1700 University Avenue
Flint, MI 48504

Student Handbook and Academic Planner

Published by: 
Student Life

Any questions, additions, or corrections may be directed to the office at (810) 762-9871

The most accurate version of the Student Handbook is available at www.kettering.edu/currentstudents/
The material in the on-line Student Handbook supersedes this written copy.

2015-2016 ACADEMIC CALENDAR

IMPORTANT DATES TO REMEMBER

All dates noted apply to both undergraduate and graduate classes – unless otherwise noted.

<table>
<thead>
<tr>
<th>Term</th>
<th>Mon</th>
<th>Wed</th>
<th>Fri</th>
<th>Nov</th>
<th>Jan</th>
<th>Feb</th>
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<td>4</td>
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</tbody>
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*All dates noted apply to both undergraduate and graduate classes – unless otherwise noted.*
KETTERING LANGUAGE
As an aid to new students, here is a list of vocabulary terms pertaining to life at Kettering University:

**AB**  Academic Building  **DIFFY-Q**  Differential Equations
**CC**  Campus Center  **BEACH**  Lawn in front of the Res. Hall
**MOTT**  C.S. Mott Engineering & Science Center  **POOL**  Cement area by the Bell Tower
**TH**  Thompson Hall  **ASC**  Academic Success Center
**RA**  Resident Advisor  **LANDING STRIP**  Upper parking lot near AB
**KSG**  Kettering Student Government  **FISHBOWL**  Room 1-214 AB

WELCOME TO KETTERING FOR 2015-2016!

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

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

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

**Student Life:**

Katie Bosio  Dena Johnson  Mike Schaal
Ricky Brown  Stephanie Jones  David Stewart
Prudence Croom-Larry  Kate King  Debbie Stewart
Felecia Chaney  Amanda Lambert  Fran Webster
Linda Dvorscak  Myra Lumpkin  Jennifer Windle
Nadia Gilbert  L.B. McCune  Catherine Zrakovi
Virginia Hill  John McGarry
Betsy Homsher  Cristina Reed

KETTERING UNIVERSITY HISTORY

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

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

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

KETTERING UNIVERSITY VISION, VALUES & MISSION STATEMENT

Mission Statement
Kettering University prepares students for lives of extraordinary leadership and service by linking transformative experiential learning opportunities to rigorous academic programs in engineering, science, mathematics, and business.

Vision
Kettering University will be the first choice for students and all our partners seeking to make a better world through technological innovation, leadership and service.

Values
Respect: for teamwork, honesty, encouragement, diversity, partnerships with students,
Integrity: including accountability, transparency and ethics,
Creativity: fostering flexibility and innovation,
Collaboration: across disciplines and with all partners,
Excellence: in all we do.

STUDENT LIFE

Student Life works with students, faculty, staff, and community partners to facilitate our students’ development through exceptional programs, services, and facilities that foster academic achievement, lifelong learning, and civic engagement. We strive to set new standards for excellence by providing students access to an array of services they need to succeed; academically, professionally, and personally. We create opportunities for our students’ civic engagement in Flint, their home communities, and the world. The Student Life office is comprised of a variety of professionals with a broad range of training, education, and experience. Students will encounter them throughout campus, in formal and informal settings. Take advantage of them and their expertise for information, advice, and counsel on any aspect of your life at Kettering. If they don’t have an answer, they know who does. Contact me with suggestions or comments about the programs and services Student Life provides.

Betsy Homsher
Vice President of Student Life & Dean of Students

DEAN OF STUDENTS

Betsy Homsher, Dean of Students & University Judicial Officer
3-300 Campus Center, (810) 762-9540
L.B. McCune, Associate Dean of Students
3-101 Campus Center, (810) 762-9629
Jennifer Windle, Administrative Specialist
3-300 Campus Center, (810) 762-9872

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

BULLDOG CENTRAL
Our new Student Services Center -- Bulldog Central -- is located in the Sunset Room in the Campus Center. Bulldog Central makes it easier for students to complete administrative tasks related to their enrollment at Kettering University. Bulldog Central opened January 12, and is operational from noon-1:20 p.m., Monday-Thursday. Bulldog Central is staffed by specialists in each of the service areas below and provides students with a convenient opportunity and location to address a variety of tasks in the following areas:

- Cooperative Education
- Financial Aid
- Graduation
- Information Technology
- On-campus Housing and Board Plans
- Parking
- Registration
- Student Accounts
- Student Activities
- Thesis Advising
- Registration for University events

Students will have access to forms and processes related to each of the services in addition to self-service opportunities.

For information about the Bulldog Central, contact Nadia Gilbert, Center Coordinator, at (810) 762-9825 or ngilbert@kettering.edu.

GREEK LIFE & COMMUNITY SERVICE
Myra Lumpkin, Greek Life & Community Service Coordinator
3-135 Campus Center, (810) 762-9743
The Office of Greek Life and Community Service provide all students with leadership training, social awareness programming, team-building, civic engagement, and philanthropic and volunteer service opportunities to benefit the local and regional communities.

GREEK LIFE
3-135 Campus Center, (810) 762-9743
The Office of Greek Life serves as the main resource center for the student lead governing councils: the Inter-Fraternity Council, the Panhellenic Council and the National Pan-Hellenic Council. These councils govern over the 19 different fraternities and sororities on campus, in which approximately 40% of the total student population on campus are currently members. Additionally, the Office of Greek Life oversees and advises the local chapters of the Greek Honor Societies, which include Gamma Sigma Alpha, the Order of Omega, and Rho Lambda.

FRATERNITIES
ALPHA PHI ALPHA (ΑΦΑ)
814 University Avenue
Flint, MI 48504 • (989) 928-0970
www.alphaphialpha.net

BETA THETA PI (ΒΘΠ)
C/o Office of Greek Life
Kettering University
1700 University Avenue
Flint, MI  48504 • (810)762-9743
www.betathetapi.org

DELTA CHI (∆Χ)
1421 University Avenue
Flint, MI  48504 • (810) 244-1300
www.deltachi.org

DELTA TAU DELTA (∆Τ∆)
1210 Dupont St.
Flint, MI  48504 • (810) 232-0760
www.deltss.org

LAMBDΑ CHI ALPHΑ (ΛΧΑ)
2801 Sunset Drive
Flint, MI  48503 • (810) 232-9155
www.lambdachi.org

KAPPA ALPHA PSI (ΚΑΨ)
C/o Office of Greek Life
1700 University Avenue
Flint, MI  48504 • (810) 762-9743

PHI DELTA THETA (ΦΔΘ)
1160 Dupont St.
Flint, MI  48504 • (810) 239-2186
www.phideltatheta.org

PHI GAMMA DELTA (FIJI)
1702 Flushing Rd.
Flint, MI  48504 • (810) 232-9174
www.phigam.org

Π I KAPPA ALPHA (ΠΚΑ)
1484 N. Linden Rd.
Flint, MI  48504 • (810) 732-4830
www.pikes.org

SIGMA ALPHA EPSILON (ΣΕΕ)
1438 University Ave.
Flint, MI  48504 • (810) 732-7791
www.sae.net

SIGMA CHI (ΣΧ)
704 E. Main St.
Flushing, MI  48433 • (810) 659-4557
SIGMA NU (ΣΝ) (A-Section Only)
1570 Flushing Rd.
Flushing, MI 48433 • (810) 659-5657
www.sigmanu.org

THETA XI (ΘΞ)
2829 Sunset Dr.
Flint, MI 48503 • (810) 234-4625
www.thetaxi.org

SORORITIES

ALPHA KAPPA ALPHA (AKA)
P.O. Box 170
Flint, MI 48501
www.AKA1908.com

ALPHA SIGMA ALPHA (ΑΣΑ)
Delta Nu Chapter
924 E 6th St.
Flint, MI 48503 (810) 760-9450
www.alphasigmaalpha.org

ALPHA PHI (АΦ)
(A-Section Only)
Office of Greek Life
Kettering University
1700 University Avenue
Flint, MI 48504 (810)762-9743
www.alphaphi.org

ALPHA GAMMA DELTA (ΑΓΔ)
(B-Section Only)
Office of Greek Life
Kettering University
1700 University Avenue
Flint, MI 48504 (810)762-9743
www.alphagammadelta.org

DELTA SIGMA THETA (ΔΣΘ)
P.O. Box 263
Flint, MI 48501-263
www.deltasigmatheta.org

STUDENT CIVIC ENGAGEMENT
Myra Lumpkin, Greek Life & Community Service Coordinator
3-135 Campus Center, (810) 762-9743
The Student Civic Engagement is home to the community service, service-learning, philan-
thropic and volunteer organizations on campus. These include: Engineers Without Borders (EWB), Green Engineering Organization (GEO) and realSERVICE. The center also serves as the communications hub for volunteer requests and community outreach opportunities. Kettering students operate the center under the direction of the Student Life office. For more information or to learn more about community service on campus, please visit www.kettering.edu/communityservice

RECREATION SERVICES
Mike Schaal, Director of Recreation Services
Dave Stewart, Assistant Director of Recreation Services
Linda Dvorscak, Administrative Coordinator
John McGarry, Atwood Stadium Director

Recreation Center, (810) 762-9732 (9-REC)
Recreation Services provides facilities and programs to meet the recreational interests of the Kettering University community which includes students, faculty, staff, alumni and their immediate families. Opportunities exist to practice and learn skills which lead to a healthy and satisfying life style. Numerous competitive and cooperative activities provide an ideal environment to test one’s skills and value system. Specific attention is devoted to addressing students’ needs and balancing the academic rigor for which Kettering University is known.

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

Connie & Jim John Recreation Center
The Recreation Center opened in August of 1995. It features an open multi-sports forum with both wood and synthetic flooring. It includes five volleyball courts or four basketball courts or two tennis courts. This area is also used for indoor soccer and the First Robotics competition. Other amenities include: three racquetball/wallyball courts; one squash court; a 1/8 mile suspended jogging track; locker rooms; steam rooms; 25 yard six-lane pool; spa; group exercise room; fitness room with exercise equipment; weight room featuring Cybex equipment; equipment issue area; Student Lounge, Sargent Alumni Lounge and professional staff offices. The facility is used for formal recreational sports programs (intramurals), informal recreation activities, fitness programs and other Kettering University events. Reservations and drop-in play are accommodated.
A publication entitled Recreation Center Guidelines is published annually to aid members in the use of the facilities and more fully explains services and amenities provided. It can be accessed online at www.kettering.edu/recservices. A validated Kettering University ID card is required for access to the Recreation Center.

Kettering Park
The 25 acre park is used for intramural sports, sport clubs and informal activity. The rectangular portion of the complex includes either 2 soccer fields or 4 flag football fields or a lacrosse field, and is lit by Musco Lighting. Softball can be played on 4 fields, complete with backstops and crushed limestone infields. The park also provides students, faculty and staff with the opportunity to utilize the .62 mile crushed limestone walking/jogging path, McKeachie picnic pavilion, two sand volleyball courts and a synthetic golf green.
A variety of traditional and non-traditional intramural sports are offered. These activities are offered in competitive and recreational league formats as well as men’s, women’s and co-ed divisions. The sports are intended to provide social interaction through friendly competition. Intramural sports are funded by student government and administrated by Recreation Services’ staff. Opportunities for employment as sport supervisors and officials are often available.

Atwood Stadium
The 11,000 seat outdoor stadium was purchased in 2013 from the City of Flint. The stadium will continue to serve community events such as high school football games, road running races and various concerts. In addition, campus events such as athletic competi-
tions and non-athletic co-curricular events will be scheduled. Various renovations will occur as fund raising becomes successful. The Kettering community can access use of the facility by completing a reservation request and submitting to the Stadium Director.

**INTRAMURAL SPORTS**

<table>
<thead>
<tr>
<th><strong>A Section Summer</strong></th>
<th><strong>A-Section Winter</strong></th>
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</thead>
<tbody>
<tr>
<td>Crim Festival of Races</td>
<td>Basketball</td>
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<tr>
<td>Tennis</td>
<td>Dodgeball</td>
</tr>
<tr>
<td>Women's Volleyball</td>
<td>Broomball</td>
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<tr>
<td>Flag Football</td>
<td>Racquetball</td>
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<tr>
<td>Sand Volleyball</td>
<td>Volleyball</td>
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<tr>
<td>Softball</td>
<td>Wiffleball Home Run Derby</td>
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<tr>
<td>Soccer</td>
<td>Innertube Water Polo</td>
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<td><strong>B-Section Fall</strong></td>
<td><strong>B-Section Spring</strong></td>
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<tr>
<td>Basketball</td>
<td>Table Tennis</td>
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<tr>
<td>Flag Football</td>
<td>Golf</td>
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<tr>
<td>Women's Volleyball</td>
<td>Outdoor Soccer</td>
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<tr>
<td>Racquetball</td>
<td>Sand Volleyball</td>
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<td>Dodgeball</td>
<td>Innertube Water Polo</td>
</tr>
<tr>
<td>Table Tennis</td>
<td>Volleyball</td>
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**KAGLE LEADERSHIP INITIATIVES**

Cristina Reed, MA, LPC, Director  
Dena Johnson, MA, LLPC, Coordinator  
3-100 Campus Center - Student Life Office Suite, (810) 762-9911  
Website: www.kettering.edu/kagle  
Mentoring email: kagle@kettering.edu  
Community tutoring email: ct@kettering.edu  

**Mission:** Kagle Leadership Initiatives is devoted to the belief that mentoring fosters academic excellence, instills leadership qualities, and encourages civic engagement; cultivating young people to be great leaders. The unique and impactful experiences that KLI provides equip Flint area students with the tools necessary to achieve their goals and dreams.

