. The KCC Veterans Certification Request form must be fully completed and submitted to the financial aid office along with a class schedule.

Pay Rate

Monthly rates vary according to which VA program is providing the assistance, the student's course load status and length of semester enrollment.

Advance Pay

Students eligible for VA benefits may request an advance payment if they carry at least a half-time course load and the VA receives the enrollment certification at least 30 days before classes start. The advance check covers the initial month or partial month of the semester, plus the following month. This check is sent to the college. Subsequent checks are mailed to the student's mailing address or can be directly deposited to the student's financial institution.

Guidelines and Responsibilities

1. Generally, classes certified must fulfill graduation requirements.
2. VA payment is not ordinarily allowed for repeating a previously passed course.
3. Any changes in program of study, course load, address, etc., must be reported to the financial aid office.
4. If any eligible student certified for benefits fails to enter a course or withdraws officially or unofficially from classes, the VA will be notified.
5. Students having problems with receiving their education benefits should contact the VA at their toll-free number: 1-888-442-4551.
6. Certain VA programs require monthly verification. Attendance may be verified by calling 1-877-823-2378 at any time on the last day of the month or later, or use WAVE Internet access: www.gibill.va.gov

Consequences of Dropping Classes

If a student receiving VA benefits drops a class and it changes the course load, the drop will be reported to the VA. If a student fails a course, the last date of attendance in the course will be reported. Students are responsible for any overpayment due to their withdrawal (unofficial or official), or class failure.

Satisfactory Progress

A student receiving VA benefits needs to understand the college's policy regarding academic probation. When this policy allows, a VA student placed on probation may have a maximum of two consecutive semesters to raise the cumulative grade point average to a 2.0. Failure to do so will make the student ineligible for recertification, and unsatisfactory progress will be reported to the VA in writing.

MICHIGAN ARMY AND AIR NATIONAL GUARD TUITION WAIVER

A 25% tuition waiver is available to degree-seeking members of the Michigan Army or Air National Guard. Applications are available from the office of Financial Aid in the administration center or by mail by calling 989-275-5000, extension 257.

SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)

Kirtland Community College is designated as an SOC. SOC is a network of more than 1,400 colleges and universities whose policies and programs are designed especially to help meet the higher education needs of service-members. Contact the student services office for more information.

REGISTRATION AND ACADEMIC POLICIES

REGISTRATION PROCEDURES

All students are required to complete admissions requirements and procedures before registration for classes. Students register for classes according to instructions published each semester in the class schedule. Students may register online at specified times by using myKirtland at the following web site: www.kirtland.edu.

A **registered student** is one who has completed the registration process, including arranging for payment of all financial commitments. A student must be registered for a class before he/she may attend the class. Questions concerning these procedures should be directed to the Records and Registration Office.

CREDIT HOUR LIMIT

Students enrolling for more than 18 credit hours for the fall or winter semester, or more than eight credit hours for the summer session, must receive permission from their dean, associate dean, or designee. In the instance where the college catalog lists more than 18 hours as a suggested semester load, students may register without additional permission.

COURSE ADJUSTMENTS (ADDS AND DROPS)

Add/Drop forms for adding and dropping courses can be secured from the Records and Registration Office. Adds and drops should be approved by the instructor or advisor and are to be used only to improve the student's instructional program.

Adding a class

Students are expected to complete their registration during the registration period. However, if a student must add a course, it should be done before the end of the first week of the semester. No student will be allowed to add a class after the class has met more than two times without written authorization from the instructor of the course.

Dropping a class

Exact dates of the drop period are posted online at: <http://www.kirtland.edu/accounting/refund.htm>. Students are permitted to drop online any class in which they are enrolled through the 100% drop refund date.

COURSE REPETITION

A student may repeat any course previously taken or an equivalent at Kirtland Community College to improve his/her grade. Only the higher grade is credited when computing the grade point average, although both grades appear on the transcript.

If the student has achieved a C grade or better on the first repeat of a course, a second repeat will not be permitted. A student may not repeat a course more than twice. Exceptions to this policy may occur when a student desires reentry or progression within a particular program that requires current competency. These exceptions may be authorized by the program advisor. Other exceptions may only be authorized by the dean or an associate dean.

AUDITING OF COURSES

A student who wants to attend a course regularly, but does not wish to receive a grade or credit may register to audit the course. A student who audits a course is required to officially register, indicate the class is for audit on the registration form, and pay all tuition and fees.

A change from audit to credit or credit to audit must be approved by the instructor of the course. A Change in Audit Status form must be properly completed, signed by the instructor, and submitted to the records office for processing by the census date.

Financial aid is not available for a course taken for audit. Students receiving financial assistance should check with the financial aid office to determine what effect the audit may have on their financial aid package.

GRADE REPORTING SYSTEM

Grades are issued at the end of each semester or session and become a permanent part of the student's record. Kirtland operates on two 15-week semesters and an 11-week summer session.

Students must go online to view or print grades each semester, grades are not mailed. Students should log into myKirtland at www.kirtland.edu, click on the student tab, and select "Course History" link. Students can select specific semester grades, or by selecting "All Divisions, All Terms" students can view or print a complete unofficial transcript showing all grades earned, and prerequisites met by placement testing. Students who do not have access to a computer or the Internet can use the computers on the Kirtland campus, or they may request unofficial or official transcripts (see "Transcripts" for ordering information).

The following grades are computed in the semester/term and cumulative/career grade point average (GPA): A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and E. While the current semester is in session, an WIP designation may appear on the transcript to denote that the course is currently in progress.

Academic achievement is recorded as follows:

<u>Grade</u>	<u>Definition</u>	<u>Honor Point Value</u>
A.....	Excellent performance	4.0
A-	Excellent performance	3.7
B+.....	Above average performance	3.3
B.....	Above average performance	3.0
B-.....	Above average performance	2.7
C+.....	Above average performance	2.3
C.....	Average performance	2.0
C-.....	Below average performance	1.7
D+	Below average performance	1.3
D.....	Below average performance	1.0
D-	Below average performance	0.7
E.....	Failure.....	0.0
I.....	Incomplete	N/A
W.....	Withdrawal	N/A
AU.....	Audit.....	N/A
CR	Transfer Credit.....	N/A
R.....	Registrar Grade.....	N/A
S.....	Satisfactory	N/A
SA	Satisfactory - Grade A	N/A
SB.....	Satisfactory - Grade B	N/A
SC.....	Satisfactory - Grade C	N/A
SD	Satisfactory - Grade D	N/A
U.....	Unsatisfactory.....	N/A

The number of **honor points** received for a course is determined by multiplying the honor point value of the course by the number of credit hours. Therefore, a grade of B in a 4 credit-hour course is 12 honor points (3 x 4).

A **grade point average** is obtained by dividing the total number of honor points by the total number of credit hours graded. For example, a total of 32 honor points earned in a semester by a student enrolled for 16 credit hours equals a grade point average (GPA) of 2.00 for that semester.

TRANSCRIPTS

Unofficial transcripts are available online via myKirtland at www.kirtland.edu. Students can print an unofficial transcript by logging into myKirtland, then selecting "Course History" link.

Official transcripts are available from the records office in student services at no charge. Official transcripts include the college seal and are sent directly from Kirtland to the college, employer, or other location the student indicates. Unofficial transcripts do not have the college seal and can be given to the student.

A student requesting a transcript must do so in writing, include his/her student identification number and/or Social Security number, signature, and to whom and where (including address) the transcript is to be sent. Transcript requests can be sent by fax to (989-275-6789) and, if a FAX number is provided by the student, an unofficial copy may be faxed to another location.

NOTE: No transcripts will be issued to any student who has not met all of his/her financial obligations to Kirtland.

STUDENT RECORDS

In addition to academic transcripts, students' records are maintained by the records office in student services. A student record may include the application for admission, high school transcript, other college transcripts and the transfer credit evaluation, test results, correspondence, student progress reports, and other student information. Students may review their own student record any time during office hours with proper identification.

PROGRESS REPORTS

A progress report is initiated by an instructor to notify a student of poor academic performance or lack of attendance in the instructor's course. Students will receive their progress report via their Kirtland email account. The progress report is forwarded to the appropriate student services offices. An electronic copy will be kept in student services.

STUDENT ATTENDANCE POLICY

Students are expected to attend every class and laboratory period for which they have registered. Regular class attendance is necessary for students to receive maximum benefits from their classes. Excused absences for participation in authorized campus activities shall in no way lessen student responsibilities for meeting the requirements of the class. Excessive absence may affect financial aid awards.

Regular attendance is expected of each student in each course. Instructors are required to determine reasonable attendance and satisfactory academic progress during the semester. Progress reports will be filed for students with poor attendance records. Financial assistance, whether Veterans Administration, federal and state grants and scholarships, student loans, work-study, or private funding, may be cancelled or reduced if attendance is unsatisfactory.

Since attendance is a legitimate basis for grading by instructors, students will receive progress reports for lack of attendance (see "Progress Reports"). If absent from class, students should explain the reason for their absence to their instructors.

INCOMPLETE GRADES

A student may request an incomplete (I) grade when he/she has found it impossible for reasons beyond his/her control to complete all required course work by the close of the semester. Upon the instructor's discretion, an incomplete grade may be granted.

If granting an incomplete grade, the instructor shall submit an Incomplete Grade Request form to the records office. If the course work is completed within the period prescribed by the instructor, the incomplete grade will be changed to the letter grade the student has then earned. If course work is not completed within the prescribed period, the incomplete grade will be changed to a failing grade.

WITHDRAWAL FROM COURSES

Students may withdraw from courses for which they are registered.

FULL SEMESTER COURSES

If a withdrawal is made before or on the census date for the semester, no grade will be recorded. However, for withdrawals made after the census date and through the twelfth week of the semester or through the eighth week of the summer semester, a grade of "W" will automatically be issued.

SHORT COURSES (Courses that are scheduled for less than a full semester)

A withdrawal must be made before the final exam is issued for the course. If a withdrawal is made on or before the census date for the course, no grade will be recorded. However, for withdrawals made after the census date of the course, a grade of "W" will automatically be issued.

FLEX COURSES

A withdrawal must be made before the final exam is issued or before the coursework is completed for the course. If a withdrawal is made before the course begins, no grade will be recorded. However, for withdrawals made after the course begins, a grade of "W" will automatically be issued.

Generally, a withdrawal from a course is the student's option. However, students who are enrolled in a program that has additional requirements may be required to withdraw from a course by their program advisor. As part of a disciplinary action, following due process, an "administrative withdrawal" may be authorized by the dean of student services.

WITHDRAWAL FROM COLLEGE

Students withdrawing from all classes (withdrawal from college) shall follow the same procedure as withdrawal from courses.

ACADEMIC PROBATION AND ACADEMIC DISMISSAL

Good academic standing is a status achieved by students who have an earned a cumulative/career grade point average (GPA) of 2.0 and above. Cumulative/career credit hours attempted/graded and cumulative/career GPA will determine a student's good academic standing, probation, and dismissal status. The following schedule reflects probation and dismissal status:

0-5 Cumulative/Career Credit Hours Graded

Probation Status: None

Dismissal Status: None

6-11 Cumulative/Career Credit Hours Graded

Probation Status: 0.00-1.99

Dismissal Status: None

12-17 Cumulative/Career Credit Hours Graded

Probation Status: 1.00-1.99

Dismissal Status: 0.99 or less

18-23 Cumulative/Career Credit Hours Graded

Probation Status: 1.26-1.99

Dismissal Status: 1.25 or less

24-29 Cumulative/Career Credit Hours Graded

Probation Status: 1.53-1.99

Dismissal Status: 1.52 or less

30-Plus Cumulative/Career Credit Hours Graded

Probation Status: 1.80-1.99*

Dismissal Status: 1.79 or less

NOTE: *Should the student not show academic progress (increasing cumulative/career GPA toward a 2.00) after completion of the next enrolled semester/session, he/she will be dismissed.

If a student is dismissed from the college and wishes to re-enter, he/she must submit an Application for Reinstatement form to the counseling office for permission to re-enter as a **limited probationary student**. If permission is granted, the student will be allowed to reenter with enrollment restrictions as stated in a signed contract between the student and the counseling office. Any adjustments to the limited probationary student's schedule must be approved by the counseling office.

A limited probationary student will be dismissed again from the college if he/she is not showing academic progress (increasing the cumulative/career grade point average toward a 2.00), or if he/she does not meet all requirements as listed in the contract. Students being dismissed for a second time will automatically be required to sit out at least one semester.

Students being placed on academic probation or academic dismissal will be notified of their status by letter. The letter will be from the dean of student services.

ACADEMIC AMNESTY

Kirtland Community College understands that a student may "get off to a bad start" due to circumstances beyond his/her own control. Also, a student may enroll in a program that he/she later finds does not suit his/her needs. Both situations may result in a student experiencing poor academic performance. Academic amnesty is an action of forgiveness provided to certain students who have experienced poor academic performance at Kirtland Community College. Through academic amnesty, a student will be awarded a "second opportunity" to achieve success at Kirtland by removing the negative effect of less-than-C grade courses on the student's academic transcript.

To be eligible to apply for academic amnesty, a student must meet the following criteria:

1. Have a cumulative grade point average (GPA) of less than 2.00.
2. Complete at least six credit hours or more toward a new program of study while maintaining a 2.00 GPA or higher since beginning the

new program.

3. Allowed one year to elapse between the poor academic performance period and requirement #2.

Once eligible, a student may petition the academic amnesty committee by requesting an Application for Academic Amnesty form from the counseling office, completing it, and returning it to that office. The applicant must meet with the counseling staff and agree to the conditions of academic amnesty.

The academic amnesty committee will review all requests for academic amnesty. Academic amnesty will only be granted for one continuous period of enrollment in a program at Kirtland Community College, as indicated by courses taken by the student that are directly attributable to that program.

Once amnesty has been approved by the committee, and applied by the registrar to the student's (petitioner's) transcript, the student will not be permitted to rescind the application of amnesty on his/her academic record. Other conditions include the following:

1. No course work will be removed from a transcript.
2. A special notation explaining amnesty approval will be placed on the student's transcript.
3. Honor points and credit hours attempted during the amnesty period will be subtracted from the current cumulative honor points and credit hours attempted. A new cumulative grade point average will then be established.
4. Courses successfully completed with a grade of C or better during the amnesty period can be used toward the student's certificate or degree requirements but do not count toward the student's GPA.
5. A student receiving academic amnesty will not be allowed to graduate with honors.
6. Academic amnesty, when granted, applies only to Kirtland Community College courses. There is no guarantee, expressed or implied, that academic amnesty will be recognized by any other college or university.
7. Academic amnesty can be granted only once to any student.

The registrar has the responsibility of implementing amnesty, as stated in the academic amnesty policy, when it is granted to a student.

CREDIT BY EXAMINATION

Students who believe they have achieved the equivalent knowledge and/or skills of a particular Kirtland Community College course may choose to take a competency credit examination.

A Kirtland student may request credit by examination by using the following procedure:

1. Contact the counseling office for a list of nationally recognized standardized tests that are equivalent to the Kirtland course the student desires. Information regarding testing fees and date, time, and location of the testing will also be provided to the student.
2. If a nationally recognized standardized test is not available, the student may contact the dean or associate dean of his/her program for an Institutional Credit by Examination Request form and the cost for the testing. The student will complete and submit the form to the senior instructor in the subject area of the examination requested. The instructor will review the request and submit his/her recommendation back to the dean or associate dean, who may approve or disapprove the request. If approved, a test will be developed, and testing will be scheduled.
3. Credit by examination scores will be handled in the following manner: If a passing score is achieved, credit will be noted on the student's Kirtland transcript. Cumulative grade point average, credit hours attempted, and honor points will not be affected.

COURSE SUBSTITUTION

Certificate and degree program requirements are listed in the college catalog. These requirements include all courses needed for completion. Any alteration to a degree or certificate (substitution of one course for another) must be made in the following manner:

1. To initiate a course substitution, a student must meet with his/her advisor. During the meeting, a Course Substitution Request form must be completed by the student and the advisor. The student's advisor will forward the form to the dean of instruction for possible approval. If approved, the form will be sent to the records office and placed in the student's file.
2. Required courses within a program may only be substituted under very unusual circumstances. No class may be substituted for POL-

10100, Introduction to American Government.

3. Course substitutions should be submitted and approved before the student's registration for the semester in which the course substitution is to be made. If a student has received credit for courses transferred from another institution and desires a course substitution of the transfer credit for a required course, approval should be gained during the student's first semester at Kirtland.

GRADUATION REQUIREMENTS

Each candidate for graduation must fulfill the following requirements for an associate degree or certificate of completion:

1. Be granted admission to Kirtland Community College
2. Have completed a minimum of 15 semester hours of credit (100-level or above) at Kirtland
3. Have earned a minimum cumulative grade point average of 2.00 at Kirtland
4. Have completed all program requirements as listed in Kirtland's college catalog

NOTE: The date of the catalog by which a student's credits are audited for graduation may not be more than four years earlier than the date of the issuance of the degree or certificate. Student records may not be audited by a catalog dated earlier than the time of entrance. Exceptions may be authorized by the dean or associate dean of the student's program.

6. Have filed a Request to Graduate form with the records office at the beginning of the semester in which they plan to finish their required course work. Students should also check with their advisors when they register for that semester to be sure that all requirements have been met.

Graduation (commencement) ceremonies for students completing associate degree and certificate programs are held once a year on the last Friday of the winter semester. Participation in the graduation ceremonies is strongly encouraged, but not required. Cap and gown for graduation must be ordered before March 1. For more information about graduation fees, contact the Records/Registration office.

Students not wanting to participate in the ceremony, but who want a copy of their diploma, may contact the records office at 989-275-5000, extension 251, for ordering information. Payment must be received before a diploma will be ordered, then mailed to the student.

ACHIEVING SUCCESS

EXPLORING EDUCATIONAL CHOICES

COUNSELING SERVICES

College is a time of many changes and decisions and at times students may feel the need for help in coping with those changes and making those decisions. Kirtland's Michigan-licensed professional counselor is trained to help students deal with the college experience.

Services provided include the following:

- Personal, career, and academic counseling
- Academic advising to assist a student in completing his/her educational plan, including transferring to another college
- Administering and interpreting interest and personality test instruments for students seeking career and educational information (no charge)
- Administering standardized tests for college credit (proctor fee and test publisher fee charged)
- Referral information for other available counseling services

Personal Counseling is helpful in situations where problems are persistent and bothersome to the point that discussion with another person

is needed. Personal counseling on campus is available through the counseling office. Long-term counseling is available through referral to community agencies that provide this service. The college maintains a referral list of local crisis centers and mental health clinics qualified and available for personal counseling.

CAREER AND EMPLOYMENT SERVICES

The career and employment services office, which is located in the administration center, offers a wide variety of services to individuals who desire assistance with career planning and preparation. Help is available with career exploration, job search strategies, résumé/cover letter writing, interviewing techniques, and employability skills. A number of resources are available in the form of books, magazines, videos, computer programs, and Internet access.

For individuals seeking employment, numerous job search resources are located on the Internet at <http://kirtland.edu/employ>. The Job Bulletin Board contains positions that employers have listed with the career and employment services office. Links to area newspapers and popular job search sites are available. Students may also check the career and employment services bulletin board in the administration center for other job opportunities.

Career counseling is available to help determine employment possibilities based on an individual's abilities, aptitudes, and interests. Career assessments are available to assist with making sound career decisions. All of these services are free and available to students and community members.

NONTRADITIONAL CAREER CHOICES

If a student is considering a career field in which his or her gender comprises less than 25% of the workers in the field, there may be funds available to assist in paying for educational-related expenses. For more information, please call 989- 275-5000, extension 252. Examples of nontraditional areas for males are cosmetology, nursing, and office information systems. Nontraditional areas for females include automotive, engineering design technology, and welding.

SERVICE LEARNING

Service learning combines relevant community service experiences with academic courses. Service learning activities are academically meaningful. Kirtland Community College offers four courses as part of its commitment to service learning: Volunteerism in the Community (CAR-11500), Learning Styles (CAR-11600), Service Learning Lab (CAR-12600), and Service Learning Project (CAR-20000). Service learning projects are also offered as part of some classes at Kirtland. Seminars and classes relevant to service learning issues will also be offered through the Community Education Center. Additional service learning opportunities are tracked and made available by contacting the service learning coordinator at 989-275-5000, extension 412. A Service Learning Library has been established as part of the main collection in the library. A bibliography of material available in this collection is available.

PREPARING TO TRANSFER (From Kirtland to the senior institution)

Transfer students need to be aware of all deadlines, such as payment for tuition and fees, residence hall reservations, financial aid and scholarships, placement testing, etc.

Admission

Transfer students must apply early for admission to the senior institution they have selected. An application fee may be required. Many schools have application deadlines, as well as a limit on the number of new students to be admitted. To assist transfer students, representatives from many universities and some private colleges visit community college campuses every semester to talk with transferring students about their college or university.

A certain cumulative grade point average earned at the community college and/or the SAT or ACT test will usually be admission requirements at senior institutions. There may also be additional admission or program requirements. For example, a specific program may have Fall admissions only.

Financial Aid

Students transferring during the current academic year will need to have a duplicate copy of their Student Aid Report (SAR) forwarded to the college/university. Transfer students should check with their new financial aid advisor to determine what other information may be required.

Transfer scholarships to senior institutions may be available to students transferring from a community college. Scholarship application deadlines usually fall between December and March each year.

NOTE: Some schools have separate scholarship application forms.

Campus Visit

Before transferring, students should visit the institution to which they plan to transfer, preferably during daytime campus hours. When visiting the campus, it is important that students talk to an advisor in their program of study.

Student Housing at the Senior Institution

Students in need of off-campus housing at the school to which they will be transferring should start looking at least four to five months in advance for the best selection. Most senior institutions have on-campus or family housing available. In some cases, transfer students must qualify to live off-campus.

Transferring Credit

Students must submit a written request for an official copy of their Kirtland transcript from the Records/Registration office. This copy must be sent directly from the Records/Registration office to the college or university of their choice. Upon the student's admission, the senior institution will perform a credit evaluation of his/her transcript.

When students transfer to a senior institution that operates on terms or quarters rather than semesters, they need to be aware of possible credit hour differences. For example, two (2) semester credits = three (3) term or quarter credits.

MACRAO Transfer Agreement

Kirtland Community College is a participating member of the MACRAO Transfer Agreement. Member colleges and universities participate in a state-wide transfer agreement proposed by the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO).

The intent of the MACRAO Transfer Agreement is to ensure that a student who completes a transfer degree will have satisfied the basic two-year requirements of the four-year college or university. This agreement can also be fulfilled if a student completes the following 30 credit hours of course work (100-level or above):

- A. English composition - 6 credits
- B. Science and Mathematics - 8 credits
(Courses may include but are not limited to the following: biology, chemistry, geology, mathematics or physics. At least one course must have a laboratory. Courses taken must be in more than one subject area.)
- C. Social Science - 8 credits
(Courses may include but are not limited to the following: anthropology, economics, geography, psychology, political science, or sociology. Courses taken must be in more than one subject area.)
- D. Humanities - 8 credits
(Courses may include but are not limited to the following: art, foreign language, history, literature, music, philosophy or theatre. Courses taken must be in more than one subject area.)