**Vision:** Kagle Leadership Initiatives envisions an increased number of empowered, informed, and proactive youth from the Flint community who are future leaders and engaged citizens, experiencing success according to their own definition. The Kagle Leadership Initiatives is a program that benefits the students and families of the Flint community. The program originally started as a one-on-one mentoring program for high school students. It evolved to include teen forums, community tutoring, middle school service projects and elementary school small group mentoring. We continue to look forward because our donor, Bob Kagle, looked back and realized the importance of mentoring and having a support system during the tough times of growing up.

In our current time, Kagle has evolved because of the really great work that has happened in the past few years. Now we are aware of the different elements that we truly need to identify as parts of our success.

Those initiatives are:
- Leadership
- Mentoring
- Tutoring
- Community advocacy
- College readiness

Outside of community tutoring, we are a year-round program because the population that we serve does not run on sections. Being in Kagle means understanding and realizing that impact is directly related to commitment which does not end every three months.

For all interested in Kagle, the initial step begins with leadership. The heart of this program lies in mentoring. However, learning to lead and being a leader is the foundation of that. As
students move through Kagle, they will experience an intricate weave of learning about self, community and purposeful engagement. Kettering students facilitate the movement of this program through their enthusiasm, creativity and sincere efforts to be positive role models. For more information about the program, qualifications and application, please visit the website at www.kettering.edu/kagle.

OFFICE OF MULTICULTURAL STUDENT INITIATIVES
L.B. McCune, Associate Dean of Students, Director
Ricky D. Brown, Associate Director
Stephanie Jones, Assistant Director
Nadia Gilbert, Program Coordinator
3-101 Campus Center, (810) 762-9825

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

• insure that multicultural students are fully prepared to successfully matriculate within the Kettering University curriculum and environment;
• provide academic support services for multicultural students that will ensure their retention and persistence toward graduation;
• increase the pool of multicultural students qualified to pursue math, science, management or engineering degrees through the Academically Interested Minds (AIM) and the Kettering Awareness Program (Kap);
• initiate and implement special activities and events geared toward creating positive self-imaging and professional development skills;
• collaborate with administration, staff and faculty to create an environment which reflects the diversity of our society

STUDENT LIFE PROGRAMS
Deborah Stewart, Director of Student Life Programs
3-137 Campus Center, (810) 762-9679
Kaitlyn King, Coordinator of Student Life Programs
3-138 Campus Center, (810) 762-9534

Student Life Programs oversees New Student Orientation, Camp C.O.M.P.A.S.S., Student Government, Student Clubs and Organizations, Fine and Performing Arts and Parent Programs. The office staff assists student leaders and coordinates the development and implementation of programs which enrich student life and enhance the academic experience at Kettering University.

NEW STUDENT ORIENTATION - COMPASS (CAMPUS ORIENTATION MEETINGS TO PREPARE FOR ACADEMIC & SOCIAL SUCCESS)
Deborah Stewart, Director of Student Life Programs
3-137 Campus Center, (810) 762-9679
Kaitlyn King, Coordinator of Student Life Programs
3-138 Campus Center, (810)762-9534

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

STUDENT GOVERNMENT
Student Senate

Student Senate is the elected representative branch of student government. Student Senate’s purpose is to act as a liaison between students and administration, to evaluate stu-
dent interests and needs, to establish guidelines and policies to serve these needs, to re-
view and approve the operating budget and to keep the student body informed. Also, the
Student Senate appoints the Director of Operations, the Treasurer, and the Director of
Academic Council and approves any constitutional changes.
The Student Senate is comprised of a President, Vice President, two Representatives from
each class, two Multicultural Representatives, and an Administrator. If you have any ques-
tions or concerns, contact a member of Student Senate or the Student Life office. Student
Senate has weekly meetings at 12:25 on Thursdays during A-Section and B-section in the
Student Government Office, 3rd floor of the Campus Center.

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

Each candidate may not be on academic probation. Please see the KSG Constitution for
information on eligibility to run for election and eligibility to vote for a candidate. Copies are
available in Student Life or at http://www.kettering.edu/current-
students/student-life/student-
life-programs/kettering-university-student-government

**Finance Council**
Finance Council (FC) monitors all budgets, controls the capital equipment fund, and over-
sees the capital equipment inventory for student government. One of the main functions
that FC performs is the equitable distribution of the student organizations' budget. The
Council is chaired by the Treasurer. The Treasurer interviews and appoints the new Fi-
nance Council during the winter or spring terms starting as early as fifth week. The term of
office for this Council runs from July until June. Look for signs or contact the Student Life
Office for more information.

**Budget Allocations**
Allocations are made at the end of each term for the following term. The budget supports
club activities, recreational sports, student newspaper, on campus entertainment and
equipment. Most of the events held throughout the year are at no additional cost to stu-
dents, with the exception of more costly special-interest activities.

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

**Operations Council**
Operations Council (OC) plays a major role in the student government organizational struc-
ture. The Operations Council encompasses a set of councils which organize and oversee
the athletic and non-athletic clubs, major campus social events, the school paper and the
recreational sports program.

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

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

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

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

**KSG RECOGNIZED ATHLETIC TEAMS**
Kettnetic Thunder Ultimate Frisbee Team

KSG RECOGNIZED CLUBS AND CAMPUS ORGANIZATIONS

Aerospace (A-Section only)
Airsoft Club (A-Section only)
Allies (A-Section only)
  • A support group for Gay, Lesbian, Bisexual, Transgender and questioning students and their friends. GLBT staff and others on campus are always invited to attend events and meetings. ALLIES is about support, help, friendship, caring and most valuable knowing someone to turn to.

Asian American Association

Anime Club

Aquaneers
  • Scuba diving club

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

CHME

Chess Club (A-section only)

Cliffhangers/Rock Climbing

Dance Club
  • Learn swing dancing or salsa. No experience or partner required.

Fencing Club (A-Section only)

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

Fitness Club (A-Section only)

Gamer’s Society
  • The Gamer’s Society holds various matches/tournaments each semester. (A-Section only)

Golf (B-Section only)
  • Provides opportunities to learn to golf or improve skills. Events include trips to the driving range and an annual golf outing

Green Engineers Organization

Grill Club

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

Improv Club (A-Section only)

Karate/MMA Club

Model United Nations (B-Section only)

Mudboggers/Off-Road Club
  • Off-road enthusiasts club promoting responsible four-wheeling and participation in trips to various off-road venues.

Open Source Club (A-Section Only)
• Increases awareness of the open source software available to students.

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

Paintball Club
Physics Club
Plastics Club (A-Section only)
Pre-Med Club
realSERVICE (B-Section only)
• Community Service Organization

Religious Organizations
The city of Flint has many local churches and synagogues where students are always welcome.
• CRU is an interdenominational group that offers students a chance to grow and mature as Christians through a variety of campus activities.

Roadrunners
Soccer Club (B-Section only)
Triathlon (B-Section only)
Tennis (A-Section only)
Technician
• The student-produced Kettering University newspaper.

Trap & Skeet Club
• The Trap & Skeet Club exists to promote the sport of competitive shooting.

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

Fine and Performing Arts
Kettering University is committed to providing a well-rounded education to our students. We are able to offer opportunities to participate in jazz and concert band instruction, in piano, dance and guitar. Instruction is provided by professionals from the Flint Institute of Arts, the Flint Institute of Music and from local artists.

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

Alpha Pi Mu is the national Industrial Engineering honor society. The members of Alpha Pi Mu work responsibly to further the ideals and aims of the engineering profession. The honor is bestowed upon Industrial Engineering students who have superior scholarship and character, demonstrated ability, shown initiative, and possess admirable character. (Faculty Advisor – Pete Gheresus)

Collegiate DECA is a national organization promoting leadership and career development among those students who are interested in business management. Activities include preparing development conferences at both the state and national level. At the conferences, students participate in competitive events in General Marketing, Financial Services, Human Resources, International Marketing, Marketing Management, Merchandising, Industrial Marketing, Entrepreneurship, and Sales by solving case studies, preparing written plans,
taking written exams, and participating in role plays, quiz bowls, and executive interviews. (Faculty Advisor - Karen Cayo)

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

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

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

**Leadership Fellow** is a student leadership endowment established by recent graduates recognizing aspiring student leaders. (Advisor – Deborah Stewart)

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

**Order of Omega**: The Eta Eta Chapter of the Order of Omega recognizes those fraternity men and sorority women who have attained a high standard of leadership. (Advisor – Myra Lumpkin)

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

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

**The Robots Society** was founded in 1927 for the purpose of giving recognition to those students who have demonstrated outstanding leadership, service and citizenship to the student body in co-curricular activities. Scholastic standing is an added criterion for election. (Advisor - Bob Nichols)

**Sigma Alpha Chi** is a scholastic honor society founded in 1970 for the purpose of recognizing high scholarship among management students. (Faculty/Staff Advisors – Kathy Schaefer)

**Sigma Pi Sigma** is a national honor society which exists to honor outstanding scholarship in physics; to encourage interest in physics among students at all levels; to promote an attitude of service of its members towards their fellow students, colleagues, and the public; and to provide a fellowship of persons who have excelled in physics. This honor society is not just for physics majors - any student who has completed at least four physics courses, has a GPA of at least 3.0, and ranks in the top third of their class is eligible. (Faculty Advisor – Ronald Kumon)

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

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

Professional Societies

**American Society of Heating, Refrigeration and Air-conditioning Engineers**
(Faculty Advisor – Homayun Navaz)

**American Society of Mechanical Engineers** (Scholarship opportunities are available.)
(Faculty Advisors - Raghu Echempati & Yaomin Dong)

**Institute of Electrical and Electronics Engineers**
(Faculty Advisor – Huseyin Hiziroglu)

**Institute of Industrial Engineers**
(Faculty Advisor – Pete Gheresus)

**National Society of Black Engineers**
(Staff Advisor - L.B. McCune)

**Society of Plastics Engineers**
(Faculty Advisor - Dr. Mary Gilliam/A-Section and Mark Richardson/B-Section)

**Society of Physics Students (SPS)**
(Faculty Advisor – Ronald Kumon)

**Society of Automotive Engineers**
(Faculty Advisor - Craig Hoff, Greg Davis, Arnaldo Mazzei)

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

**Society of Women Engineers**
(Counselor- Eve Vitale)

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

**POLICIES AND RESOURCES FOR RECOGNIZED CLUBS & ORGANIZATIONS**

**Audio Visual Services**

1-217 Academic Building
(810) 762-5323 or (810) 762-9590

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

**University-Wide Calendar**

Deena Hosmer, Lead, User Experience Design
4-702 CC, (810)762-9885

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

**Guidelines for Students Posting Calendar Items**

1. Events posted to the university-wide calendar must be sponsored by a university department, a registered student group or student government.
2. Events posted to the university-wide calendar must be in accordance with any and all relevant Kettering policies such as the Acceptable Use Policy and Student Handbook.
3. Events must be posted at least three (3) business days in advance of the actual event.
4. The events calendar manager(s) reserve the right to delete and/or edit events that do not meet the above-mentioned guidelines, or that violate university regulations or local, state or federal laws.
5. Log in at https://www.kettering.edu/user to post an event.
A copier is located in the Student Life Office (3-120 CC) and is available for Student Government recognized student organizations’ official business copying only.

**Campus Printing Services**  
Kevin Kingsbury, Supervisor  
1-706 AB, (810) 762-9761

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

**Posting Policies**

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

**Procedure:**

1. Student organizations are required to submit posters to the Student Life staff (3-100 CC) to receive the stamp of approval. All posted material must have a posting stamp of approval prior to posting. Flyers may only be hung by Student Life Staff.
2. All other types of promotion (banners, posters larger than designated size, etc.) must be approved by the Student Life Office on the 3rd floor of the Campus Center.
3. Off-campus events including alcoholic beverages may only be advertised on campus if the event is held at a State of Michigan permanently licensed alcohol facility (i.e., bar, hotel, restaurant). In such cases the mention of alcoholic beverages or pictures of alcohol glasses, bottles, etc. may not be advertised. Use of any other medium of advertisement must be approved by the Vice President of Student Life and Dean of Students.
4. Want ads and For Sale ads are to be limited to a maximum size of 4” x 6” cards (3” x 5” is preferred) and will be posted for a maximum of 21 days. Indicate posting date of all Sale and Want Ads.
5. Service ads are limited to a maximum of 4” x 6” cards and will be posted for a maximum of 11 weeks.
6. The student organization is responsible for taking down signs and posters no later than the first school day after the event(s).
7. Any posted materials taken down by a staff member of the Student Life Office will be recycled.