Transcripts of Kirtland Community College students graduating with a transfer degree will automatically have the "MACRAO Agreement Satisfied" designation added to the end of their transcript. Students just completing the 30 credit hour program, as stated above, **must request** that the designation be added to their transcript. Please contact the student services office for more information.

NOTE: Not all credits that are considered transferable to a senior institution's general education requirements may be used for specific programs of study. Students must be careful in researching credit transferability. More information regarding MACRAO can be obtained at MACRAO's website: www.macrao.org

For additional information regarding transferring, go to www.kirtland.edu/ss/transferfrom.htm

SUPPORTING ACADEMIC SUCCESS

LEARNING RESOURCES

Library

The library serves the information needs of the Kirtland community and the public in the Kirtland service area. These needs are met by a professional staff who are able to help patrons find information in a variety of formats, including print and electronic. Reference services are available in-house, by phone, or email. In-depth reference assistance for term papers, speeches, and business plans, along with library instruction for classes and individuals, is available by appointment. For more information, call 989-275-5000, extension 246 or email the library at library@kirtland.edu.

Resources available in the library:

- a print collection of 34,500 volumes including books and reference materials
- over 24,000 e-books
- 650 audiobooks
- over 190 print magazines, journals, and newspapers
- access to more than 65 electronic databases

Information about the library's holdings may be viewed in the Kirtland Library website at www.kirtland.edu/library. Materials not available in the library may be obtained through interlibrary loan. Internet and Wi-Fi connections and a variety of programs are available in the computer lab which is also located in the library.

Open Hours for the Library

Fall and Winter Semesters

8 a.m. to 8 p.m., Monday through Thursday

8 a.m. to 4:30 p.m., Friday

Breaks and Summer Session

8 a.m. to 4:30 p.m. Monday through Friday

eServices Department



The eServices department, located in the library building, consists of the eLearning and eTechnology divisions. We provide a single point of contact for a wide range of services delivered via internet, telephone, or in person. Our services include network operations, telecommunications, computer maintenance/installation and technical support, audio/video dubbing, media services support, and system account maintenance for email, course delivery, and student information systems.

For more information on eServices, eTechnology, and eLearning visit our web site: <http://eservices.kirtland.edu> or if you have any questions please feel free to either email us eservices@kirtland.edu, or call 989-275-5000 ext. 499 Monday-Fridays 8:00 a.m. – 4:30 p.m.

- **eLearning**

Primary responsibilities include support for distance education and technology enhanced courses including online internet classes, satellite video-teleconferences and interactive television. Additional duties include training and technical support for students and faculty using our course delivery system as well as maintenance of accounts for email, course delivery, and student information systems.

- **eTechnology**

Responsibilities include support and maintenance of all networks, telecommunications, and personal computer systems including technology enhanced classrooms, computer labs, printers, media services. Additional duties include general software support and technical support or “helpdesk” services.

FACULTY ADVISING

Faculty advisors assist students prior to and during registration with the selection of classes to meet individual educational needs. Faculty advising assignments are posted online at: <http://www.kirtland.edu/academic/programdocs/Program-Advisors.pdf> by program of study. Faculty advisors are available throughout the year for consultation and assistance with academic problems that may be interfering with a student's progress (see "Faculty Office Hours"). Starting in Summer of 2009, all first time in any college students are required to see an academic advisor before they will be allowed to register for classes.

FACULTY OFFICE HOURS

All faculty maintain office hours. Students are encouraged to take advantage of this time for discussion of future class selection, academic problems, or class assignments. Faculty office hours are posted in the hallway outside the faculty office area in the instructional center.

TUTORING

Tutoring is free for any Kirtland Community College student. Individual appointments can be scheduled for up to two hours per week for an entire semester (or for as long as tutoring is needed) at a time convenient to both tutor and tutee.

In addition, the following services are offered:

- Drop-in Math Tutoring with paraprofessional tutors and successful math peer tutors is provided to those students needing occasional help in math classes. Drop-in Math Tutoring is available during the Fall and Winter semesters in the Library's

Drop-In Math Tutoring Room

- Study groups (Supplemental Instruction or SI) are available for students in the same class who can benefit by studying together under the guidance of a student leader.
- Study skills workshops are available covering such topics as note-taking, test-taking, and time management.
- Online writing tutoring is available through the OWL (see below).

Need for Tutors

Any student who has a minimum GPA of 3.0, has received an A/B+ in the class(es) they wish to tutor, can communicate well and relate sensitively to other students, and has the recommendation of an instructor may apply to be a paid tutor. Stop in the Library for an application or more information.

WRITING CENTER

The Writing Center, located in the Library, is staffed by specially-trained members of Kirtland's English faculty and offers writing assistance to students seeking help with papers and writing projects by appointment or on a drop-in basis during Fall and Winter semesters. Online writing assistance, similar to the Writing Center services, is available Summer, Fall, and Winter semesters through the OWL (Online Writing Lab). OWL information and submission guidelines are located at: <http://www.kirtland.edu/tutoring/owl/submissionguidelines.htm>.

STUDENT SUPPORT SERVICES

Special Populations

The college, with partial funding from the Michigan Department of Labor and Economic Growth, provides support services to meet the needs of certain populations. Members of special populations include students who are economically or academically disadvantaged, students with disabilities, those with limited English proficiency, single parents (including single pregnant women), displaced homemakers, and students who are pursuing careers that are nontraditional for their gender. Support services and assistance to help them reach their career goals include the following:

- Education Development Plan (EDP)
- Personal, career, and academic counseling
- Referrals to other departments or community agencies
- Attendance costs
- Services for students with disabilities

Disability Services

Students who qualify for services are identified under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students must provide the special populations office with documentation of disability from an appropriate licensed professional, such as a medical doctor, psychologist, or psychiatrist. Verification of disability forms and a request form for auxiliary aides or services, academic adjustment or other accommodations are available in the student support services office. Some examples of services and accommodations follow:

- Instructional accommodations—scribes, readers, sign language interpreters
- Testing adaptations—extended time, oral examinations
- Technological assistance—wireless amplification devices, a reading machine
- Liaison with Michigan Rehabilitation Services and Michigan Commission for the Blind.

STUDENT ASSISTANCE PROGRAM

Kirtland Community College's Student Assistance Program has been developed in response to U.S. Department of Education directives and through the cooperation of local health care agencies. The program is designed to provide Kirtland students with help in dealing with emotional, medical, social, family, alcohol and/or drug abuse problems. Since such problems are considered treatable, students are urged to seek help before personal problems seriously damage academic performance or the future quality of their life.

The Student Assistance Program can help by:

- Providing the opportunity to discuss a personal situation with a caring professional
- Offering referral information on local agencies or specialized treatment services
- Suggesting a local support group sharing the same concern
- Providing information on the use and abuse of drugs including alcohol
- Providing information on how to deal with emotional, medical, social, or family problems

For a copy of the Student Assistance Program brochure, contact Kirtland's director of guidance & counseling at 989-275-5000, ext. 280.

RECOGNIZING EXCELLENCE

SCHOLARSHIPS

Scholarships that recognize academic excellence are available for both new and returning students. Please refer to "Scholarships" in this catalog.

HONORS PROGRAM

The Kirtland Community College Honors Program provides enhanced educational opportunities for academically talented students in both general education and occupational programs. Membership in the Kirtland Honors Program brings the honors student significant benefits:

Educational Benefits

Honors students at KCC pursue an enhanced honors curriculum distinguished, on the whole, from the regular curriculum by an emphasis on the following features:

- ❖ Highly qualified students.
- ❖ Stimulating course design and course work.
- ❖ Emphasis on participatory classroom styles.
- ❖ Challenging work than in comparable classes within the regular curriculum.
- ❖ Team or group teaching.
- ❖ Emphasis on primary, as opposed to secondary, source materials.
- ❖ An interdisciplinary focus.
- ❖ An element of independent study.
- ❖ Transcript recognition of completed honors course work.
- ❖ Honors certificate or degree, upon completion of requirements.
- ❖ Recognition at graduation ceremonies, including a medallion.

Applications are accepted throughout the year, but students are admitted only at the beginning of the fall and winter semesters. For more information contact the Honors Program office at 989-275-5000, ext. 359

HONOR LISTS

Each fall and winter semester, a President's honor list and dean's honor list will be issued. The President's and dean's honor lists shall consist of names of full-time (12 or more credit hours earned, excluding below 100-level departmental courses) students whose current/term grade point averages are 3.800 to 4.000 (President's list), 3.400 to 3.799 (dean's list) and (part-time student honor list), 3.500 to 4.000 (6 to 11.99 credit hours earned, excluding below 100-level departmental courses) at the time grade reports (see "Grade Reporting System") are processed.

Credits earned in developmental courses will not be used when determining a student's full-time status. In addition, students receiving an incomplete grade ("I") for the semester will not be considered for either list. (However, honors notations will be posted to transcripts when completion of "I" grades results in grade point averages that meet honor list criteria.)

GRADUATION HONORS

Students may graduate with honors from Kirtland Community College providing they have met the following criteria:

- Completed all the requirements needed for a certificate or an associate degree
- Earned at least 15 credit hours at Kirtland if receiving a certificate or associate degree
- Achieved the cumulative grade point average (determined by the last completed semester) required for one of the following honors:

3.800-4.000 cumulative GPA	Summa Cum Laude
3.600-3.799 cumulative GPA	Magna Cum Laude
3.400-3.599 cumulative GPA	Cum Laude

The dean of student services will review transcripts of all candidates for graduation. Authorization to wear honor cords will be given by the registrar to candidates who have achieved a minimum cumulative grade point average of 3.40 prior to the semester in which commencement ceremonies are held. The commencement program will list candidates who have been authorized to receive the honors. Final grades will determine the honors appearing on the student's transcript and diploma.

PHI THETA KAPPA, ALPHA OMICRON GAMMA

Phi Theta Kappa is the official International Honor Society for students enrolled in two-year colleges. Since 1918, it has recognized academic excellence by inducting more than 1.2 million members at over 1,200 colleges in the United States, U.S. territories, Canada and Germany.

The members of Kirtland Community College's chapter, Alpha Omicron Gamma, engage in projects and services which provide opportunities for individual growth and development. This is achieved through [programs based on Phi Theta Kappa's four hallmarks of Scholarship, Leadership, Service and Fellowship](#).

Membership in Phi Theta Kappa is based upon academic achievement. Invitation to membership is extended to students who have completed 12 credit hours, 100-level or above, with a minimum cumulative grade point average of 3.5.

For more information about membership in Kirtland Community College's local chapter, Alpha Omicron, contact Terry Geary at 989-275-5000, ext. 359, or email at gearyt@kirtland.edu. Additional information about Phi Theta Kappa can be obtained at the following web site address www.ptk.org.

GETTING INVOLVED

STUDENT ACTIVITIES

The college encourages student activities that supplement the instructional program by providing recreational activities that will add to the student's enjoyment of life and stimulate personal growth and social development. Opportunities for development of constructive leadership, cooperative planning, and special interests will be fostered through participation in student activities.

Cultural events include lectures, films, art exhibits, and concerts made available by the college. Students interested in art, drama, and journalism may further their experiences, training and talents in art shows, theatre productions, and newspaper production. Some clubs also sponsor activities.

STUDENT I.D. CARD

Identification cards are available for all registered Kirtland students. The careers in emergency services office in the administration center will issue cards upon request to all students who register for classes. The identification cards are nontransferable and are valid for one college year. The card permits the student's entry to many college- or student-senate-sponsored functions at no charge or at a reduced rate. Many local businesses offer student discounts to cardholders. To view current list of participating businesses: <http://www.kirtland.edu/students/discounts/>.

STUDENT SENATE

The student senate is the student government organization at Kirtland. The senate is the means through which students can participate in institutional governance by representation on college standing committees. Also, senate members assist in planning a variety of extracurricular and co-curricular activities held throughout the year.

The officers and senators who comprise the student senate are elected each year by the student body. Senate meetings are held regularly during the year and are announced on the monitors located around the campus. These meetings are open to all who are interested. For a copy of the senate's constitution, for a petition for nomination, or for other information, contact the student senate office or student services.

STUDENT CLUBS AND ORGANIZATIONS

There are special interest clubs and organizations that offer opportunities for students to broaden the scope of their educational experiences. Students are encouraged to participate in the activities sponsored by the clubs and organizations listed or to contact any member of the student senate, or faculty members, with suggestions for forming new organizations. Membership in all organizations is open to any interested student.

Establishment of Student Clubs and Organizations

No student club or organization may be established, conduct business, solicit funds, or sponsor activities unless the organization has been approved by the student senate and has been authorized by the college. Students who wish to form a student organization should contact the student senate at 989-275-5000, extension 288.

KIRTLAND CENTER FOR THE PERFORMING ARTS

Kirtland Center for the Performing Arts exists as the cultural and entertainment establishment at Kirtland Community College.

Performing Artists Series present a variety of performing arts events catering to the diversity of interests among the members of the Kirtland Community College service district and beyond. The Performing Artists series annually brings world-class entertainment to the campus of Kirtland Community College.

Kirtland Youth Theatre presents an annual youth theater series that introduces the students of the area to live performing arts including Theatre, Music and Dance in a theatre setting.

Kirtland Community Theatre annually produces plays/dinner theatres using Kirtland Community College area citizens. Performances are taken into the communities and/or performed in the Performing Arts Center.

The Kirtland Center for the Performing Arts offices including Ticket Office is located in the Career Technical Center (CTC) building on campus, room 110.

For more information on scheduled events, tickets and/or becoming a Kirtland Center volunteer, please call 989-275-6777.

SERVICE LEARNING

Service learning combines relevant community service experiences with academic courses. Service learning activities are academically meaningful. Kirtland Community College offers four courses as part of its commitment to service learning: Volunteerism in the Community (CAR-11500), Learning Styles (CAR-11600), Service Learning Lab (CAR-12600), and Service Learning Project (CAR-20000). Service learning projects are also offered as part of some classes at Kirtland. Additional service learning opportunities are tracked and made available by contacting the service learning coordinator at 989-275-5000, extension 412 or through the website at: <http://kirtland.edu/service>.

A Service Learning Library has been established as part of the main collection in the library. A bibliography of material available in this collection is available.

Students interested in community service opportunities can visit: <http://kirtland.edu/service/db> for a database of service options.

SAFETY, SECURITY, AND EMERGENCIES

DEPARTMENT OF PUBLIC SAFETY

The personal safety and security of those on campus are the primary concerns of the department of public safety. The goal is to ensure a safe environment in which all of the campus community members can work and learn. In order to attain this goal, cooperation is needed. Members of the campus community must take responsibility for the safety and security of themselves, their neighbors, and their belongings.

PUBLIC SAFETY SERVICES

The department of public safety is located in room 127 in the administration center. Office hours are 8 a.m. to 11 p.m., Monday through Friday. Public Safety services include:

- After-dark escort service from the buildings to students' vehicles
- Response to criminal behavior complaints
- Preventative workshops/seminars on drug/alcohol awareness, rape awareness, use of weapons, etc.
- The addressing of parking and traffic violations
- Provision of vehicle emergency assistance (keys locked inside of vehicle, jump-starting vehicle, etc.)
- Confidential evaluation of threatening statements or behavior.

CRIME REPORTING

If anyone witnesses a crime or is a victim of any criminal activity, he or she should take immediate action by contacting the public safety office at extension 355 or by contacting the Roscommon County Sheriff's Department at 911.

NOTE: Upon request, data can be obtained from the department of public safety or the student services office regarding incidents reported, during 2005/06.

PARKING AND TRAFFIC ON CAMPUS

Through enforcement of parking and traffic policies, it is Kirtland's desire to provide a safe means for entry and departure from campus lots. It is also hoped that fire, safety, and maintenance vehicle access lanes, handicap spaces, and loading/unloading opportunities can be provided with the least amount of inconvenience.

Parking on campus is free and allowed in approved areas only. Parking is not allowed in fire lanes, on or beside walking paths, on grass, or next to buildings. In addition, parking in the lot adjacent to the career technology center is reserved for patrons of automotive and cosmetology services. Students should park in designated areas only. A Vehicle Identification sticker is required. Students should call 989-275-5000, extension 348, for more information.

Parking spaces for service vehicles and the handicapped are posted. A permanent or temporary handicapped sticker from the Secretary of State's office is needed to park in the handicapped areas.

Parking and traffic violators on campus will be ticketed by Kirtland's public safety officers. The following fines are imposed on violators:

\$40.00 Parked in handicap space	\$25.00 Parked within 15 feet of fire hydrant	\$25.00 Blocking emergency exit
\$25.00 Parking in fire lane	\$10.00 All other parking violations	

FIRE SAFETY AND FIRE ALARMS

Students and employees of the college are encouraged to know where fire alarms, fire extinguishers, and emergency exits are located in each building.

If a fire alarm sounds, get **out of the building!** Treat all fire alarms as real, even if there is reason to believe the alarm is a false alarm. Do not reenter the building until given permission to do so by college officials.

NOTE: A false alarm is dangerous and a felony. Anyone sounding a false alarm will receive the minimum sanction of suspension from college.

POLICY ON USE OF ALCOHOL/DRUGS

Unauthorized possession or use of alcoholic beverages on the college campus or at a college-sponsored event, and use, possession, or distribution of narcotic or other dangerous drugs (including look-alike drugs) are strictly prohibited. Violation of these regulations could lead to removal from college property, suspension, or dismissal from the college, and/or liability for legal prosecution.

NOTE: For a more detailed position on the possession/use of illicit drugs and alcohol, please refer to "Rights and Responsibilities of Students" and "Student Code of Conduct" sections in this catalog.

POLICY ON WEAPONS (FIREARMS, KNIVES, EXPLOSIVES)

Possession or use of knives (blade in excess of 3-1/8 inches), firearms, firecrackers, explosives, other lethal weapons, and/or toxic or dangerous chemicals on campus or at any college-sponsored events, unless specifically authorized in writing by a college administrator for educational/safety purposes, is prohibited. However, possession in a locked vehicle may be permitted according to state laws. Law enforcement officers are exempt from this policy.

CAMPUS SAFETY AND SECURITY

The campus is nestled in a beautifully wooded setting. The surroundings are tranquil and peaceful. Yet, although Kirtland is a relatively safe place to be, it is certainly not exempt from many of the same crime problems that exist in the surrounding communities. Kirtland has implemented measures to promote safety awareness and strives to ensure that the campus is a safe environment for the campus community. The department of public safety in room 127 in the administration center can provide more information about the ways Kirtland works toward this goal.

CAMPUS CRIME OCCURRENCE STATISTICS

The Crime Awareness and Campus Security Act of 1990 requires colleges to collect and share occurrence statistics for certain crimes reported as occurring on the college campus. Kirtland's on-campus occurrence statistics (reported offenses; does not infer alleged offenders were convicted) are listed below:

Reported Offenses	2007	2008	2009
Murder	0	0	0
Sex Offenses-Forcible	0	0	0
Sex Offenses-Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	2	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0
Arrests	2007	2008	2009
Liquor Law Violations	0	0	0

Drug Abuse Violations	0	0	0
Weapons Possessions	0	1	0
Hate Crimes	0	0	0

NOTE: For more information regarding the college’s compliance with the Crime Awareness and Campus Security Act of 1990, contact the director of criminal justice.

EMERGENCIES

Sometimes emergencies arise on campus that require the services of the fire department, county sheriff’s office, Michigan State Police, or an ambulance. The services can be reached by calling extension 355 or 390. The public safety department can assist with these situations and refer them to the proper authorities. Battery jumps and assistance in unlocking car doors are performed by the public safety office and campus security.

ACCIDENT REPORTING

Students having an accident or needing medical assistance while on campus should call public safety office at ext 355.

CLASS CANCELLATIONS AND COLLEGE CLOSINGS

INDIVIDUAL CLASS CANCELLATION

When an instructor cancels a class it is immediately posted on the website in the Urgent Announcements section,. You can view this at www.kirtland.edu and click on “Urgent Announcements + Class Cancellations”. Cancellations are also posted on Facebook and Twitter. Cancellations are also posted in designated areas in the campus buildings, and you can call a local telephone number listed for your area to find out.

KIRTLAND CLASS CLOSING MESSAGES XXX-1625

(For example: in Houghton Lake you would call 910-1625)

Selected Area prefixes:

City	Prefix	City	Prefix	City	Prefix
Roscommon	563	Houghton Lake	910	Merritt	(231)219
Grayling	688	Gaylord	688	Lewiston	243
Atlanta	243	Hillman	419	Alpena	419
Oscoda	764	East Tawas	764	Hale	728
Fairview	333	Mio	333	West Branch	516
Rose City	507	Lupton	782	Alger	825
Prescott	676	Bay City	509	Saginaw	393

Local numbers for all areas are available at: <http://www.m33access.com/contactlocalsupportnumbers.asp> under Access Numbers on the left menu. Enter your code and prefix or city and the system will provide local numbers for your use. When classes are cancelled due to inclement weather or other unusual circumstances, the procedure below is followed.

MAIN CAMPUS CLASSES: When it is necessary to cancel classes due to inclement weather or other unusual circumstance, please DO NOT CALL THE COLLEGE. Announcements of college closings will be made on the radio and TV stations listed below. Visit the Kirtland website for urgent announcements such as class or event cancellations, room changes, or anything that is different than expected at: www.kirtland.edu. Closings will also be posted on Facebook and Twitter.

MORNING CANCELLATIONS: In the event of a weather cancellation announcement stating that “The college is closed until noon,” classes which begin at noon or later will meet as scheduled. Classes which start before noon will be cancelled.

EVENING CLASSES: Evening classes that begin at 5 p.m. or after, are cancelled both on and off campus.

SATURDAY CLASSES: Cancellations will not be announced on radio or TV. The decision to cancel a Saturday class will be communicated through a student telephone fan-out list that will be established in each class.

OFF-CAMPUS CLASSES: If the radio/TV announcement states that Kirtland classes are cancelled, that announcement includes Kirtland off-campus classes (Houghton Lake, Roscommon, Grayling, Mio, West Branch. It does not include MTEC.

M-TECSM AT KIRTLAND-GAYLORD CLASSES: Students should call the M-TEC weather line at 989-705-3696. A pre-recorded message will indicate whether or not classes are being held.

LOCAL SCHOOL CLOSINGS: If local schools which are sites of off-campus classes are closed due to inclement weather, Kirtland classes will also be cancelled at that site.

NURSING CLINICAL:

- Students having classes on campus should check Kirtland’s home page at: <http://www.kirtland.edu> for campus closing announcements.
- Students scheduled for clinical sites will not hear announcements regarding clinical site closings on the radio or television.. The instructor of the clinical site will decide the cancellation of a class and students will receive word by means of a predetermined clinical phone tree. (For more information, refer to the nursing student handbook.)