**Thompson Hall**

For any on campus STUDENT organization or OFF CAMPUS organization who wants to post flyers in Thompson Hall:

- Items posted on these public boards must first be stamped by the Student Life Office.
- Please bring ALL flyers to the Thompson Hall Front Desk to be stamped with the Thompson Hall stamp after stamp from Student Life Office.
- It is the organizations responsibility to provide enough copies of flyers to be distributed in Thompson Hall.
- Thompson Hall will take up to 24 copies (two per unit), which can be left at the front desk to be stamped by the Director of Residence Life or Administrative Assistant and distributed to the RA’s to hang in their units where they deem fit.
- Thompson Hall Resident Assistants will ONLY post flyers that are approved and stamped by Student Activities and Thompson Hall staff.
Any organization in violation of the Thompson Hall posting policy will have their flyers removed immediately by staff.

For any Kettering University DEPARTMENT who wants to post flyers in Thompson Hall:
- Please bring ALL flyers to the Thompson Hall Front Desk to be stamped with the Thompson Hall stamp
- It is the department’s responsibility to provide enough copies of flyers to be distributed in Thompson Hall. Thompson Hall will take up to 24 copies (two per unit), which can be left at the front desk to be stamped by the Director of Residence Life or Administrative Assistant and distributed to the RA’s to hang in their units where they deem fit
- Thompson Hall Resident Assistants will ONLY post flyers that are approved and stamped by Thompson Hall
- Any organization in violation of the Thompson Hall posting policy will have their flyers removed immediately by staff

No items from any source may be posted on glass, wood or stainless steel surfaces. Flyers will only be hung on bulletin boards.

Recreation Center
Area is controlled by Recreation Center staff. Obtain approval from the front desk.

Department Postings
Posters must be approved by Department Chairperson and delivered to the Student Life Office for posting. **Outside posting of material on buildings, poles, and windshields is not permitted.**

Policies Governing Posting Banners in the Great Court
(3rd Floor Balcony ONLY, CC)
1. All clubs/organizations will only be allowed ONE banner hanging at a time in the Great Court.
2. All banners must be stamped with the Student Life date stamp. The length shall be no longer than ten (10) ft. in size
3. Any club/organization wanting to hang a single banner with general information will have a hanging limit of two weeks.
4. Banners are not to be made double wide or horizontal.
5. Banners may be displayed five school days before the event
6. Student organizations are responsible for removing their banners the next school day after the event takes place.
7. On certain occasions (i.e., Christmas, Commencement, Alumni Day, etc.) the 3rd floor balcony will be reserved for Kettering’s use.
8. All banners made on campus are to be made in the Sign-Making Room which is located on the 3rd floor of the Campus Center next to Student Life.
9. Student Life staff will monitor all banners on a weekly basis and remove any that do not meet criteria.

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

Room Scheduling
Recognized student organizations may schedule rooms for meetings and special events to take place during the current section only.

Procedures
1. Contact the Coordinator of Student Life for room reservations at kking5@kettering.edu.
2. You will receive an email confirmation after the room is scheduled.

Rooms & Services Available
1. Academic Building:
   Undergraduate Classrooms
   12:30 p.m. to 1:15 p.m. (lunch)
   5:30 p.m. to 12 a.m. (after classes)
   McKinnon Theatre
   12:30 p.m. to 1:15 p.m. (lunch)
   5:30 p.m. to 12 a.m. (after classes)

2. Campus Center:
   International Room
   Exhibit Area, 5th floor
   Room A
   Gold Room, Great Court*
   Heritage Rm. North & South*
   Sunset Room
   *Use of Kitchen and/or equipment is prohibited.

3. Dining and Food Services
   After completing the room reservation, coffee, meals or snacks may be ordered directly through the Kettering Dining Service Office located in Room 1-412 Campus Center or at x9861.
   **Food is not allowed in the following room: 2-716.**

4. Set-ups
   Room set-ups must be scheduled when reserving a room and must be requested by 10 a.m. the Thursday proceeding the week of the event. Set ups are to be done by the "set-up crew" only. Please do not re-arrange the furniture. Please Note: **The use of confetti, glitter, sand and the burning of candles are strictly prohibited.**

RESIDENCE LIFE
Katie Bosio, Director of Residence Life
Fran Webster, Administrative Assistant
Thompson Hall, (810) 762-9503
The Office of Residence Life, located in Frances Willson Thompson Hall, works to provide a comfortable living environment within the context of a group living and learning atmosphere. Through student interaction and staff support, every attempt is made to provide information and support services to aid in the students’ adjustment to campus life. Throughout the year, programs and activities are provided to help students develop leadership and human-relations skills while providing useful and fun complements to the academic demands of Kettering University. Additionally, special areas and services are provided within the residence hall to make it as much a “home away from home” as possible, including laundry facilities, community kitchen, entertainment equipment check out services, TV lounges, spacious lobby, recreation room and computer labs.
Within the hall are seventeen different living units of students, each staffed with an upper-class Resident Assistant. New and transfer students are required to live on campus for the 2 academic terms; returning students may also live in the residence hall. Further information regarding upper-class housing opportunities can be found at kettering.edu/residencelife
Security is a primary goal of the residence hall staff. Building exits are locked and equipped with a card access system making it necessary for students to carry their keys and student I.D. with them at all times. Residents are also encouraged to keep their per-
sonal room doors locked when they are out or asleep. The guest policy and other details about Thompson Hall and the Residence Life program are listed in the Guide for New Students/Guide to Residence Life.

Student Mail
Mailboxes for all fraternities, sororities, clubs and organizations, as well as all Student Government leaders, are housed in the Student Life Office 3-120 CC.

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

Name
Kettering University
Thompson Hall Room #
1700 University Ave.
Flint, MI 48504

Packages that do not fit in a student's Thompson Hall mailbox are held at Shipping and Receiving, 1-217 AB, (810) 762-9590.

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

Residence Life Judicial Affairs
When students engage in behaviors that detract from the communal environment, they may be introduced to the Kettering University Judicial System through a University Judicial Officer (the Director of Residence Life). Typically, only first and second violations will be heard; third violations will be referred to the designated University conduct officer for adjudication. As one might expect, sanctions increase in severity with successive violations of community standards.

Serious violations, as determined by the Director of Residence Life, will be referred to the Vice President of Student Life and Dean of Students. These cases typically involve violations of public safety laws and/or activities that have the potential to result in bodily harm. The Vice President of Student Life and Dean of Students will refer the case to the Chief Judicial Officer, who will conduct a hearing and render a decision, according to the Judicial Affairs procedures outlined below. Some cases may warrant interim suspension. In such cases, the Judicial Officer will make that recommendation to the Vice President of Student Life and Dean of Students, who has the authority to impose interim suspension. If the Vice President of Student Life and Dean of Students is not available, authority passes to a designate.

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

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

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

Residence Hall Expulsion
Students may be expelled from the residence hall for a variety of reasons, including serious and/or habitual offenses.
Judicial Affairs Appeals
Any student who has been sanctioned through the Kettering University Judicial Affairs and/or Residence Life Judicial Affairs processes has the right to appeal to the Vice President of Student Life and Dean of Students. Students who have been suspended or expelled shall have a final appeal to the Provost of Kettering University. All appeals must be made in writing within five (5) working days of notification of the results of the hearing, and must state the grounds upon which the appeal is based.

CAMPUS FOOD SERVICE
Kettering Dining Services
Nicholas Moorehead, General Manager
(810) 762-9861
1st Floor, Campus Center
www.kettering.edu/dining

Kettering Dining Services is proud to serve the campus community in a variety of on-campus locations. Kettering University has four dining locations; The Sunrise Café and Sunset C-store located on the second floor of the Campus Center, Einstein’s Bagels located at the corner of University and Chevrolet Avenue, and BJ’s Grill and Café Located on the first floor of the Campus Center.

The Sunset room is available to everyone on campus when open Monday through Sunday. This location has a variety of grab and go convenience food, retail, grocery, and beverage items including Starbucks espresso drinks. If you are unable to eat in the cafeteria and would like to take advantage of the meal exchange, let your C-store cashier know. Your ID card will be swiped for a meal and you can choose items from the Simply to Go cooler. The Sunrise room is available for everyone on campus when open. This location is an all you care to eat café. All first year students are required to participate in Kettering University’s meal plan A. Your student ID card will need to be presented to the cashier at each meal with no exceptions. You are able to swipe one time per meal period. No allowance is made for missed meals or guest meals. Absenteeism was taken into consideration when the rates for the board contract were established. You are allowed to visit the food stations an unlimited number of times at each meal. Please grab a new plate for each trip to the stations. All food is to remain in the Sunrise room for consumption, unless prior arrangements are made with the General Manager or Executive Chef.

Einstein’s Bagels is open to students, faculty, and community and accepts Cash, Credit, BJ Bucks and Kettering Cash as well as featuring a meal exchange for students on a traditional meal plan. BJ’s Grill is open to students and faculty as a dinner and late night dining venue. BJ Bucks and Kettering Cash are accepted as well as a meal exchange for those students with a board plan during applicable dinner hours. BJ Bucks can be spent like cash in the all University dining venues, and can be replenished on a dollar for dollar basis in the food service office or the Sunset C-store. Meal exchanges are allowed on a one swipe per meal period basis. Meal swipes used during a meal period at any location cannot be used again until the next applicable period. BJ Bucks are available dollar for dollar and can be purchased from the Sodexo Food Service Office or by using eAccounts online service available on the Kettering University webpage. BJ Bucks will be placed on your ID card; they can be used to purchase anything in the Sunrise or Sunset rooms, Einstein’s Bagels, and BJ’s Cafe without paying Michigan sales tax.

Those students needing food service during closed periods can arrange to pick up extra grab and go items the last day prior to the close period in the Sunset room during normal hours. If you would like microwavable foods, arrangements must be made by contacting the Sodexo Food Service office at least one week in advance. BJ Bucks can be used to pay for these items as they are an additional cost. Special diets will be provided for you for medical, dietary, or religious reasons. Please come in and talk to our executive chef so we can plan your diet together. Once your diet is complete, please notify us if you are going to miss a meal. Sodexo recipes and nutritional
information can be found by downloading the “My Fitness Pal” app to your smartphone or electronic device.

Catering can be booked by emailing catering@kettering.edu. Please book events at least 72 hours in advance to ensure best pricing and availability of product.

Visit us online at www.kettering.edu/dining for daily menu options, promotions and events. Or like us on Facebook at Kettering Dining Services.

WOMEN STUDENT AFFAIRS
Betsy Homsher, Director
(810) 762-9540
Virginia Hill, Women’s Resource Center Coordinator
(810) 762-9873
3-300 Campus Center
The mission of Women Student Affairs’ is to promote our women students’ success by cultivating an educational environment that values their contributions and encourages their aspirations. We sponsor programs that help students realize their potential and lead balanced lives. We provide resources and tools necessary for personal, academic, and professional success.

OWSA Programs and Resources:
- Presentations by visiting scientists and engineers
- Society of Women Engineers’ chapters
- Resource library
- Travel grants
- Sponsorship of cultural events
- Women’s Resource Center
  - The Clara Elizabeth Davidson Women’s Resource Center (WRC) hosts a variety of seminars for the entire Kettering community. Some are designed to address the particular issues challenging women in engineering and technology; others promote personal well-being.

HEALTH, COUNSELING, INSURANCE AND DISABILITY SERVICES-

MCKINNON WELLNESS CENTER
Cristina Reed, MA, LPC, Interim Director
Prudence Croom-Larry, BHSN, MHA/ED, Wellness Coordinator
Catherine Zrakovi, LPN, University Nurse
Amanda Lambert, LLPC, University Counselor
Felicia Chaney, Administrative Specialist
1-700 Campus Center
Business Hours: Monday-Friday 8:00 a.m. - 4:30 p.m.
Phone: (810) 762-9650
Fax: (810) 762-9929
Email: wellness@kettering.edu
Website: www.kettering.edu/wellness-center
Suicide Prevention Hotline – (800) 273-TALK (24/7/365)
Ulliance Student Assistance Program – (855) 774-4700 (24/7/365)
ULifeline – www.ulifeline.org – online mental health resource

HEALTH AND WELLNESS
On-Campus
A licensed practical nurse is available during regular business hours. Students may drop in during business hours or call ahead to make an appointment. Services and programs include, but are not limited to:
- Treatment of minor ailments and injuries (such as scrapes, colds, flu, minor injuries)
• Advise on effective self-care and well-being
• Wellness workshops

Where appropriate, the LPN and/or counselor will refer students to a physician at McLaren Family Medicine Residency Center (see below), located less than two miles from campus. Kettering University Campus Safety unit will provide transportation to students at no cost.

Off-Campus
McLaren Family Medicine Residency Center - An Affiliate of Kettering University
3230 Beecher Road, Suite #1
Flint, MI 48532
(810) 342-5656

Business Hours: 8:00 A.M. – 5:00 P.M. Monday, Wednesday, Friday
8:00 A.M. – 6:30 P.M. Tuesday, Thursday

Acute Care Hours: 12:30-1:15 P.M., Monday - Friday sign-in time (Drop-in; first-come, first-served)

All students, whether referred by the Wellness Center or self-referred, may utilize the services of McLaren Family Medicine Residency Center physicians by making an appointment or dropping by the Acute Care clinic during the posted hours. McLaren will bill students’ insurance companies and coordinate insurance benefits and referrals for treatment. Students must present their Kettering ID and health insurance cards at each visit. Students are responsible for co-payments and uncovered costs.

For after-hours care that cannot wait until the Wellness Center and/or McLaren Family Medicine Center are open, please see the Community Resources section for local urgent care centers. You will need your identification and insurance card at the visit. Students are responsible for co-payments and uncovered costs.

COUNSELING SERVICES

The Wellness Center provides individual counseling to students who experience psychological, behavioral, or learning difficulties whenever they occur. The counselor is available by appointment. Students can drop by or call the Wellness Center to make an appointment. Some issues that a counselor can help with include, but are not limited to:

- Relationship conflicts
- Stress and/or other emotional difficulties
- Grief and loss issues
- Alcohol or other drug use
- Transition to college life
- Harassing and bullying issues
- Workshops on a variety of topics

24/7 Telephonic Counseling

Telephonic counseling via the Student Assistance Program is available by calling (855) 774-4700. Students who prefer to talk a counselor telephonically can use this service if they are on campus or off campus. Students in crisis should utilize this number. It provides immediate and confidential assistance which is available 24/7, 365 days of the year.

STUDENT HEALTH INSURANCE

We require all enrolled students to carry health insurance, either through the Student Health Insurance Plan provided by AIG Educational Markets in partnership with Kettering University or another source, such as a parent’s employer. Before the start of every new academic year, you must make the choice to enroll in, or waive out of the insurance plan. If you do not waive out by the deadline, you will automatically be enrolled in the Student Health Insurance Plan and responsible for one year’s premium. Before waiving students should make sure their coverage will provide adequate protection as well as access to doctors in Michigan. Separately, we will send further information about the University’s health insurance requirements to students and their parents.

DISABILITY SERVICES

Kettering University provides disability services in compliance with the American with Disabilities Act (1990) and its amendments, along with state and local regulations regarding students, employees, and applicants with disabilities. Under these laws, no qualified indi-
individual with a disability shall be denied access to participation in services, programs, and/or activities at Kettering University.

In carrying out Kettering’s policy regarding disabled students, employees and applicants, we recognize mobility, sensory, medical, psychological, and learning disabilities. We attempt to provide reasonable accommodations for these disabilities for all students who meet the criteria described in the Americans with Disabilities Act.

Any Kettering student who has been diagnosed with a physical, medical, psychological, or learning disability, or suspects that s/he may have one, must contact the Wellness Center. The staff will evaluate the required documentation in support of the claim of disability and make an assessment of a student's needs on a case-by-case basis. The Wellness Center will then make recommendations for the appropriate services and accommodations necessary to meet the legal requirements as required by law. The Center will inform faculty and staff who may be responsible for providing the services and/or accommodations. Every academic term, students must request the accommodations and meet with each professor to make appropriate arrangements.

Prospective students in the admissions process should contact the Wellness Center as soon as possible to discuss appropriate documentation needed to verify a disability and to identify the type of services, accommodations, and adaptive equipment that may be necessary. Further information is available on the website.

CONFIDENTIALITY
We are not permitted by law to disclose any medical information to a parent or guardian without the consent of the student unless the student is mentally incapacitated or threatens to harm him/herself or someone else. When parents call us with a concern, we contact the student directly to request permission to speak with you. If you wish to share medical information with your parents, you must complete and submit to the Wellness Center a Release of Information, which may be downloaded at the Wellness Center website.

COMMUNITY RESOURCES
The following agencies provide supplementary health care and information:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Genesee County Health Department</td>
<td>630 South Saginaw Street, Suite 4</td>
<td>(810) 257-3612</td>
</tr>
<tr>
<td>Genesee Health Systems (formally Genesee County Community Mental Health Services)</td>
<td>420 W. Fifth Avenue</td>
<td>(810) 257-3740</td>
</tr>
<tr>
<td>Genesys Urgent Care</td>
<td>2265 Linden Road</td>
<td>(810) 720-8700</td>
</tr>
<tr>
<td>YWCA Domestic Violence Safe House</td>
<td>310 E. Third Street</td>
<td>(810) 238-7621</td>
</tr>
<tr>
<td>YWCA of Greater Flint</td>
<td>310 E. Third Street</td>
<td>(810) 238-7621</td>
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CAMPUS SAFETY

Jim Benford, Director, Campus Safety

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

Campus Safety protects the campus community. Campus Safety Officers are on duty around the clock. Services provided are: foot and vehicle patrol; locking and unlocking campus buildings; motorist assist; assisting students with accessing laboratories after hours; registering vehicles; responding to campus emergencies; and enforcing parking regulations. An escort service is also provided by Campus Safety. Students desiring an escort when leaving a campus building can phone 762-9501 or stop by the Campus Safety Service Center located in the Great Court of the Campus Center.
The Flint Police Department patrols the campus and surrounding neighborhood.

**Crime and Incident Report Form**

Kettering Campus Safety offers an on-line Crime and Incident Report Form. We encourage you to use this form to report crimes or other incidents that take place on Kettering property and in the surrounding area. We investigate all reported incidents and take appropriate action, as prescribed by applicable laws and Kettering University policies and procedures. In the event that you are a victim of a crime, complete a Campus Safety Crime and Incident Report form at https://okras.kettering.edu/kuapps/f?p=2008:111:

**Lost and Found**

Campus Safety operates a lost and found department. Should an article be lost or found it should be reported or turned in to the Campus Safety Service Center.

**ID Cards**

- All students are required to have a picture ID card. This may be obtained by visiting the Campus Safety Service Center in the Great Court or the Campus Safety office in the Office of Administration & Finance, 5-941 CC. Office hours are: Monday – Friday 8:00 a.m. – 5:00 p.m.

**TRAFFIC & PARKING POLICY**

All students must familiarize themselves with the parking policy and are held accountable for knowing this information.

**I. POLICY STATEMENT**

The provisions of the Traffic and Parking Policy are adopted for the purpose of promoting safe and orderly movement of traffic and parking of vehicles, bicycles, and other wheeled devices on and within Kettering University property. All persons who enter onto Kettering University are expected to have knowledge of this policy and are subject to penalties for violations of it. All parking enforcement activities, including the issuance of parking citations and citation appeals will be conducted in a fair, equitable, and objective fashion.

**II. DEFINITIONS**

- **Park or Parking**
  - The standing a vehicle, whether occupied or not, upon a parking lot, when not loading or unloading except when making necessary repairs.

- **Parking Lot**
  - An area or areas of the campus or other land of the University set aside and clearly designated by authority of the Board of Trustees for the purpose of providing space for the parking of vehicles duly registered to park thereon.

- **Vehicle**
  - Every device in, upon, or by which any person or property is or may be transported or drawn upon a driveway, street, or highway.

- **Citation**
  - A notice, either a warning or a "ticket" upon which a police officer or Campus Safety officer shall record an occurrence involving one or more traffic rule or regulation violations by the person or vehicle cited.

- **Employee**
  - All employees of the University: faculty, staff, administrative personnel, and all other persons similarly associated with the University, as well as employees of any governmental agency having offices on campus or other lands of the University and all persons hired under any grant or special appropriation of funds.

- **Student**
  - Any person enrolled in one or more academic courses or programs offered by Kettering University, regardless of off-campus or on-campus section status.

- **Visitor**
  - Any person, other than an employee, campus resident, enrolled student, contractor (employed on a campus project), or commercial vendor (doing business on campus) who parks a vehicle on the campus or other land of the University and who is required to register his vehicle with University Office of Campus Safety.

**III. DETAILS/PROCEDURES**

**GENERAL PROVISIONS**


Parking on campus throughout the year is by permit only with parking lot restrictions for all faculty, staff, students, and visitors as described in this policy. Permission to operate a vehicle on the grounds owned, operated or controlled by Kettering University is a discretionary privilege bestowed by the Board of Trustees of the University. Such privilege may be denied, revoked, suspended or modified by the action of the trustees or by officers of the University authorized to take such action.

All faculty, staff, students and visitors MUST be currently registered and permits MUST be displayed when parking on campus. PARKING IN FIRE LANES AND IN YELLOW OR WHITE STRIPED AREAS IS STRICTLY PROHIBITED.

Campus Safety officers, employed by Kettering University, shall have the authority and duty to enforce on University grounds the provisions of this policy related to stopping, standing, and parking of vehicles, bicycles, and wheeled devices.

Kettering University is not responsible for fire, theft, damage to or loss from any vehicle parked on University property or any article left in such vehicles. These regulations are internal administrative policies of the University and do not replace state laws or municipal ordinances.

**Speed Limits**

Unless otherwise provided, the speed limit on any roadway within Kettering University grounds is twenty (20) miles per hour. Campus speed limit for parking lots is ten (10) miles per hour.

**Restrictions**

Only vehicles that are properly registered, insured, operable, and powered by a gas or electric motor may be parked on campus. Parking of private trailers or other utility vehicles in a campus lot is not permitted. Use of vehicles, bicycles, and other wheeled devices around the pathways of Kettering University is subject to the permission of the University in accordance with this policy. Faculty, staff, students, and visitors to the University agree to be bound by this policy in exchange for permission to park on campus. Vehicles, bicycles, or other wheeled devices parked in violation of the provisions of this policy are subject to fines, immobilization, towing, and/or impounding. Fines and/or costs related to relocation of a vehicle shall be the responsibility of the vehicle owner or operator.

**Authority of Office of Campus Safety**

The Office of Campus Safety shall have the power and duty, in accordance with this traffic and parking policy, to place and maintain or cause to be placed such traffic control devices as deemed appropriate to regulate traffic and driving, operating, stopping, standing, and parking of vehicles, bicycles, and other wheeled devices on Kettering University grounds. The Office of Campus Safety may adjust speed limits different from those set forth herein for any area of Kettering University grounds, provided that such speed limits shall be effective only when notice thereof is given by the posting of an appropriate traffic control device.

**Insurance and Licensing**

All persons operating a motor vehicle in Michigan must possess a valid driver's license, vehicle registration, and proof of insurance as prescribed by Michigan law. Furthermore, all owners of vehicles on Kettering University property are expected to have sufficient insurance to cover any damage and/or theft to their vehicle or loss of property contained within their vehicle.

**Vehicle parking**

No vehicle shall be stopped, left standing, or parked on Kettering University property except in conformity with this policy. Parking areas designated for permit parking shall be used only by vehicles bearing an appropriate annual or temporary permit.

**Parking permits are required at all times for vehicles parked or standing on University property.**

**Parking Permits**

A University parking permit entitles the registered permit holder(s) to park in any legal space designated for that permit type if a space is available and if the permit is properly displayed and the vehicle is parked in accordance with this policy. A University parking permit does not constitute a guarantee that a parking place will be available but affords the registrant the opportunity to park in authorized parking areas when parking spaces are
available. Lack of parking spaces, mechanical problems, inclement weather or other disabilities do not justify parking violations.

Categories of University Parking Permits and eligibility are established by this policy and enforced by the Office of Campus Safety. The Office of Campus Safety may revoke a University Parking Permit at any time provided that upon any such revocation a refund of the current value of the permit shall be paid to the registered permit holder(s).

Registration for University Parking Permit

All vehicles must be registered with Campus Safety and shall display a valid University parking permit, with the following exceptions:

1. Vehicles displaying official government seals or license plates.
2. Official Kettering University vehicles displaying the seal or logo of the University or a department of it.
3. Vehicles displaying valid Visitor permits.
4. Vehicles displaying temporary or special permits issued by the Office of Campus Safety.

Parking permits are available to Kettering employees and students on a first-come, first-served basis. Parking permits are issued and renewed annually by the Office of Campus Safety. Each employee and student must individually register each vehicle for which a parking permit is needed. Parking permits are not transferrable. Individuals with outstanding fines will not be allowed to register for new permits until all outstanding fines are paid in full. The "registration year" extends from July 1 through June 30. The following items are required to secure a parking permit:

1. Valid driver's license
2. Valid University photo I.D.
3. Current motor vehicle registration certificate
4. Completed parking permit application
5. Owner's waiver, if vehicle user is other than the registered owner

Permanent parking permit stickers are available for convertibles and motorcycles. Mopeds should use bike racks and are not required to display a parking permit.