<p>TV: Cadillac WWTV - TV 9 & 10 Cadillac FOX 33 Bay City WNEM - TV 5 Traverse City WPBN - TV 7 & 4 Traverse City WGTU - TV-29</p> <p>RADIO: Houghton LakeWHGR-WUPS 98.5 FM GraylingWGRY 101 FM GraylingWQON Kool 100 FM GaylordWKPK 107 FM GaylordWPHN 90.5 FM GaylordWMJZ Magic 101.5 FM Tawas CityWIOS-WKJC 104.7 FM Tawas CityNEW BAY 108 107.3 FM Traverse CityWTCM 103.5 FM Alpena.....WHSB 107.7 FM Mt. PleasantWCMU (NPR) 89.5 FM Alpena.....WCML (NPR) 91.7 FM Petoskey.....WKHQ 96 FM West Branch.....WBMI.....Kool 105.5</p>
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COLLEGE CLOSINGS

In the event of impending severe weather, prolonged utility failure, or any condition jeopardizing the safety or well-being of students, the college President may find it necessary to suspend classes or cease college operations until such threatening conditions are corrected. After such a decision has been made, radio stations within the college's district and service area will broadcast several announcements about the closing decision. For information, see the previous section entitled “Class Cancellations.” College closings will also be posted on Kirtland’s home page: <http://www.kirtland.edu> .

PROTECTING STUDENT RIGHTS

STUDENT’S RIGHT TO KNOW

Upon request, the college is required to disclose the following information to both prospective and enrolled students:

Kirtland Community College recognizes the importance of maintaining records for all students in attendance. While a student's educational interests require the collection, retention, and use of information about the student, the student's right to privacy requires careful custodianship and limitations on access to education records. The maintenance and disclosure of student records by this institution are governed by state and federal law, particularly the Family Educational Rights and Privacy Act ("FERPA"), 20 USC 1232g, and its implementing regulations, 34 CFR 99.1 et seq. It is the purpose of this policy to protect the educational and privacy rights of students and to establish procedures for the disclosure of student records in compliance with the law.

The President of Kirtland Community College is responsible for implementing this policy. The President's duties include, but are not limited to: informing students of their rights under this policy, utilizing administrative resources to implement and enforce this policy, developing procedural guidelines for the proper collection, storage and disclosure of student records and informing employees of this policy and the procedures relative to student records.

DEFINITIONS

For the purposes of this policy, Kirtland Community College employs the following definitions:

EDUCATIONAL RECORDS

Any record (whether in print, handwriting, tape, film, computer, electronic, or other medium) maintained by the college, a college employee or agent, or a party acting on the college's behalf, which is directly related to a student. The term does not include the following:

1. Records (including notes and observations) kept by a staff member that are in his/her possession and are not available to another person, except a substitute.
2. Records created and maintained by Kirtland Community College law enforcement and security personnel for law enforcement purposes only.
3. Employment records which are made and used only in relation to a student's employment at Kirtland Community College.
4. Records made and maintained by a physician, psychiatrist, psychologist, or paraprofessional acting in his/her professional capacity, which are made, maintained, or used in connection with treatment of the student (which does not include remedial education) and are disclosed only to individuals providing treatment.
5. Records that only contain information about a student after he/she is no longer in attendance.

Student

Any person who attends or has attended a program of instruction sponsored by Kirtland Community College.

STUDENT RIGHTS

FERPA affords students enrolled in postsecondary institutions certain rights with respect to education records. Those rights include the following:

1. Right to Inspect: A student has the right to inspect and review his/her education records maintained by Kirtland Community College within 45 days of the school's receipt of a written request for access.
2. Right to Request Amendment: A student has the right to request the amendment of his/her education record(s) that are believed to be inaccurate or misleading. This right includes the right to a hearing to present evidence that the record should be revised. If a requested amendment is denied after a hearing, a student also has the right to place a statement in his/her educational record commenting on the challenged information.
3. Right to Consent to Disclosure: A student has the right to consent to disclosures of personally identifiable information contained in his/her education record, except to the extent that FERPA authorizes disclosure without consent.
4. Right to Complain: A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Kirtland Community College to comply with FERPA requirements.
5. Right to Obtain Copies of this Policy: A student has the right to obtain copies of this policy upon request.

DISCLOSURE

Kirtland Community College will disclose information from a student's education record only with the written consent of the student, except that disclosures without consent may be made:

1. To school officials who have legitimate educational interest in the records. A school official is a person employed by Kirtland Community College in an administrative, supervisory, academic or research, or support staff position, including law enforcement unit personnel and health staff; a person or company with whom Kirtland Community College has contracted, such as an attorney, auditor, or collection agent; a person serving on the board of trustees, who is empowered by the board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if he/she needs to review an education record to fulfill his/her professional responsibilities.
2. To officials of other schools where a student seeks or intends to enroll. (A student may obtain copies of records transferred).
3. To federal and state officials in connection with their duties to audit or enforce legal conditions relative to federal or state supported programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility for aid, the amount

or conditions of the aid, or to enforce the terms and conditions of aid.

5. To state juvenile justice system officials as permitted by state law.
6. To organizations conducting certain studies for or on behalf of the college for the purposes of predictive testing, student aid, and instructional improvements.
7. To accrediting organizations to carry out their function.
8. To parents who claim the student as a dependent for income tax purposes.
9. To comply with a court order or lawfully-issued subpoena. The college shall make reasonable attempts to notify the student of such disclosure prior to disclosure.
10. To appropriate parties in connection with a health or safety emergency that threatens the health or safety of the student or other individuals. Additionally, Kirtland Community College has the right to include information concerning disciplinary action taken against a student for conduct that poses a significant risk to the safety or well-being of the student, other students, or school community members in the student's education record. Kirtland Community College may also disclose such information to school officials at the college and at other schools who have legitimate educational interests in the behavior of the student.
11. For designated directory information.
12. To the student.
13. To the alleged victim of a crime of violence (as defined by federal law), records of school disciplinary proceedings may be disclosed regarding the particular crime perpetrated against the victim.

SOLOMON AMENDMENT

In addition to FERPA, the Solomon Amendment requires that schools, upon request, provide the military with information on currently enrolled students for military recruiting purposes. For such requests, the following information can be released on students 17 years of age or older: name, address, telephone listing, date and place of birth, level of education, academic program, degrees received and the educational institution in which the student was most recently enrolled. Any future changes to the Family Educational Rights and Privacy Act of 1974 or the Solomon Amendment will be complied with by Kirtland Community College.

STUDENT NOTIFICATION

In order to comply with FERPA, Kirtland Community College shall publish a notice to students explaining their rights under FERPA and designating directory information which may be disclosed without consent. A statement regarding this notice will be published in the schedule and in the college catalog. If a student has a primary language other than English, Kirtland Community College shall endeavor to notify the student of his/her rights in the student's native language.

INSPECTION OF STUDENT RECORDS

A student may inspect and review his/her own education records upon written request submitted to the registrar. This request should precisely as possible identify the education record(s) the student wishes to inspect. If the records are not maintained by the registrar's office, the registrar shall advise the student of the correct official to whom the request should be addressed. The registrar or other school official will make arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within 45 days from receipt of the request by the appropriate school official.

When a record contains information about students other than the requesting student, the student may not inspect the portion of the record that pertains to other students. In addition, a student does not have the right to inspect or review the following education records: financial records, including any information those records contain of his/her parents, and confidential letters/statements of recommendation as long as the statements are only used for their intended purposes, the student has waived his/her right to review those materials, and the materials relate to the student's admission to an educational institution, application for employment, or receipt of an honor or honorary recognition.

AMENDMENT OF STUDENT RECORDS

If a student, upon review of his/her record, would like to request or amend a record believed to be inaccurate or misleading, a written request should be submitted to the school official responsible for the record. This request should clearly identify the part of the record that the student wants changed and specify why it is inaccurate, misleading or in violation of the student's privacy rights. The school official may or may not comply with the request. If the record is not amended as requested by the student, Kirtland Community College shall

arrange a hearing and shall provide the student with reasonable notice of the date, time and place of the hearing. The hearing will be conducted by a disinterested hearing officer; however, the hearing officer may be a school official. The student shall have the opportunity to offer evidence in support of his/her request for amendment. The student also has the right to be represented at the hearing. The hearing officer will prepare a written decision based solely upon the evidence presented at the hearing, which shall be distributed to the parties. The decision will include a summary of the evidence and a reason for the decision. If Kirtland Community College determines that the student's education record should not be amended, the student must be notified that he/she has the right to place a written statement in his/her education record setting forth objections to the challenged information and/or disagreements with the decision not to amend this record. This statement shall be maintained with the challenged portion of the student's education record and be disclosed with that record. If Kirtland Community College determines that the student's education record must be amended, it shall amend the record and notify the student that the record has been amended.

RELEASE OF INFORMATION

Kirtland Community College may release information from a student's education record to a third party if the student gives prior written consent for the disclosure. All requests for release of such information shall be made in writing. The written consent must include the following information: a specification of the record(s) to be released, the reason for disclosure, the person(s) or organization(s) to whom the disclosure will be made, the student's signature and the date of consent and, if appropriate, the date upon which consent terminates. Kirtland Community College will not disclose personally identifiable information in a student's education record to a third party unless that party agrees to redisclose the information only with the student's prior written consent.

RECORD OF DISCLOSURE

Kirtland Community College shall maintain an accurate record of all requests for access to, and disclosures of, a student's education record and a record of any access or disclosure permitted. The following procedures shall apply: this record will be kept with, but will not be part of, each student's educational record. This record will only be available to the student, college officials, and federal, state or local officials. This record will include the name of the requesting party, additional parties to whom the information may be disclosed, the party's interest in the information, the date of the request, whether the request was granted or denied, and the date of any access or disclosure permitted. This record will be maintained as long as Kirtland Community College maintains the student's education record. This record keeping requirement does not apply to requests by or disclosure to the student, school officials, a party with written consent from the student, a party seeking directory information, or a party seeking information pursuant to a confidential court order or lawfully-issued subpoena.

DIRECTORY INFORMATION

Under FERPA, Kirtland Community College is authorized to designate certain personally identifiable information contained in education records as "directory" information and may disclose such information without prior written consent unless a student objects to such disclosure.

Kirtland Community College designates the following personally identifiable information contained in a student's education record as directory information: student name, address, part-time/full-time status, freshman/sophomore status, program of study, weight and height of athletes, most recent educational institution attended, photographs, date of birth, participation in officially recognized activities and sports including positions held, dates of attendance, date of graduation, and degrees and awards received.

The following procedures apply to the notification and designation of directory information:

1. Kirtland Community College will publish in the schedule and college catalog the list of items of personally identifiable information that it designates as directory information.
2. A student may submit a Notification of Non-Disclosure form to the Registrar's office to indicate that he/she does not want this designated directory information released.
3. School officials shall mark the student's education record indicating that directory information may not be disclosed pursuant to the student's objection.
4. Absent written objection by a student, Kirtland Community College may release designated directory information without prior written consent.
5. The Notification of Non-Disclosure remains in effect only for the current semester and also applies to requests for information as defined under the Solomon Amendment.

In order to comply with the Solomon Amendment, Kirtland Community College will provide the available directory information of currently enrolled students to the military, for which a request should be submitted to the registrar's office at least two weeks prior to the end of the requested semester. A fee will be charged for this list and this fee will need to be collected prior to any information being

disclosed.