The Office of Campus Safety must be contacted for special arrangements when students and employees have special parking problems (i.e. disabled vehicle, loading and unloading, etc.).

Method of Display of Parking Permit

To be honored, unless otherwise noted on the parking permit itself or in the instructions issued with the parking permit, parking permits must be affixed to the lower inside corner of the windshield on the driver's side so as to be clearly visible from the front of the vehicle. Careful attention should be given to the area immediately around the permit to avoid placing something that may partially or fully block it from view. For vehicles without windshields, the permit should be placed on the driver's side body, as close as possible to the approved windshield location.

Ownership and Use of Parking Permits

University parking permits are the sole property of Kettering University. Parking permits may be used only by the registered permit holder(s) and may not be sold or transferred. The following is not permitted: giving false information to receive a parking permit; altering a parking permit in any way; counterfeiting or photocopying a parking permit; using a lost, stolen, forged, altered, or counterfeited parking permit (including Visitor and Handicapped/Disabled permits); or allowing use of a parking permit by anyone other than the registered parking permit holder. Any vehicle displaying an altered or counterfeit parking permit may be ticketed and towed and the parking permit confiscated. Violators of this provision may receive disciplinary action up to and including permanent revocation of campus parking privileges, termination of employment, or expulsion.

Notification of Change of License Plates or Vehicle or Disposition of Registered Vehicle

The holder of any University parking permit must notify the Office of Campus Safety within one week of the issuance of the new license plates for any vehicle on which the parking permit may be used. If a vehicle bearing a University parking permit is sold, traded, or oth-
erwise disposed of or replaced in use, the registered permit holder shall remove the parking permit in identifiable condition and return it to the Office of Campus Safety. Missing or lost permits must be reported immediately to the Office of Campus Safety.

Types of Parking Permits
There are five (5) parking area categories for which specific permits are issued:

1. Visitor
2. Employee (Faculty and Staff)
3. Student
4. Expanded Access (Student)
5. Recreation Center Affiliate

Visitor Parking
All visitors must register at the Office of Campus Safety desk located just inside the front main entrance to the Campus Center. Visitors may park in Lot #2, Lot #3, or Lot EE as long as they obtain a Visitor’s Permit from the Office of Campus Safety. Employees may request and obtain Visitor permits for guests in advance through the Office of Campus Safety.

Employee & Student Parking
Employee and Student permits are provided at no charge, except as noted in Expanded Access Student Parking. Parking in Lot #1 is restricted to students only. Parking in Lot #2 is restricted to employees and Expanded Access Student Parking (in designated spaces) only. Parking in Lot EE is restricted to employees only

Expanded Access Student Parking
Expanded Access parking is available for students who wish to park in the “Expanded Student Access Parking” designated row of Lot #2 and requires an Expanded Access student parking permit. The Expanded Access parking spaces for students are clearly marked with signs and orange stripes. Only students who purchase Expanded Access parking permits, at a cost of $50.00 per year, may park in these marked spaces. Expanded Access Student Parking Permits are also valid in all other authorized student parking areas. There is a $50.00 charge for replacement of lost or stolen Expanded Access Student Parking Permits. The number of Expanded Access Student permits issued in a student section is limited to no more than 125% of the total number of expanded access spaces available.

Recreation Center Affiliate Parking
Parking for non-student, non-employee affiliate members of the Recreation Center is available in Lot #3 adjacent to the Recreation Center Building and requires a Recreation Center affiliate parking permit. The Recreation Center Director under the direction of the Office of Campus Safety is responsible for authorizing and issuing Recreation Center affiliate parking permits. To be honored, Recreation Center affiliate parking permits must be displayed as directed by the Office of Campus Safety and are valid for 3 hours of affiliate member parking per day. These parking permits are valid only during hours when the Recreation Center is open and do not authorize overnight parking on campus.

Handicapped/Disabled Person Parking
Handicapped/Disabled parking spaces are clearly identified in all Kettering University parking lots. To park in a handicapped parking space on campus, a vehicle must display a valid Handicapped/Disabled Person placard or license plate issued by any state, along with a University parking permit issued to employees, students, or visitors. Handicapped/Disabled Person parking in the area adjacent to the Campus Center is restricted, as follows:

1. Handicapped/Disabled Person parking spaces located in the Ushaped lot in front of the Campus Center (CC1 in diagram at left) are restricted to visitors only.
2. Employees, students, and visitors with appropriate handicapped parking permits and displaying a valid University parking permit may park in the section of the lot parallel to and along Chevrolet Avenue (CC2 in diagram at left), subject to availability. Requests for other campus accommodations should be directed to Disability Services in the Wellness Center, located on the first floor of the Campus Center.

Overnight Parking
Overnight parking is allowed in Lot #3 only. Overnight parking in all other lots is restricted as follows:

1. Lot #1  No parking from midnight until 6:00 a.m. from December 1 through March 31
2. Lot #2  No parking from midnight until 6:00 a.m. from December 1 through March 31
3. Lot EE No parking from midnight until 6:00 a.m. from December 1 through March 31

Any exceptions to these overnight parking restrictions must be approved in advance by the Office of Campus Safety. Vehicles parked in violation of these restrictions are subject to citation and removal without prior notification at the owner’s or operator’s expense.

**After Hours Parking**

Unless posted otherwise (subject to any overnight parking restrictions or posted special event, handicapped, or reserved space restrictions), the following permits:

1. Employee (Faculty and Staff)
2. Student
3. Expanded Access (Student)
4. Visitor

May be used to park in Lots #1, #2, or #3:

1. On official holidays when the University is closed for business.
2. Between the hours of 6 p.m. and 5 a.m. on weekdays.
3. All day on weekends.

*Note:* After hours parking is always subject to any overnight parking restrictions listed in the section above.

**Emergencies or Special Events**

Special events may cause temporary disruption in parking arrangements on campus for persons parking registered vehicles. During those times, although parking is limited, all registered vehicle must park in accordance with this policy and cones/barricades should not be moved. The Office of Campus Safety may establish and enforce temporary parking restrictions deemed necessary for the safety and convenience of the University. Parking lots may occasionally be closed for special events, lot maintenance, etc. Any vehicle remaining in a closed lot is subject to citation and removal at the expense of the owner or operator.

**Parking Outside of Designated Parking Lots**

No vehicle is allowed in the following campus areas without the express permission of the Office of Campus Safety:

- Fire lanes
- Sidewalks
- Landscaped areas
- Entrances to service areas
- Loading docks
- Entrances to garage areas
- Kettering University Fleet lot
- Coned or reserved parking areas

**Storage of Vehicles**

No vehicle may be stored anywhere on campus without the express permission of the Office of Campus Safety. Issuance of a Kettering University parking permit for a vehicle shall be in no way considered as express or implied consent of Kettering University to any storage of the vehicle on University property. Any vehicle that is not in operable condition or stored without the express permission of the Office of Campus Safety shall be considered abandoned and subject to citations and towing.

**Unused or Abandoned Vehicles**

Any vehicle found without a valid license plate or showing other signs of nonuse will be considered an abandoned vehicle and be removed from University property at the direction of the Office of Campus Safety. All expenses incurred in the removal of an abandoned vehicle will be the responsibility of the registered owner.
Disabled Vehicles
It is the responsibility of the registered owner of any vehicle that is temporarily disabled on University property to contact the Office of Campus Safety and report the location of the vehicle, description of the vehicle and when the vehicle will be repaired or removed. Vehicles may not be in a disabled status on campus for a period longer than 24 hours. Vehicles violating this time frame may be towed at the owner's expense.

Safety Related Vehicle Issues
Any vehicle located on the campus that is causing a safety hazard, such as leaking gas or oil, emitting toxic fumes, or moving out of a parking space, may be removed from campus. Fines and costs related to relocation of the vehicle shall be the responsibility of the operator or owner of the vehicle.

Parking Enforcement
Citations are issued for violations of University Parking Policy and regulations are enforced continuously. Parking violations that may result in issuance of a citation or impoundment of a vehicle include:

1. Failure to register a vehicle operated or parked on campus
2. Failure to display a parking permit in the manner specified
3. Parking in restricted locations (e.g. handicapped/disabled person parking area or Expanded Student Access area) without proper parking permit or authorization by Office of Campus Safety
4. Parking across painted stripes
5. Parking outside a designated parking space or standing in aisles
6. Driving contrary to posted regulations
7. Falsification or improper use of registrations, parking permits, or temporary parking passes
8. Overnight parking in a restricted area or without authorization from the Office of Campus Safety
9. Parking in the Campus Center U-shaped lot without a valid visitors permit, with the exception of the green striped and marked 15-minute spaces (these spaces require a valid Kettering University parking permit).

Except in extreme cases, the violation of more than one regulation in a given instance will result in a citation being issued for the most serious offense. However, vehicles may receive more than one citation within a 24-hour period, if the vehicle is moved or if circumstances warrant as determined by the Office of Campus Safety. Unmoved vehicles may receive additional citations without limit for the same or different infractions in each successive 24-hour period after the issuance of the first citation.

Penalty for Three or More Violations
In the event that fines are not paid for a vehicle to which three or more violations have been issued, the vehicle in question will be impounded and stored or otherwise immobilized by a mechanical device at the expense of the operator or owner.

Towing/Immobilization
Vehicles parked in Handicapped/Disabled spaces without appropriate state and University permits, that fail to display a valid University parking permit in the manner specified, or against which three or more issued citations have been issued but not paid will be cited and immobilized or removed without prior notification from the campus or other lands of the university under the direction of the Office of Campus Safety. Towed vehicles will be taken to a private impound lot. The location of the lot may be obtained from the Office of Campus Safety desk located in the Campus Center. All towing costs, daily vehicle storage fees, and all outstanding parking fines must be paid before an impounded car will be released. Vehicles immobilized for nonpayment of parking fines will not be released until all outstanding fines are paid. **Kettering University is not responsible for any loss or damage that occurs during towing or vehicle impound.**

Parking Violations

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unauthorized parking in a handicapped/disabled person space</td>
<td>$100</td>
</tr>
<tr>
<td>Obstructing a fire lane, fire exit or fire hydrant</td>
<td>$100</td>
</tr>
</tbody>
</table>
Removing, tampering with, changing, mutilating or destroying any traffic-control sign, signal, barricade, University marker, traffic citation or vehicle parking permit $ 50
Parking in a restricted area while displaying an improper permit $ 25
Operating a vehicle with excessive speed $ 25
Failure to stop when so directed by a University Campus Safety officer $ 25
All other violations of this traffic and parking policy $ 25
Additional fees, including unregistered license plate search $ 15
Late Fee $ 25

The following offenses subject the offender to possible further disciplinary action:
Falsification of University vehicle registration information $ 250
Using fictitious, falsely made or altered University vehicle registration parking permit $ 250
Operation of a motor vehicle by an individual not eligible to operate a motor vehicle $ 250

Payment of Fines
Fines are payable at the Student Accounts office located on the second floor of the Campus Center. If a cited vehicle has been properly registered (and a valid parking permit was properly displayed) at the time of a violation and the fine is paid within fourteen (14) days of the violation date, the fine will be discounted by $10. Fines are to be paid within fourteen (14) calendar days of the citation date. Failure to pay a fine within fourteen (14) calendar days will result in a $25 late fee being added to the fine. Failure to pay within twenty-eight (28) calendar days will result in a second $25 late fee being added to the accumulated fines. Unresolved citations and fines may result in financial obligations, vehicle immobilization and/or towing without prior notification.

Appeals
Any person receiving a violation citation at Kettering University has the right to appeal the citation or fine by filing a written appeal with the University Parking Appeals Board comprised of faculty, staff, and students within seven (7) calendar days of the citation date. Parking Violations Appeals Board decisions are final.
The appeal may be delivered electronically to jbenford@kettering.edu or in person to:
  Parking Violations Appeals Board
  Office of Administration & Finance
  5-955 Campus Center

Parking Area Restrictions

<table>
<thead>
<tr>
<th>Lot/Location</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot #1: Upper lot behind Academic Building</td>
<td>Registered Students Only</td>
</tr>
<tr>
<td>Lot#2: Lower Lot behind Academic Building</td>
<td>Registered Employees and Students who hold an Expanded Access Student Parking permit parked in designed spaces along Dupont Street</td>
</tr>
<tr>
<td>Lot #3: Lot behind Thompson Hall &amp; the Recreation Center</td>
<td>Students, Employees &amp; Visitors; Recreation Center Affiliates</td>
</tr>
<tr>
<td>Lot #4: NE corner of Bluff St. and Cadillac</td>
<td>Special Event Parking, as permitted by the</td>
</tr>
</tbody>
</table>
Off-Section Student Parking
Off-section students may not store vehicles anywhere on the campus unless special arrangements have been made and confirmed in writing by the Office of Campus Safety. Abandoned vehicles will be impounded at the owner's or operator's expense. When visiting Kettering University, off-section students who have not yet obtained an annual permit, should obtain a Visitor's Permit from the Office of Campus Safety and park in spaces designated for visitors. Off-term students with a registered vehicle may not park a registered vehicle in a visitor's space, but should park in their designated lot displaying their permit.