FFEL/Direct Loan Deferments for Peace Corps or Volunteer Service

- Terms and conditions of deferments for service in the Peace Corps, service under the Domestic Volunteer Service Act of 1973, or comparable volunteer service for a tax-exempt organization of demonstrated effectiveness in the field of community service

Available Financial Assistance

- Description of all available federal, state, local, private, and institutional financial need-based and non-need-based assistance programs and, for each program, a description of application form and procedures, student eligibility requirements, selection criteria, and criteria for determining the amount of a student's award
- Rights and responsibilities of students receiving Title IV and other financial aid

Institutional Information

- Cost of attending the school
- Any applicable refund policy
- Requirements for officially withdrawing from the school
- Summary of requirements for the return of Title IV grant or loan assistance by withdrawn students
- Information regarding school's academic programs
- Entities that accredit, license, or approve the school and its programs, and procedures for reviewing school's accreditation, licensing, or approval documentation
- Description of any special services and facilities for disabled students
- Title and availability of employee(s) responsible for dissemination of institutional and financial assistance disclosure information and how to contact designated employees
- Statement that enrollment in a study abroad program approved for credit may be considered enrollment at the school for the purpose of applying for Title IV assistance

Completion/Graduation Rates

- Completion or graduation rate of cohort of certificate or degree-seeking, full-time undergraduates who graduated or completed their program within 150% of the standard time for graduation or completion.

Campus Security Report

- Statistics for three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of certain offenses reported to campus security authority or local police.

Athletic Program Participation Rates and Financial Support Data

- Number of male and female full-time undergraduates
- Varsity teams that compete in intercollegiate athletic competitions
- Unduplicated number of students, by gender, who participated on at least one varsity team as of the date of the first scheduled contest
- Institutional revenues
- Total spent on athletically related student aid awarded to men and to women
- Aggregate total recruiting expenses for men's teams and for women's teams

- Average annual institutional salary of non-volunteer coaches of all men's teams and of all women's teams on a per person and per full-time basis
- Average annual institutional salary of non-volunteer assistant coaches of all men's teams and of women's teams on a per person and a per full-time basis

NOTE: While much of this information can be found in the college catalog, a full report of disclosure information may be obtained at the following web site: www.kirtland.edu. (Kirtland Community College will also provide, upon request, a paper copy of the disclosure information.)

NONDISCRIMINATION

It is the policy of Kirtland Community College that no person shall, on the basis of race, color, religion, national origin or ancestry, age, sex, disability, physical proportions, sexual orientation, marital status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. For information, or to register a grievance, contact the Director of Human Resources, Room 226 ADM Building, 10775 N St Helen Rd, Roscommon, MI 48653, 989-275-5000 x 271 or 239.

HARASSMENT

It is the policy of Kirtland Community College, consistent with its efforts to foster an environment of respect for the dignity and worth of all members of the college community, that harassment, in any form, of students, employees, or other individuals at Kirtland Community

College is unacceptable and impermissible conduct which will not be tolerated. Harassment is any statement or conduct which constitutes an illegal quid pro quo (an unwelcome demand for an exchange of favors), or otherwise creates or fosters an intimidating, hostile, or offensive campus environment. Anyone facing an immediate physical threat should contact the department of public safety at extension 283 (emergency extension, 355). For more information, or to file a harassment complaint, please contact the business office, located in rooms 226 - 228 of the administration center, or call 989-275-5000, extensions 239 or 271.

Kirtland's policies on nondiscrimination and harassment are consistent with federal and state statutes that prohibit discrimination against employees and require fair and equal treatment of students, including Titles VII and IX of Civil Rights Act of 1964 and the Michigan Elliot-Larsen Civil Rights Act, 1976, which prohibit discrimination because of race, color, religion, sex, disability, marital status, age, height, weight, national original or ancestry, Vietnam-era veteran status, or other protected category under Michigan and federal law.

PROCEDURE FOR REPORTING DISCRIMINATION

Option 1: Informal

The college encourages informal resolution of complaints. If appropriate, you may first discuss the complaint directly with the individual against whom the complaint is made. If the alleged discrimination involves a department or unit rather than an individual, you may discuss the complaint with a representative of that department/unit. If the complaint is not resolved as a result of this discussion, or if you do not wish to proceed informally, you should proceed to Option 2.

Option 2: Formal

File a complaint with Kirtland Community College's Office of Human Resources. If this office includes the person alleged to have discriminated, the complaint may be filed directly with the president of the college. The complaint must be in writing and include your name and address, the nature of the alleged violation, names of persons responsible for the alleged violation (where known), requested relief or corrective action, and any background information you believe to be relevant (e.g. witnesses to the alleged violation, name or groups of other persons who may be affected, etc.).

A complaint should be filed in a timely manner following an alleged violation. The college will take affirmative steps to comply with non-discrimination policies at any time a violation becomes known, but may not be able to address a specific instance of alleged violation if the passage of time has rendered memories unclear and relevant documentation is lacking. If you believe you have been improperly discriminated against, you are urged to initiate either option within a week.

Upon receipt of the complaint, the college will immediately conduct an investigation. All parties related to the complaint will be afforded the opportunity to submit evidence (including statements from witnesses) relevant to the complaint. The investigation will be completed within 20 working days and a statement of findings will be issued to you and to the individual or department/unit against whom the complaint is made.

If the college determines that the allegations of discrimination have merit, a proposed resolution according to law and college policy will be submitted to the parties involved. If the proposed recommendations are acceptable to you and the solutions are implemented, the complaint is considered resolved.

You may request a reconsideration of the case (an appeal) in instances where you are dissatisfied with the resolution. The request for consideration should be filed in the president's office within 10 working days of receipt of the resolution, or as soon as possible following evidence the accepted solution has not been implemented. The president will review the request and issue a final resolution in a timely manner. The decision of the president is final.

Anyone at any time may contact the following:

Office for Civil Rights
United States Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-1100
(202) 245-6800

Or

Office for Civil Rights
United States Department of Education
600 Superior Avenue East
Cleveland, OH 44114-2614
(216) 522-4970

Complaints of discrimination will be treated as confidentially as possible, recognizing the potential need to notify the alleged perpetrator of the facts relative to the alleged violation, contact and interview witnesses and other knowledgeable parties, inform key staff of issues required for compliance, and reply to any state or federal agencies who may have been informed of the alleged violation.

SMOKE-FREE LEARNING ENVIRONMENT

In compliance with state and federal law, Kirtland Community College has reduced exposure to tobacco products by taking the following steps:

1. Smoking or use of any tobacco products will be prohibited in all leased or owned college facilities.
2. Smoking or use of any tobacco products will be prohibited in vehicles owned, leased, or operated by the college.

3. Smoking or use of any tobacco products may occur no closer than 10 feet from outer door entrances. In some circumstances, other standards will apply and will be posted.
4. The sale of tobacco products will be prohibited on college premises.

The responsibility for implementing this policy lies with each individual in the Kirtland Community College community. Successful implementation requires the understanding, consideration, and cooperation of students, staff, and visitors to the campus.

DRUG-FREE LEARNING ENVIRONMENT

Kirtland Community College recognizes that the use of illicit substances is wrong and harmful to the physical, social, and emotional well-being of its students and directly affects their ability to learn, function, and be successful in school. Therefore, the college has adopted and implemented policies which promote drug prevention and education, and which prohibit the unlawful possession, use, distribution, or being under the influence of illicit substances by all students on school premises or as part of any school business, activity, or function. Specific information on standards of conduct, disciplinary sanctions, and other aspects of this policy are available in other sections of this catalog (please refer to the "Student Code of Conduct"), other appropriate publications, and from the counseling office. For more detailed information about drug and alcohol counseling, rehabilitation, and/or re-entry programs, please contact the counseling office.

PRIVACY OF STUDENT RECORDS

The college complies fully with the Family Educational Rights and Privacy Act of 1974, also known as FERPA, which is designed to protect the privacy of student educational records. For more information regarding the confidentiality of records or release of student information contact the records office located in the student services office in the administration building, or call 989-275-5000, extension 248. For details of the rights, please refer to "Student's Right to Know" (page 32).

SOCIAL SECURITY NUMBER

The college asks for the student's Social Security number at time of admission to verify identification. The college shall obtain social security numbers from individuals for a valid business purpose only, and shall ensure to the extent practicable the confidentiality of social security numbers in its possession. The college prohibits unlawful disclosure of social security numbers and prescribes limits on who has access to information or documents that contain social security numbers. Documents containing social security numbers shall be properly disposed of, and the college provides penalties for violation of the privacy policy.

For identification purposes, a college-wide unique identification number (UIN) will be individually assigned to all students, employees, and other associated individuals, such as contractors or consultants. The UIN will be considered a public piece of information. This UIN will be assigned at the earliest possible point of contact between the individual and the college. The UIN will be used in all electronic and paper data systems to identify, track, and service individuals associated with the college. It will be permanently and uniquely associated with the individual to whom it is originally assigned.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Kirtland Community College recognizes those enrolled in a course or program of study as being students and, therefore, members of the academic community. As members of this community, they are subject to the obligations which accrue to them by virtue of this membership. While enjoying freedoms of speech, peaceful assembly, right of petition, and the right of due process, all students are expected to conduct themselves in a manner that will reflect favorably on them, the community and Kirtland Community College.

Academic Freedom

The student in the classroom and in conference should enjoy free discussion, inquiry and expression. Student performance shall be evaluated on an academic basis, as defined in the syllabus for each course.

- A. Protection of Freedom of Expression:
Students shall be free, and be encouraged to offer opinions and insights in any course of study and be allowed to reserve judgment about matters of opinion expressed by the instructor or other students. Also, students are responsible for learning the content of any course of study for which they are enrolled.
- B. Protection Against Improper Academic Evaluation:
Students shall have protection through due process against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Students may use the procedures outlined under "Procedure for Academic Due Process" when a dispute over grades occurs.

Freedom of Assembly

No person or persons shall assemble in a manner which obstructs the free movements of persons about the college or the free normal use of the college buildings and facilities, or prevent or obstruct the normal operations of the college.

Right to Due Process

An individual charged with a violation of the student code of conduct has the right to due process. A student who is dissatisfied with an academic decision also has the right to due process. Due process at Kirtland Community College means that a student is assured that his/her rights as a student will be protected. Further, and specifically, a student has the right:

- A. To be informed in writing of the specific charges and the grounds for such charges.
- B. To have a chosen advisor or counselor or lawyer (at the student's own expense) present for advice before, during and/or after the hearing. The role of this individual is limited to an advisory capacity with no right of cross-examination.
- C. To be present at the hearing, if desired.
- D. To exercise the privilege against self-incrimination.
- E. To hear or examine evidence presented to the committee reviewing the case and to present evidence by witnesses or affidavit of any defense the student desires. Further, the student shall be given the opportunity to cross-examine witnesses.
- F. To be informed in writing of the Committee's recommendation to the appropriate dean.
- G. To appeal the Committee's decision to the President.
- H. To waive the right of a formal hearing before the Committee and to have the case heard by the appropriate dean.

Laws, Regulations and College Policy

Students shall obey the laws enacted by federal, state and local governments, as well as the policies and regulations of Kirtland Community College. If a student is charged with a misdemeanor or felony, the college will fully cooperate with civil authorities while recognizing the student's rights under the Family Educational Rights to Privacy Act ("FERPA").

Note: Under FERPA, an educational institution, including a community college, may not disclose personally identifiable information found in a student's education record to law enforcement officials, unless such disclosure is "to comply with a judicial order or lawfully issued subpoena." In such a situation, the college must make a reasonable effort to notify the parent or student of the order or subpoena in advance of compliance.

Student Code of Conduct

College student conduct expectations are essential to the establishment of an environment conducive to learning, to the protection of Kirtland Community College's educational purpose and to the maintenance of a reasonable level of order on the campus. The college strives to maintain these standards through educational programs, services to the students and the promotion of student conduct standards.

Enrollment as a student at Kirtland Community College carries with it behavioral obligations inside and outside the classroom. Students are responsible for obeying municipal, state and federal laws which govern the community, as well as for the rules and regulations of the college. If a student participates individually or as a member of a group in any of the "Forms of Misconduct" (listed below), he or she can be subject to disciplinary action. Further, sanctions may be imposed upon student groups or organizations, including the sanction of deactivation which entails the loss of all the privileges and/or college recognition for a specified period of time.

Generally, college jurisdiction and discipline shall be limited to conduct which occurs on college premises or which adversely affects the college community and/or the pursuit of its objectives. The student code of conduct is in effect for students while they are on any campus property, as well as other property in the possession of or owned, used or controlled by the college.

The code of conduct also applies to off-campus activities, such as field trips, off-campus classes and college-sponsored events. On a case-by-case basis, the dean of student services or the appropriate instructional dean will determine whether jurisdiction should be asserted to address the adverse effects of an off-campus activity.

A. Disciplinary Actions

Violations of the student code of conduct are subject to disciplinary action and will be given immediate attention by the college. The appropriate dean may impose any of the following disciplinary actions:

1. **Warning:** A "WARNING" is an official reprimand which expresses college dissatisfaction with the student's conduct and which clarifies expected behavior in the future. Such action is in effect for the duration of the semester in which the warning was issued. Normally, a warning does not include any restrictions. If the same offense is repeated after a warning is given, probation will be the minimum sanction awarded.

2. Probation: "PROBATION" status indicates that any violation of the code of conduct within the probationary period shall result in more severe disciplinary action against the student that could include suspension or dismissal from the institution. Usually, the probationary period extends for a specified period of time or until completion of a specific requirement.

Probation in itself does not carry with it any restrictions; but, in addition to probation, it is possible for a student to be expected to complete a work assignment, pay a fine or be prohibited from holding an office or representing the college in any activity.

3. Removal from a Course: If "REMOVAL FROM A COURSE" occurs, a student may continue to attend other classes, but may not resume attendance in the course from which he or she has been removed for the remainder of the semester in which the removal occurs. In the event a student is removed from a course, he or she will be given either a withdrawal or a failure in accordance with the college's "Withdrawal From Classes" policy.
4. Suspension: "SUSPENSION" is an action that separates the student from the institution for a definite period of time (days, weeks, semesters, etc.) and is to be appropriate with the circumstances of the violation. Such action will specify the conditions required for readmission, as well as the date the student will be eligible to return.
5. Expulsion: "EXPULSION" is an action that permanently separates the student from the institution.
6. Specific Orders: "SPECIFIC ORDERS" is an action which may stand alone or be issued with another sanction. Specific orders may include, but are not limited to, performance or non-performance of specific acts, loss of certain privileges, payment of fines, restitution and work assignments.

Any disciplinary action imposed on a student will be recorded in the student's confidential file in the student services office. A disciplinary action can not be recorded on a student's transcript.

- B. Forms of Non-Academic Misconduct: The following forms of misconduct will not be tolerated by the college. Minimum sanctions, disciplinary actions, normally taken by the college are indicated in parenthesis following each violation. Note: This list is not inclusive of all possible forms of misconduct. The college's administration may add to this list if needed.

College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of the student code of conduct, i.e., if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Such proceedings under this student code of conduct may be carried out prior to, simultaneously with or following civil or criminal proceedings off-campus.

1. Arrest for or conviction of any civil or criminal laws committed while on campus or at college sponsored events. (Probation)
2. Threatening, attempting, or using physical force or intimidation (including stalking) against any person on the college properties or at any off-campus college sponsored events. This includes the interference with the freedom of movement of any person. (Suspension)
3. Deliberate interference with academic freedom or freedom of speech, including disruption of a class, or interference with the freedom of any speaker invited by the college to express his/her views. (Warning)
4. Discrimination on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap. (Probation)
5. Sexual harassment in the educational environment, as defined by the Elliott-Larsen Civil Rights Act. (Suspension)

Note: The Elliott-Larsen Civil Rights Act defines sexual harassment in the educational environment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications of a sexual nature when...such conduct or communication has the purpose or effect of substantially interfering with an individual's education...or creating an intimidating, hostile or offensive...educational...environment."

6. Conduct or expression which is disorderly, lewd, indecent or obscene on college property or at a college sponsored event. (Warning)

Note: To determine conduct or expression which is disorderly, lewd, indecent or obscene, the U.S. Supreme Court has set forth the following three-prong test to determine obscenity:

The basic guidelines for the trier of fact must be: (a) whether the average person applying contemporary community standards would find that the work/action, taken as a whole, appeals to the prurient interest; (b) whether the work/action depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and (c) whether the work/action, taken as a whole, lacks serious literary, artistic, political, or scientific value.

7. Engaging in any kind of hazing action on or off campus that endangers the mental health, physical health or safety of a student or

which destroys or removes public or private property for purpose of initiation or admission into, affiliation with, or participation in any student organization. (Suspension)

8. Failure to comply with reasonable requests and orders by authorized college officials or representatives acting in behalf of the college. (This requirement includes reasonable requests for students to meet appointments in administrative or faculty offices and at investigative/disciplinary hearings.) (Warning)
9. Initiate false alarms which endanger the health and safety of any person on college properties or at any off-campus college sponsored events. (Suspension)
10. Possession or use of knives (blade in excess of 3 1/8"), firearms, firecrackers, explosives, other lethal weapons, and/or toxic or dangerous chemicals on campus or at any college sponsored events, except when specifically authorized in writing by a college administrator for educational/safety purposes. Further, possession in a locked vehicle may be permitted according to State laws. Law enforcement officers are exempt from this policy. (Suspension)
11. Unauthorized distribution or sale of items on campus. (To be eligible for authorization, students must follow the steps outlined in Board policy/procedures 3.015, Community Use of College Facilities.) (Warning)
12. Manufacture, possession, control, sale, transmission or use:
 - a. Any controlled substance (illegal drugs) in violation of state or federal laws; or
 - b. Substances purported to be illegal, abusive or performance enhancing, i.e., look-alike drugs.

The college has the policy of full cooperation with law enforcement agencies in such cases. (Suspension)

13. Possession (outside of State laws), distribution, consumption or abuse (including intoxication) of any alcoholic beverages on any college owned or rented facility, except in employee rented dwellings on campus. (Suspension)
14. Consumption of food or beverages in unauthorized areas on campus. (Warning)
15. Smoking in classrooms or other designated non-smoking areas. (Warning)
16. Gambling with money or anything else of value on campus or any college sponsored event. (Probation)
17. Dress that fails to meet established safety or health standards in specific on or off-campus classes or at college sponsored events. (Warning)
18. Parking of vehicles in unauthorized areas. (Warning)
19. Unauthorized presence of pets on campus. (Animals who assist students with disabilities are permitted on campus.) (Warning)
20. Misrepresentation, alteration, forging or misuse of college documents, records, or identification cards. (Students are required to present identification when requested by authorized college officials.) (Expulsion)
21. Unauthorized representation or contracting in the name of Kirtland Community College. (A student may not claim to be an official representative of the college for any commercial purpose.) (Suspension)
22. Use and/or misuse of the college computer system, facilities, hardware, software and all computerized information is prohibited in the following circumstances, including, but not to be limited to:
 - a. Unauthorized entry into a file, whether to use, read, change or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or college official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the college's computing system.
 - g. Use of computing facilities in a manner which violates state or federal copyright laws, e.g., unauthorized duplication of copyrighted or licensed software. (Suspension)

23. Unauthorized entry to and/or use of college facilities and equipment. Also, the possession of keys or duplication of the college's keys without proper authorization. (Suspension)
24. Attempted or actual theft from, damage to or the defacing of college property or to the property of other students, faculty or staff while on the campus or at any college sponsored event. (Expulsion)
25. Littering of college facilities and grounds. (This includes the disposal of cigarette butts in locations other than ashtrays or trash receptacles.) (Warning)
26. Dishonesty, including knowingly furnishing false information to the college or a college officer, whether verbally, in writing, or completing required forms. (Probation)
27. Violation of college policies and regulations not already addressed in the previously listed forms of misconduct. (Warning)

C. Academic Misconduct

1. Kirtland Community College considers academic dishonesty to be a serious offense. It is the policy of the college that determination of and appropriate action in respect to academic dishonesty by a student shall be a matter of individual judgment by the instructor, with departmental guidelines.

Cheating, plagiarism or other forms of academic dishonesty including the unauthorized acquisition of tests or other academic materials. This includes students who aid and abet, as well as those who attempt such behavior. (An instructor may administer a penalty up to and including failure in a particular course. In some cases, such as in nursing and criminal justice programs, the student handbook outlines the appropriate action. If a student fails two classes as a result of academic dishonesty, he or she is dismissed from the college for the remainder of the semester in which the second violation occurs and the following academic semester that is required for that student's program of study, i.e. some programs require students to take classes during the summer semester, most programs do not.)

Note: Cheating includes, but is not limited to:

- a. The use of any unauthorized assistance in taking quizzes, tests or examinations;
- b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- c. The acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

Plagiarism is representing the work of other persons as one's own, including but not limited to the use of work by others and information downloaded from the Internet. The use of another person's words, ideas, or information without proper acknowledgement, whether done intentionally or through carelessness, is also plagiarism. The student should seek guidance from the instructor about acceptable methods to be used to acknowledge the work and ideas of others.

2. Deliberate interference with academic freedom or freedom of speech, including disruption of a class, or interference with the freedom of any speaker invited by the college to express his/her views. (Warning)

The deans will decide whether the conduct will be considered academic (section C) or non-academic (section B) and will follow the appropriate procedure.

Disclosure of Student Rights and Responsibilities:

Both policy and procedure for "Student Rights and Responsibilities" will be made available to all students and employees. To ensure this occurs, any college catalog, student handbook or faculty handbook printed after December 31, 1990, must include this information.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

At Kirtland Community College, two procedural forms of due process exist; Academic Due Process and Non-Academic Due Process. As conditions permit, either form of due process is provided to the student within a reasonable amount of time. In certain circumstances, the dean, or his/her designee, may impose a suspension prior to the hearing before the committee.

- A. Interim suspension may be imposed only:

1. To ensure the safety and well-being of members of the college community or preservation of college property;
 2. To ensure the student's own physical or emotional safety and well-being;
 3. If the student poses a definite threat of disruption or interference to the normal conduct of operations of the college.
- B. During the period of interim suspension, the student shall be denied access to the campus (including being barred from classes) and/or all other college activities or privileges for which s/he might otherwise be eligible as the dean of student services may determine to be appropriate.
- C. The interim suspension shall continue until the student's due process procedures are complete. The hearing for this matter should follow the dean's actions as soon as practicable.