Roadway Parking
Parking is not permitted on roadways except under supervision of the Office of Campus Safety or during unusual conditions as declared by the Office of Campus Safety. “No parking” areas and fire lanes must be kept clear at all times, as required by law. Vehicles parked in these areas are subject to towing without notice.

Mechanical Problems
Any vehicle parked improperly or overnight due to mechanical problems must be reported immediately to Office of Campus Safety. Failure to follow this procedure will result in the issuance of a citation and/or towing of the vehicle without warning.

Auto Fluid Disposal
All fluids generated by vehicle maintenance must be properly containerized, labeled, and transported off campus for proper disposal (not dumped on the ground or in a dumpster). Used oil may be properly disposed/recycled at AutoZone-1460 W. Bristol Road, Flint; or Wal-Mart-4313 Corunna Road, Flint

Use of Proceeds
All funds collected for parking permits, fines, and fees are applied to the cost of providing parking at Kettering University.

IV. POLICY REVIEW
This policy shall be reviewed and revised as necessary every two (2) years.

ID CARD POLICY/ CARD ACCESS
Jim Benford, Director, Campus Safety
Great Court, Campus Center, (810) 762-9501
You are issued a Kettering ID Card upon your arrival at Kettering University. The Kettering University identification card (ID Card) identifies you as a current member of the Kettering community. Depending on your relationship to the University and the services that you sign up for, your ID card can also be used as an electronic door key and to access a variety of functions and facilities on campus; including athletic events, dining, fitness/activity centers, libraries, transportation services and vending machines.

The ID card is the property of the university, must be carried at all times while on campus, and is non-transferable. It may be used for such purposes as the university designates and may be revoked at any time. This card must be presented and/or surrendered upon...
demand by a university official; failure to do so, or lending this card to anyone, is considered misuse and may subject the holder to disciplinary action under the Code of Student Conduct. Lost and stolen cards must be reported promptly to the Office of Campus Safety. There is a $10 replacement fee for lost, stolen, or damaged student ID cards. The fee can be paid by cash, check, or charged to the student’s account. Cards which are broken or nonfunctioning will be replaced at no charge. The card access office is located inside the Campus Safety Service Center on the main floor of the Campus Center. No person shall possess more than one Kettering University identification card. All cards, not previously replaced, that have been turned in to the Office of Campus Safety are kept on file for one complete academic term to enable the person to claim the lost identification card. If the person has already replaced his/her identification card when the original one is turned in, the found identification card is destroyed. This action is noted on the card report/replacement form that was filled out when the card was lost. Students are responsible for charges incurred by use of this card (up to $50.00, if reported lost or stolen).

This card is void upon termination or interruption of enrollment and/or employment. If you have any questions regarding Card Access, email DoorAccess@kettering.edu or call the card access desk at ext. 5592.

SAFETY TIPS

Don't be a Victim/Tips for Avoiding Trouble

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

Additional Tips

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

Complaints, questions and concerns regarding sexual assault or harassment should be directed to the Vice President of Student Life or Director of the Wellness Center.

ACADEMICS
ACADEMIC DEPARTMENT HEADS:
Business Department: Karen Cayo- kcayo@kettering.edu (810) 762-7969
Chemistry/Biochemistry/Chemical Engineering/Biology: Stacy Seeley- ssee-ley@kettering.edu (810) 762-9561
Computer Science: John Geske- jgeske@kettering.edu (810) 762-7963
Electrical & Computer Engineering: Jim McDonald- mcdonald@kettering.edu (810) 762-9701
Industrial & Manufacturing Engineering: S. Chakravarthy- schakrav@kettering.edu (810) 762-7906
Liberal Studies: Karen Wilkinson- kwilkins@kettering.edu (810) 762-7827
Mathematics: Leszek Gawarecki- lgawarec@kettering.edu (810) 762-9557
Mechanical Engineering: Craig Hoff- choff@kettering.edu (810) 762-9856
Physics/Engineering Physics: Kathryn Svinarich- ksvinar@kettering.edu (810) 762-7471

ACADEMIC SUCCESS CENTER
Dr. Natalie Candela, Director
Carol Brooks, Assistant Director
Abbey Kaiser, Supplemental Learning Coordinator
Dr. Denise Stodola, Writing Center Coordinator
Susan LaFeldt, Advisor
Nannette Randolph, Administrative Specialist
3-322 Academic Building, (810) 762-9775
academicsuccess@kettering.edu

The academic success center (asc) provides holistic academic support to all Kettering students to help them become successful, independent learners and achieve their educational goals. Kettering faculty and staff work together to help students succeed. Students who may benefit from additional support are routinely referred to the appropriate resources. Students also reach out for support on their own. The resources available within ASC include subject tutoring, writing assistance, individualized success coaching, supplemental instruction (si), testing accommodations, and academic advising (currently provided for undecided students and me freshmen and sophomores 1). Available by appointment or on a walk-in basis, subject tutoring is provided by peer tutors in many math and science courses, while writing assistance is offered by professional consultants. Advising and success coaching are available by appointment only and are provided by professional members of the ASC team. For a complete overview of services, schedules, and contact information, visit http://kettering.edu/academicsuccesscenter

FYE 101 –FIRST YEAR FOUNDATIONS
This course will provide critical information on personal, academic and professional development for first-year students. Class discussions will support student engagement in the Kettering community, help make important connections for students to develop a sense of self-governance, and set a foundation for both a critical thinking and reflective learning mindset. Students will learn to interact in the academic and cooperative work environments successfully. Mentoring and interaction with the instructors will provide support and guidance for students to be fully integrated into Kettering University. Discussions and assignments will enhance student transition and acclimation to Kettering University. FYE 101 is a required 1 credit class.

STUDENT RESPONSIBILITIES IN ACADEMICS AND THE PURSUIT OF A DEGREE
To earn a degree from Kettering University you must apply yourself towards that goal and we can offer you the means to obtain it. Towards that end, the following responsibilities rest on your shoulders as a Kettering University student:
1. The students learning needs and desires should provide the basis for enrolling in specific courses or within a given program.
2. Students should be informed of what is going on within their programs by reading course listings, degree requirements, and other material made available by the university and their departments.
3. Students should take an active part in planning their educational package within the context of university requirements and resources.
4. Students should continually monitor their progress.
5. Students should seek out support services, such as tutoring and advising when assistance is needed in meeting goals.
6. Students should attend classes well prepared and complete assignments on time.
7. Students should embrace the principle of Academic Honesty.
8. Students should respect the freedom of the academic community to inquire, publish, and teach.
9. Students should respect the facilities and property of Kettering University.

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

MINIMUM ACADEMIC STANDARDS OF PROGRESS

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

At the completion of each term all students are reviewed for compliance with the stated academic standards. Those students not complying are notified of their academic status, including any restrictions or additional requirements imposed for the subsequent term.

DETERMINATION OF ACADEMIC STANDING

In order to maintain financial aid eligibility, you must make Satisfactory Academic Progress (SAP) toward obtaining a degree. Satisfactory Academic Progress will be monitored at the end of each academic term whether or not you have received financial aid, and will be measured as follows:

- **Qualitative Measure** (Cumulative GPA): Students must maintain a cumulative grade point average of at least 2.0 at the end of each term.
- **Quantitative Measure** (Credit Hour Progression): When a student is enrolled in 12 or more credit hours, she or he must successfully complete a minimum of 12 credit hours per term.
- An (Incomplete) “I” will be calculated as no credit until a letter grade is issued and is posted to the student's academic record.
- Repeated courses are recorded as Attempted Credit Hours only if no credits were granted during the previous attempts.

Academic Review Committee

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

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

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

CULMINATING UNDERGRADUATE EXPERIENCE (CUE)/THESIS

Dr. Matthew Sanders, Director of the Center for Culminating Undergraduate Experiences (CCUE)

3-301 Academic Building, (810) 762-7946

All Kettering University baccalaureate programs require a senior thesis for graduation. The senior thesis is a professional document describing a comprehensive project performed by
the student. The project is generally performed for the student’s co-op employer (Co-op Thesis); however, with employer permission the student is eligible to perform another option for his/her thesis: Entre/Intra/Social E-ship Thesis, Research Thesis, or Professional Practice Thesis. Information about the options is available in the office or on CCUE’s website.

Students are REQUIRED to complete four modules for his/her CUE/Thesis which include:

- Module I: CUE Introductory Course - CUE 495 (Junior I or Junior II term)
- Module II: Submit a Proposal for Topic Approval (no later than Junior II term)
- Module III: Submit Progress Report (no later than Senior II term)
- Module IV: Submit Written Thesis (1st week of Expected Graduation Term)

Students will be educated on the entire CUE/Thesis during Module 1: CUE Introductory Course. Students will have two advisors upon topic approval through completion that will serve as mentors and review the comprehensive professional document.

For more information, please visit the Center for Culminating Undergraduate Experiences office at 3-301 AB, call ext. 9947 or visit the CCUE website.

**GRADUATE PROGRAMS ADMISSIONS**

4-300 Campus Center
810-762-9502 or gradoff@kettering.edu

Kettering University is pleased to offer first-class graduate programs that prepare future leaders for the real world. Designed for the working professional, Kettering’s master’s degree programs are offered both on-campus and off-campus through distance learning methods. The convenience, flexibility, and portability of distance learning makes Kettering graduate programs available virtually anywhere in the world. Available programs include MBA with both technical and business concentrations; and MS in Engineering with concentrations in Mechanical Cognate, Mechanical Design, Electrical and Computer Engineering, Manufacturing Engineering, Automotive Systems and Sustainable Energy and Hybrid Technology.

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

For information on additional programs online including MS in Operations Management and MS in Engineering Management, please contact Kettering Global at 810-762-9827 or aspade@kettering.edu

For more information on the Kettering University Graduate Programs, please visit our website at www.kettering.edu/graduate, or call 810-762-9502 or please email tsteele@kettering.edu.

**LIBRARY**

Dr. Charles Hanson, Director of Library Services
2-202 Academic Building, (810) 762-7814

Hours
Monday-Thursday: 7:45 a.m. – 10:00 p.m.
Friday: 7:45 a.m. – 5:30 p.m.
Saturday: 9:00 a.m. – 5:00 p.m.
Sunday: 2:00 p.m. – 10:00 p.m.

The Library is prominently located on the second floor of the Academic Building. There are individual study carrels, group study areas with dry-erase whiteboards, and a leisure-reading area with current newspapers, magazines, and a 52-inch LCD flat-screen monitor/television.

The library has 16 computer work stations and wireless connectivity (WiFi). Two Xerox multi-function devices (MFD’s) provide copying, printing, and email scanning in both black & white and color. Black & white printing is free. Color printing is $.20 per page. The machines also have the ability to scan to, and print from, USB storage devices and
send/receive faxes. There is a microfilm/microfiche viewer that can scan and print images or save images in PDF format. The library has a laptop and several new tablets and e-readers available for checkout, including Android, iOS, and Microsoft software. A 27” Apple Macintosh computer is available for student audio and video projects and is pre-loaded with the Adobe Creative Suite – including Photoshop, Illustrator, and Flash. A charging station is available which can charge almost any phone or mobile device.

Library materials are purchased to support the Kettering University curriculum. If a book is needed that is not in the library’s collection, we can often obtain it through Inter-Library Loan (ILL). This applies to scholarly articles for research purposes, as well. Most requests are filled free of charge. The library absorbs many of the costs that can include lender fees, postage, and copyright permissions. However, in cases where the total per-item charge exceeds $50, you will be asked to pay any amount exceeding the $50 limit. ILL staff will contact you for approval before proceeding with your request.

Leisure materials – fiction, newspapers, magazines, videogames, audio CDs, graphic novels, and films/television series on DVD – are available. The library also hosts special events such as Gaming Night and holiday receptions. Digital and physical access and storage for student theses is another important part of the collection. The Kettering Archives (the University’s historical collection) is accessible in the Campus Center.

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

The Library is open seven days a week, a total of 83 hours, with reference assistance available most of those hours. During final exam week, the Library hours are extended. Changes in hours are posted on the website and on a sign just outside the Library entrance. A returns drop box is available when the Library is closed.

REGISTRAR’S OFFICE
Michael Mosher, Interim Registrar
3-309 Academic Building, (810) 762-7476
Office Hours
Monday – Friday, 8:00 a.m. - 5:00 p.m.
The Registrar’s Office provides the following services:
• Grade Information
• Transcripts
• Name, Address, Phone or Social Security Number changes
• Registration and Drop/Add
• Class, Final Exam, and Common Hour Exam Scheduling
• Certifications-Enrollment, Good Standing, Degree
• Permanent Academic Records
• Guest Applications and Course Equivalency System
• Commencement and Graduation Status
• Student Status Changes
• Publishing of Undergraduate and Graduate Catalogs
• Publishing of Academic Calendar

For further information regarding these services, please refer to the Kettering University Undergraduate Catalog or the Office of the Registrar Website.

Registration
First-Time Students
All first-time freshmen are required to take an online math placement examination unless college transfer credit or Advance Placement credits are awarded for calculus. Based on exam results and intended degree program, and in coordination with program advisors, a schedule will be generated for each student. New students in the summer or fall terms will receive their schedules during new student orientation. New students in the winter or
spring terms will receive a preliminary schedule in the mail which may require adjustment after the placement exams.

**Transfer Students**
First-term transfer students are scheduled by the Registrar’s Office personnel in coordination with program advisors. That schedule depends on the individual’s choice of major and the amount of transferable course work awarded.

**Continuing Students**
Registration takes place each term during weeks eight through eleven. Students register for the term following the next term; i.e., register in spring term for fall classes, in summer for winter classes, etc. Future schedules will be administratively adjusted if prerequisite courses are not satisfactorily completed. Drop/Add takes place the first week of each term. Please refer to the published academic calendar for specific registration and drop/add dates and deadlines. Freshmen-level students that have not yet declared a major receive advisement in the Academic Success Center. Freshmen and Sophomore 1 Mechanical Engineering majors also receive advisement in the Academic Success Center.

**Non-returning Students**
Any student who will not be returning to Kettering University must contact the Office of the Registrar to formally withdraw from the University. Non-enrollment may result in inactivation of a student’s status with the University.

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

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

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

**Sobey Scholars**
This award is made annually in memory of Albert Sobey, the founder and first president of GMI/Kettering University. The following students are recipients of the Albert Sobey Memorial Award:
- Biochemistry students who are elected to membership in both Gamma Sigma Epsilon and Robots
- Bioinformatics students who are elected to membership in both Upsilon Pi Epsilon and Robots
- Biology students who are elected to membership in both Beta Beta Beta and Robots
- Business students who are elected to membership in both Sigma Alpha Chi and Robots
- Chemistry students who are elected to membership in both Gamma Sigma Epsilon and Robots
- Computer Science students who are elected to membership in both Upsilon Pi Epsilon and Robots
- Engineering students who are elected to membership in both Tau Beta Pi and Robots
- Mathematics students who are elected to membership in both Kappa Mu Epsilon and Robots
- Mechanical Engineering students who are elected to membership in both Pi Tau Sigma and Robots
- Physics students who are elected to membership in both Sigma Pi Sigma and Robots
Students who earn cum laude status (as of the last completed grade period) and are elected to membership in Robots
Questions: Contact the Office of Student Life.

OFFICE OF INTERNATIONAL PROGRAMS (OIP)

Basem Alzahabi, Director
3-340 AB, (810) 762-9869

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

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

The OIP is the coordinator for international students, exchange students, research scholars, visiting professors and other visitors coming to Kettering University from around the world.

SERVICES

The OIP provides a variety of services and programs to promote the success and well-being of all international visitors at Kettering University. Located in the Academic Building (3-340 AB), our staff is available to assist all international students, international faculty and international staff. The following is a list of some of the many services the OIP provides:

- Develop and oversee programs for the University's faculty and student exchanges, international research programs and international fellowships.
- Maintain federal regulations for international visitors and the SEVIS systems for visa status records.
- Offer advisement on visa status maintenance for all international visitors.
- Assist F-1 and J-1 students with application processes and endorsements for various non-immigrant benefits, such as practical training programs, employment, travel, and visa status maintenance.
- Organize orientation programs for international students, exchange students and scholars.
- Provide assistance with course availability, insurance coverage, bank accounts, housing, applying for a driver's license, obtaining social security cards, taxation and other settlement concerns.

The OIP organizes and facilitates academic programs in other countries around the world for Kettering University students and for students from other countries who come to Kettering University through our International Exchange programs.

We currently have study-abroad programs available in China, Germany, Mexico and Sweden and are working on developing new programs with England and Turkey. Students applying for a study-abroad program must be in good academic standing, have passing grades in all courses taken in the past two academic terms, meet specific degree program requirements for study abroad and have degree department approval. Information on specific requirements, including pre-requisites, is available for each program in the OIP. For further information, please call (810) 762-9869 or send an e-mail to international-
Cooperative Education is an academic program designed to combine theory taught in the classroom with hands-on experience gained in the workplace. The purpose of this experiential education program is to provide students with progressively more responsible experiences related to their academic program, to provide experiences which orientate and integrate students into productive and professional roles within their work environment. These experiences develop positive work-related habits, characteristics and transferable skills which promote professionalism, leadership, ethical behavior, diversity and global awareness.

Students must complete five successful co-op terms (at least three must be after achieving junior status), plus completion of a thesis/CUE. Transfer students with junior status must complete three successful co-op terms, plus completion of a thesis/CUE.

Kettering students are expected to remain with the same employer throughout the entire program; options are available however when circumstances warrant the need for reassignment. Students requesting reassignment must meet with their Co-op Manager and prior notification to their current employer is necessary before a new job search may be initiated. Experience has shown that in most cases, it is more advantageous to progress within one organization, than to change from one employer to another; allowing the student's learning curve to continually increase, without interruption, and gain greater responsibility over time.

A successful co-op experience depends on the cooperation of Kettering University, the employer partner and the student. Each has responsibilities and expectations outlined below. Students who carefully follow the noted guidelines and communicate effectively will help ensure their experience is the best it can be.

**Students:**
- Work and meet regularly with their Co-op Manager/Educator
- Maintain a current resume, attend professional development seminars and apply for co-op positions
- Are accessible and available for interviews with potential co-op employers
- Notify the Co-op Manager/Educator when an employment offer is received and accepted
- Complete an evaluation of the co-op experience at the end of each work term
- Participate in a co-op reflection seminar and/or activity upon returning from their work term
- Meet the academic expectations of the university and the work performance expectations of the co-op employer

**Co-op Manager/Educators:**
- Serves as a liaison between the employer partner, the student and the university
- Shares information regarding available co-op positions
- Provides information about Kettering University's academic programs
- Refer resumes and helps with interview arrangements
- Advises co-op employers on appropriate wages and benefits
- Counsel students on career goals and help match their skills to the employer's need
- Monitors the quality of the co-op work experience

**Co-op Employer Partners:**
- Provide appropriate job descriptions for co-op openings and develop strategic work plans
- Work with the Co-op staff to ensure students are enrolled and registered at Kettering University during each work term
• Complete an evaluation of the student’s performance at the end of each work term
• Provide alternating work assignments, with an increased level of challenge and responsibility as the student progresses academically
• Help identify and provide work assignments suitable for a Senior Thesis Project

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

ENROLLMENT SERVICES

MARKETING, COMMUNICATIONS AND ENROLLMENT
ADMISSIONS OFFICE
Kip Darcy, Vice President of Marketing, Communications and Enrollment
4-109 Campus Center, (810) 762-7865

Old School Program
Students who participate in the Old School Program assist the Admissions Office by visiting their high schools, clubs, or teams, meeting former teachers, guidance counselors, mentors or even presenting to classes. The goal is to afford our own students the chance to talk about their Kettering University experiences in their former high school environment.

Kettering University Marketing and Communications
The marketing and communications team positions Kettering University as a global leader in experiential STEM education. Our stakeholder-focused approach allows us to: Ensure that all prospective students and parents are accurately informed about the value and prestige that differentiates a Kettering University education in the higher education marketplace; promote notable accomplishments of Kettering University alumni, faculty and students; position the University as a leading force in the continued revitalization of the city of Flint, state of Michigan and the Midwest region; Raise awareness of Kettering's capabilities as a leading applied research institution; inform media, elected officials and other influencers about Kettering University's unique educational model and proven track record; provide all internal stakeholders the tools and training necessary to comfortably and accurately convey Kettering's key messages and proof points; help all Kettering University departments achieve overall organizational objectives; engage effectively with multi-disciplinary stakeholder groups in the campus community and beyond; and demonstrate success of our work through data and metrics.

FINANCIAL AID
Diane Bice, Director of Financial Aid
4-700 Campus Center, (810) 762-7859

The Financial Aid Office assists students in identifying all sources of funding to help meet the cost of their education. Financial assistance may consist of gift aid (federal, state, and/or institutional), student employment and loans. Early application for financial assistance is strongly encouraged.

Financial Aid Application Procedure
In order to be considered for financial aid, students should submit the Free Application for Federal Student Aid (FAFSA) each academic year. Michigan residents should file no later than March 1st. Any additional information requested by the Financial Aid Office should be submitted as soon as possible. Failure to submit the necessary documents in a timely manner could result in the loss of aid. If you have questions regarding financial aid, stop by (4th floor, CC), call (810) 762-7859, or visit the website at http://www.kettering.edu/financialaid.

On-Campus Employment Opportunities
There are numerous opportunities to work on-campus at Kettering University. Students may be eligible for Federal Work Study (FWS), which is based on financial need and is
funded (in part) by the federal government. Student Labor is available to students not eligible for FWS positions. Most departments have FWS and/or Student Labor employment opportunities. To determine if you are eligible for FWS, you should reference your award letter or contact the Financial Aid Office. Typical jobs include office assistant, grader, lab assistant, computer programming assistant, research assistant, and Recreation Center assistants. Available positions are posted on the On-Campus Job Postings board, located outside the Student Accounts Office (2nd floor, CC).

IDENTITY THEFT PREVENTION PROGRAM
The Identity Theft Prevention Program ensures Kettering University is in compliance with the Federal Trade Commission’s Red Flags Rule which implements Section 114 of the Fair and Accurate Credit Transactions Act (FACT Act) of 2003. Developed with approval of the Finance & Audit Committee of the Board of Trustees, it is designed to detect, prevent and mitigate identity theft in connection with student accounts or loans administered by the University that involve or are designed to permit multiple payments or transactions, and to provide for continued administration and support of the program. For additional information on the Kettering University Identity Theft Prevention Program, please visit www.kettering.edu/businessOffice/docs/identityTheftPreventionProgram.pdf.

STUDENT ACCOUNTS OFFICE
Kathy Goodrich, Manager
2-310 Campus Center, (810) 762-9552, studentaccounts@kettering.edu

Bills are generated four weeks prior to the start of each academic term and weekly thereafter as long as the student still has a balance due. We will e-mail students a notice via their Kettering e-mail address when the most current bill is ready to view on Banner Web/Self Service. The student needs to log in with their username and password. It is the students’ responsibility to regularly check their Kettering e-mail.

Due Date: All tuition and fees minus any financial aid are due the first day of classes. Late Fees: A late fee of $300 will be assessed if the account is not settled by 4:00 p.m. on Friday the fourth week of each academic term.

For billing questions, contact Student Accounts at studentaccounts@kettering.edu or (810)-762-9552.

INFORMATION TECHNOLOGY SERVICES

Viola Sprague, Vice President of Instructional, Administrative & Information Technology
Daniel Garcia, Director, Operations and Technical Infrastructure
(810)237-8324 - helpdesk@kettering.edu

EDUCATIONAL SUPPORT SERVICES
The Information Technology Services (ITS) Department is located in the Academic Building (AB), Rooms 2-336 and 2-340. All students have the privilege of using Kettering ITS resources as long as they abide by the Acceptable Use of Information Technology Resources Policy, the Information Resources Policies, Etiquette & Rules, and other ITS documented policies. These documents are available for review on the Information Technology web site located at www.kettering.edu/it. Major ITS services provided to students are:

Help Desk - The Help Desk is located in the Academic Building, 2-336 AB. The Help Desk is available for technical support in relation to our computing resources. The Help Desk is open 8:00 a.m. – 5:00 p.m., Monday through Friday, and may be contacted by phone at (810) 237-8324 or by coming in person to 2-336 AB. You may also send e-mail to helpdesk@kettering.edu at any time. The support staff will reply to support requests during normal business hours.

E-mail - All students have the privilege of having a Kettering University Google Apps e-mail account. The Kettering e-mail account is one of the official ways Kettering University faculty and staff communicate to students. Students are responsible for required actions conveyed to them through this communication vehicle, whether or not they read the message. Kettering provides each student with unlimited e-mail server storage. We strongly recom-
mend that students do not auto forward to another e-mail service provider which may have less storage capacity, fewer features, and may hinder you to reply directly to the original email source. Due to the proliferation of spam and phishing emails, be advised that you may receive emails that may request personal information such as usernames and passwords. Although it may look authentic, pretending to originate from a legitimate source such as Kettering, do not respond. Immediately delete it recognizing that a legitimate source such as the Kettering ITS department would never ask you to provide information such as passwords. Be cautious regarding any unsolicited email as it may contain elements that would prove to be detrimental to your computer.

Virus Protection - We strongly recommend that all students install virus protection software and maintain it to protect their personal PCs. Any up to date properly licensed or free virus protection software would be acceptable. It is mandatory to have virus protection installed, current, and running when connected to the Kettering network.