Procedure for Non-Academic Due Process:

Any member of the college community may file charges against a student for an alleged violation of the student code of conduct. These charges must be filed in writing by completing a "Student Conduct Complaint Form" and be submitted to the dean of student services as soon as possible after the incident. These forms can be obtained from the student services office. Once charges have been formally filed, the following procedure for Non-Academic Due Process must be observed:

- A. The counseling staff shall meet with the person (complainant) who has filed a charge against another person or student organization. During this meeting, the counselor will review the charge and procedure with the complainant. The counselor will also meet with the individual(s) charged with the violation and attempt to resolve the situation between the two parties. If the complainant elects to withdraw the charge, a complaint withdrawal form will be completed and signed by the complainant. If the charge stands, the dean of student services will notify the student (in writing) of the charges filed against him/her and the college's policy regarding due process.
- B. The dean of student services will appoint a student judiciary committee composed of three full-time college employees and two students. The dean will appoint one of the employees to chair the hearing. The members of this committee must have no vested interest in the matter. The dean of student services cannot serve on this committee.
- C. The person filing the complaint and the person or student organization charged with violating the student code of conduct are responsible for providing statements from witnesses and other evidence. Witness statements can be provided verbally during the hearing or in written (signed and dated) form. Both parties may have other individuals at the hearing. These individuals are limited to an advisory capacity with no right of cross-examination.
- D. The student judiciary committee has the responsibility of hearing the charges against the student and reviewing the evidence. The hearing will take place within ten working days following the student's receipt of the written charges. A verbatim record, such as a tape recording, will be made of all hearings. This record remains the property of the college and must be maintained for a period of two years. Within one working day following the hearing, the committee will submit (in writing) its recommendation to the dean of student services.
- E. The dean of student services will render a decision on the case, which may include sanctions imposed on the student. The dean will then inform (in writing) all parties involved of his/her decision within three working days of the receipt of the student judiciary committee's recommendation.
- F. If the student wishes to contest the dean of student services' decision, s/he may appeal to the President within three working days following notification of the dean's decision (refer to "Appeal Process"). The President's decision will be final.

Note: A student who commits a drug or alcohol related infraction (Forms of Misconduct #13 or #14), will be immediately referred to the dean of student services. The dean may provide the student with a choice of the following options:

Option #1: Referral to the Kirtland's student assistance program and/or to a substance professional for a substance abuse intake interview and assessment. The dean will also give a formal "warning" to the student.

Option #2: Referral to the student judiciary committee for a hearing. If found in violation by the committee, the student may be suspended for the remaining portion of the current semester with no refund of tuition and fees. Further, if suspended, the student must show evidence of an intake interview and assessment with a substance abuse professional in order to return to Kirtland.

Procedure for Academic Due Process:

- A. If an instructor fails a student in a course for academic dishonesty, the instructor must immediately notify, in writing (Academic Student Conduct Complaint Form), the student and the dean of instruction. The dean of instruction shall maintain a record of all such notifications.
- B. If a student wishes to appeal a grade or academic decision, s/he must first meet with the faculty member to discuss his/her grievance.
- C. If the student and faculty member do not come to a satisfactory agreement, or if charged with academic misconduct, the student may appeal to the appropriate associate dean. If the problem is not resolved at this level, the student may appeal to the dean of instruction.
- D. If the student chooses to appeal to the dean of instruction, a written request (which includes a brief summary of the grievance) must be submitted. The dean will review the appeal. Within three working days after receiving the appeal, the dean shall render a decision.
- E. Should the student wish to pursue the matter further, the dean will refer the complaint to the academic appeals committee. The instructional dean will appoint an academic appeals committee composed of three full-time faculty members and two students. The dean will appoint one of the faculty members to chair the hearing. The members of this committee must have no vested interest in the matter. The dean cannot serve on this committee.
- F. The academic appeals committee has the responsibility of hearing the grievance and reviewing the evidence. The hearing will take place within ten working days following the student's request for a hearing. A verbatim record, such as a tape recording, will be made of all hearings. This record remains the property of the college and must be maintained for a period of two years. Within one working day following the hearing, the committee will submit (in writing) its recommendation to the dean.
- G. The dean will render a decision on the case. The dean will then inform (in writing) all parties involved of his/her decision within three working days of the receipt to the academic appeals committee's recommendation.
- H. If the student wishes to contest the dean's decision, he/she may appeal to the President within three working days following notification of the dean's decision (refer to "Appeal Process"). The President's decision will be final.

Appeal Process(es):

An appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes, except as required to explain the basis of new evidence:

- A. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the student code of conduct was violated and giving the accused student a reasonable opportunity to prepare and to present his or her rebuttal of those allegations.
- B. To determine whether the decision reached regarding the accused student was based on substantial evidence, i.e., were the facts in the case sufficient to establish whether there was, or was not, a violation of the student code of conduct?
- C. To determine whether the sanction(s) imposed was appropriate to the violation of the student code of conduct which the student was found to have committed.
- D. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

SUBSTANCE ABUSE INFORMATION ON ALCOHOL AND DRUGS

Information regarding the misuse and abuse of alcohol and drugs can be found in the student center near the entrance or by contacting the counseling office in the student services office.

STATEMENT/GUIDELINES REGARDING AIDS

In response to the epidemic of infection with Human Immunodeficiency Virus (HIV), which causes the Acquired Immunodeficiency Syndrome (AIDS), Kirtland Community College has adopted these guidelines based upon the recommendation of the American College Health Association.

AIDS is a serious illness, a public health problem, and an immediate concern to the college community. AIDS is characterized as a defect in natural immunity against disease. People who have AIDS are vulnerable to critical illnesses that are not a threat to anyone whose immune system is functioning in a standard and typical fashion.

AIDS is caused by a virus commonly called HIV. Presently, there is no known cure or effective vaccine. However, the consensus of authoritative medical opinion, as reflected by the Center for Disease Control and Public Health Service, is that AIDS is not a readily communicable disease.

There are no known cases of AIDS transmission by food, water, insects, or casual social contact, and no spread of the virus has been found within family groups in which one or more persons have been diagnosed with AIDS, except from sexual and/or intravenous transmission. The current scientific understanding is that the AIDS virus is transmitted only through an exchange of infected body fluids, blood, or blood products. Such exchanges may occur when the needle of an infected person (in most cases, a drug addict) is used by someone else, through a blood transfusion from an infected person, or through intimate contact involving the transfer of semen and vaginal fluids.

NOTE: The use of condoms can significantly reduce spread of this virus. AIDS has not been shown to be transmitted by saliva, tears, nasal secretions, vomitus, urine, or feces. Considering current authoritative medical opinion, there is no basis for routinely excluding or dismissing employees or students because they have AIDS, ARC (AIDS-Related Complex), or AIDS virus antibodies. Since these conditions have been designated as handicaps and are treated as such by the Elliott-Larson Civil Rights Act, it is also against the law to dismiss someone on this basis. Depending on the medical circumstances of each situation, the college may require the monitoring of the medical condition of an infected person, which includes the counseling of that person on the nature of the disease and the importance of not engaging in behavior that could transmit it, if that is appropriate. No broad blood screening test will be required.

The right to privacy of all individuals will be respected and protected, and the confidentiality of any required records that may be required will be maintained. Because the virus is not transmitted by ordinary contact, it is neither necessary nor appropriate for the protection of roommates, classmates, or employees to share with them any information regarding a student or employee with AIDS and AIDS-related conditions.

Kirtland Community College will comply with all federal and state laws and regulations, including those of the United States Public Health Service and the guidelines from the Center for Disease Control and the American Health Association, which bear on the welfare of persons within the college community who test positively to that antibody. It has also adopted the safety guidelines as proposed by the United States Public Health Service "for the handling of blood and body fluids of all persons...." All appropriate college personnel will be trained in and will follow these procedures.

The college will continue to provide information programs designed to acquaint the community with current information about AIDS and how to avoid or minimize the risks of transmission of the virus.

Anyone with questions about AIDS may contact Jacquelyn Smith, nursing instructor. Materials on AIDS will be available in information-dispensing units on campus.

In addition, any student who is concerned or has questions about AIDS or HIV may contact the Grand Traverse, Leelanau, Benzie District Health Department (Tri-County) in Traverse City, P.O. Box 905, Traverse City, MI 49685-0905, 616-922-4381 or the District Health Department #1 in Cadillac for free counseling and/or HIV testing.

ADDITIONAL INFORMATION

COMMUNITY SUPPORT SERVICES

COMMUNITY BASED STUDENT EMPLOYMENT

Part-time student employment with off-campus employers is an option for eligible Kirtland students. Off-campus employers considering participation in this program should contact financial aid at 989-275-5000, extension 257. Since financial aid may not cover 100% of the student's wages, off-campus employers may be obligated to contribute matching funds.

M-TECSM AT KIRTLAND-GAYLORD

The M-TECSM at Kirtland-Gaylord is a state-of-the art facility offering technical education in a unique, flexible, student-friendly manner. The M-TECSM campus is located in Gaylord and features state-of-the-art equipment, pedagogy, and curriculum taught by experienced faculty. Students can choose a course of study and build it from hundreds of skill-specific modules, resulting in a dynamic, flexible program preparing graduates to enter into high-paying jobs.

The mission of the M-TECSM is to provide educational programs and services to individuals in preparation for employment in high-skill, high-wage, high-demand occupations. In addition, through customized training and contracted education, business and industry partners in

the Northern Michigan Region and their employees will be provided with educational opportunities specifically designed to upgrade and/or enhance the job skills necessary to compete in a local, state, national, and global economy.

For information, contact the M-TECSM at Kirtland-Gaylord at 989-705-3600. Additional information is also available in the Programs of Study section of this catalog.

COMMUNICATION WITH THE COLLEGE COMMUNITY

COLLEGE CATALOG

The college catalog is the official publication issued by the college, and is available online at: www.kirtland.edu. The catalog includes detailed information concerning programs of study, course descriptions, admission and graduation requirements, and services for students. The contents of the college catalog are subject to change. The catalog is not to be considered as a contract or agreement between the student and the college.

CLASS SCHEDULES

Class schedules are no longer printed. To view classes online: <https://my.kirtland.edu/ics/Academics/>.

INFORMATION MONITORS

Monitors that display information that is important to students are stationed in the administration center, the instructional center, the career technology center, library, and the student center. Information includes registration dates, athletic highlights, scholarship deadlines, commencement details, class cancellations, and other information that is updated regularly.

COLLEGE EMAIL STATEMENT

Kirtland Community College has established e-mail as a primary vehicle for official communication with students, faculty and staff. Each registered student and active faculty and staff member is assigned an official Kirtland Community College e-mail address. All official college e-mail communications will be sent to the assigned Kirtland.edu address, including but not limited to communications from faculty to students registered in their classes and from departments on campus to students.

The college expects that students will receive and read e-mail in a timely manner. Failure to receive and read college communications delivered to official e-mail address in a timely manner does not absolve recipients from knowing and complying with the content of such communications.

This policy is motivated by the speed, cost-effectiveness, convenience and environmental

GLOSSARY OF COLLEGE TERMS

Associate Degree - The degree given for completing college programs of at least two but less than four years of study (60 credit hours or more), usually in a two-year institution such as a junior college or community college.

Certificate - An award for completing a particular program or course of study of 30 or more credit hours, sometimes awarded by two-year colleges instead of the associate degree.

Contact Hours - The total hours of lecture and laboratory instruction for each class. (Fifty instructional minutes equal one contact hour.) Tuition is charged per contact hour.

Corequisite - A required course which, if not taken ahead of time, must be taken at the same time as another class.

Preparatory Class - A corrective course designed to assist students who need additional assistance in reading, mathematics, or English.

Elective - A subject or course which is open to choice, i.e., a subject which is optional and not required.

Freshman - Class level for students with less than 30 completed credit hours in their program of study.

Full-Time Students - A student who is enrolled for 12 or more credit hours during fall or winter semesters, or six or more credit hours during summer session.

Humanities Elective - A course from the following subject areas: art, creative writing, world languages, history, humanities, journalism, literature, music, philosophy, and theatre.

Part-Time Student - A student who is enrolled for 11 or fewer credit hours during the fall or winter semester or five or fewer credit hours during the summer session.

Prerequisite - A requirement for registration in a particular course. For example, Calculus I is a prerequisite for Calculus II.

Science Elective - A course from the following subject areas: astronomy, biology, chemistry, geology, or physics.

Social Science Elective - A course from the following subject areas: anthropology, economics, geography, political science, psychology, and sociology.

Sophomore - Class level for students with 30 or more completed credit hours in their program of study.