Internet Access - Internet access is available through the Kettering University network for business and academic purposes. Faculty, staff, and students will also have access to the Internet, as well as most network resources, using their wireless devices. Students are required to use the KUSTUDENT wireless SSID for encrypted high speed access.

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

Blackboard - Many professors utilize the Blackboard Learning Management System for course syllabi, homework assignments, and tests. Access to Blackboard is available from anywhere a student has an internet connection. To help protect your privacy, security, and confidential information, you must sign-on to Blackboard to access these services.

Computer Labs - The main computer labs are located in the computer wing on the 3rd floor of the Academic Building. There are computers running Windows and Linux available for student use. Students have 30GB storage on the network. Most of these are available 24 hours a day, 7 days a week unless otherwise posted. There are also various departmental labs that are regulated by the host academic department.

Virtualization - The Virtual Computing Lab (KUcloud) provides a ubiquitous computing environment that supports students by providing availability and flexibility through a virtual desktop computing interface. The KUcloud is configured on the Citrix cloud computing platform enabling the Kettering community virtual access to software typically only available while on campus. The KUcloud also provides access to your network storage from any location.

eAccounts - Kettering eAccounts offers an easy, fast, and secure way to add or manage your cash through a web portal or mobile app. eAccounts features include the ability to view your BJ Bucks, Meal Plan or Kettering Cash account balance, transaction history, manage security, download monthly payments or instantly add funds using a major credit card. All at your convenience – anytime, anywhere! Additionally, eAccounts Guest feature allows family members to add funds directly to a student’s BJ Bucks account using the student’s Kettering ID number.

Information and Help Sheets - Help for accessing the various systems, including the Internet, is available at the ITS Department Help Desk, (2-336 AB) and on the ITS web site www.kettering.edu/it. The ITS web pages contain valuable information to help maximize your use of the Kettering University computing resources.

STUDENT RESOURCES & SERVICES

BUILDING ACCESS

Campus Center, Academic Building, Mott Building and Thompson Hall

The main doors to the Campus Center are open from 7 a.m.-11 p.m. All other doors to the Campus Center, Academic Building, Mott Building and Thompson Hall are locked and card
accessible 24/7.

Recreation Building
The Recreation Center is unlocked during open hours.

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

HUMANITIES ART CENTER
Regina Schreck, Curator
4th Floor Academic Building, (810) 762-7976 for the gallery or (810) 762-7828 for Curator

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

The Humanities Art Center, funded through individual and corporate donations, provides Kettering and its constituents with a unique cultural resource. The Center hosts rotating exhibits of painting, sculpture, photographs, and works on paper. The gallery was founded by Director, Emeritus Professor Edward Previll as he envisioned students benefitting from the arts. The Center displays a permanent collection built around numerous works donated by the late Victor Zink. Under the Humanities Visiting Artists Program, invited artists lecture and display; student work is also exhibited. As an integral part of the Department of Liberal Studies, the curator continues to enhance the ability of the gallery to expand students' appreciation for the arts.

KETTERING UNIVERSITY ARCHIVES
2-800 Campus Center, (810) 762-9890

The Kettering University Archives was established in 1974 with the acquisition of the William Crapo Durant Collection. Mr. Durant was the founder of General Motors. Dedicated to the collection and preservation of the papers of people who have created and shaped American industry, the Historical Collection welcomes students, researchers, and other interested people to visit and utilize its unique resources of economic, industrial, and business history.

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

- Business & personal correspondence
- Manuscripts & monographs
- Periodicals & books
- Antique automobile magazines
- Photographs
- Vehicle sales literature
- Company records
- Charles F. Kettering Archives
- GMI and Kettering University Historical Collection
- Vehicle patents

The Collection has high-research potential for those students and scholars whose interest lies in the role played by individuals in shaping American business and industry. The Collection is open daily, and all students are encouraged to use it. The Kettering University Archives houses the historical records of the school and is always looking for additional material on school activities and events. The Archives has over 100,000 digitized photos. Our web page with our online database can be found at www.Kettering.edu/archives.

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

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

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

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

Conduct for which students may be subject to disciplinary action falls into, but is not limited to, the following categories:
1. Endangering people or their property.
2. Obstructing the normal functions of Kettering University or a co-op employer.
3. Theft or damage to property, including intellectual property, of Kettering University, a co-op employer, or any individual.
4. Any willful damage to the reputation or psychological well-being of others.
5. Threatening, intimidating, harassing, coercing, or verbally abusing another.
6. Any physical violence directed at any member of the Kettering University community or a co-op employer’s.
7. Unauthorized entry to, use of, or occupancy of Kettering University facilities or a co-op employer’s.
8. Any dishonesty, cheating, forgery, plagiarism, or alteration of, or misuse of Kettering University documents, records or identification, or a co-op employer’s.
9. Computer misuse, while on academic or work term, at the University or at co-op employment, including but not limited to:
• Theft or other abuse of computer operations.
• Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
• Unauthorized transfer of a file or files.
• Unauthorized use of another individual’s identification and/or password[s].
• Use of computing facilities to interfere with the work of another student, faculty member, or university official.
• Use of computing facilities to send obscene or abusive messages.
• Use of computing facilities to interfere with the normal operation of the University’s or a co-op employer’s computer system.

10. Violation of applicable public laws while on Kettering University owned property, University or student-sponsored or supervised functions, a co-op employer’s owned or controlled property, or at a co-op employer-sponsored or supervised function.
11. Possession or use on campus or at a place of co-op employment of firearms, explosives, explosive fuels, dangerous chemicals or other dangerous weapons, except as specifically authorized by Kettering University or a co-op employer.
12. Use, possession, or distribution of narcotics or controlled substances except as expressly permitted by law.
13. Possession or use on campus or at a place of co-op employment of firearms, explosives, explosive fuels, dangerous chemicals or other dangerous weapons, except as specifically authorized by Kettering University or a co-op employer.
14. Use, possession, or distribution of narcotics or controlled substances except as expressly permitted by law.
15. Conduct which adversely affects the student’s suitability as a member of the Kettering University and/or co-op employment communities.

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

- Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- Fabrication: Intentional and/or unauthorized falsification or invention of any information or citation in an academic exercise.
- Facilitating Academic Dishonesty: Intentionally or knowingly helping or attempting to help another to engage in academic dishonesty in any form.
- Plagiarism: Intentionally or knowingly representing the words, ideas, or images of another as one’s own in any academic exercise.
- Students found to have carried out any form of academic dishonesty are subject to the faculty member’s scrutiny and sanctions, as well as Judicial Affairs’ policies and procedures.

STUDENTS’ USE OF TECHNOLOGY
The use of any personal computational or communications devices in the classroom, nor otherwise governed by University or course policies, is subject to the approval of the instructor. This includes, but is not limited to, the use of calculators, computers, personal digital assistants, text pagers, and cell phones. Any use of such devices without the instructor’s approval is prohibited. The use of such devices without permission of the instructor may be considered disruptive behavior. Students who persist in such activity may be subject to the University’s “Dismissal due to Disruptive Behavior” policy, below.
The use of electronic devices to facilitate an act of academic misconduct, such as cheating or plagiarism, will be considered a violation of the Code of Student Conduct and adjudicated by Judicial Affairs.

We expect students to familiarize themselves with Kettering University’s Acceptable Use Policy, posted in the “Student Resources” section of the Information Technology website (http://www.kettering.edu/it/StudentResources.jsp).

DISMISSAL FROM CLASS DUE TO DISRUPTIVE BEHAVIOR

Whenever an enrolled student’s presence or behavior in class disrupts the learning environment and, in the faculty member’s opinion, undermines the best interests of the class and/or the student, the faculty member may request in writing (with a copy to the appropriate Department Head) that the student be issued an administrative dismissal. The faculty member should discuss the student’s behavior with the Dean of Students and/or her designee, who will meet with the faculty member to discuss the alleged incident. The Dean will also meet with the student to determine possible judicial action after determining whether or not the student’s behavior violates the Kettering Code of Student Conduct. The Dean will either adjudicate the matter herself or refer it for action by a designated judicial officer and/or a University Board of Student Conduct.

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

POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES

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

PARENTAL NOTIFICATION OF UNDERAGE CONSUMPTION OF ALCOHOL AND ILLICIT DRUGS

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

POLICY STATEMENT ON SEXUAL AND GENDER-BASED HARASSMENT AND OTHER FORMS OF INTERPERSONAL VIOLENCE

Kettering University is an institution built upon honor and integrity in all scholarly, professional, and personal activities. Consistent with these values, the University is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the Kettering community. The University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. To that end, this policy prohibits specific forms of behavior that may violate Title IX of the Education Amendments of 1972 (“Title IX”), relevant provisions of the Violence Against Women Reauthorization Act of 2013 (“VAWA”); Title VII of the Civil Rights Act of 1964 (“Title VII”); the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (“The Clery Act”); and State of Michigan laws and regulations.
The University prohibits Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Sexual- or Gender-Based Harassment. Complicity in the commission of any act prohibited by this policy, and retaliation against a person for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding under this policy (collectively, “Prohibited Conduct”). These forms of Prohibited Conduct are unlawful, undermine the character and purpose of the University, and will not be tolerated. The University adopts this policy with a commitment to: 1) eliminating, preventing, and addressing the effects of Prohibited Conduct; 2) foster the University’s community of trust, in which Prohibited Conduct is not tolerated; 3) cultivating a climate where all individuals are well-informed and supported in reporting Prohibited Conduct; 4) providing a fair and impartial process for all parties; and 5) identifying the standards by which violations of this policy will be evaluated and disciplinary action may be imposed. Students or employees who violate this policy may face disciplinary action up to and including expulsion and termination. The University will take prompt and equitable action to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects. The University conducts ongoing prevention, awareness, and training programs for students and employees to facilitate the goals of this policy. The University expects every member of the Kettering community to foster an environment free of Prohibited Conduct. All members of the University community are encouraged to take reasonable and prudent actions to prevent or stop an act of Prohibited Conduct. Community members who take such actions will receive support from the University and protected from retaliation.

UNIVERSITY COUNSELING AND EDUCATIONAL SERVICES
Kettering University’s Zelpha McKinnon Wellness Center provides education on sexual assault, domestic violence, sexual harassment and stalking, advocacy services, information and referral, and campus-wide outreach services to survivors. The Wellness Center and the Office of Student Life provide information to students about sexual assault reporting options, available resources and assistance for the survivor, and survivor’s rights. University personnel are available to accompany survivors and provide support during hospital or medical exams, contact with law enforcement personnel, during campus judicial hearings, and for local court proceedings. Kettering University ensures survivor’s confidentiality according to Michigan law. All University personnel should refer sexual assault survivors to the Wellness Center or to the Vice President of Student Life and Dean of Students.

As we go to press in April 2015, Kettering University is revising its policy on sexual and gender-based harassment and other forms of interpersonal violence in compliance with new federal regulations that become effective July 1, 2015. The complete policy will be posted on the University’s website and communicated to all members of the Kettering community prior to 07/01/2015. We expect all students, faculty, staff, visitors, guests, and other third parties to familiarize themselves with the revised policy and related procedures.

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

Hazing is defined as any action or situation, with or without the consent of participants that intentionally or unintentionally endangers the mental and/or physical, safety or health of an individual. This includes, but is not limited to, any situation which meets any of the following criteria for the purpose of admission or initiation into or affiliation with, or as a condition for continued affiliation with any campus organization, including fraternities and sororities:
• Creates a risk of injury to any individual or group
• Produces mental or physical discomfort to any individual or group
• Causes embarrassment to any individual or group
• Involves harassment to any individual or group
• Involves degradation to any individual or group
• Involves humiliation to any individual or group
• Involves ridicule to any individual or group
• Involves or includes the willful destruction or removal of public or private property
• Involves kidnapping a member or potential member of an organization, fraternity, or sorority
• Any act that violates an organization’s hazing policies
• Any act that violates federal, state, and/or local laws and ordinances.

Any student with knowledge of hazing should report it immediately to the Vice President of Student Life and Dean of Students. Students with knowledge of hazing incidents, who fail to report them, may be subject to disciplinary action.

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

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

The appropriate referring student governing board will be informed of any sanctions issued against a student organization. Organizations have the right to appeal any sanctions. Such an appeal must be made in writing, must specify the grounds for appeal, and be made within five (5) business days of receipt of the written decision. An appeal must be directed to the Vice President of Student Life and Dean Students who will either hear it, or appoint a judicial officer to do so. Grounds for appeal might include claims of procedural errors, new information, denial of rights, or inappropriately severe punishment. Should the Vice President of Student Life and Dean Students choose to grant an appeal, the case will be reviewed and a written decision will be conveyed to the organization indicating whether the sanction[s] shall stand, be modified, or reversed.

**JUDICIAL AFFAIRS POLICIES AND PROCEDURES**

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

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

**STUDENT RIGHTS AND RESPONSIBILITIES PROVIDED BY KETTERING’S JUDICIAL AFFAIRS PROCEDURES**

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

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

Kettering University has the right to request a student return to campus during a work- or off-term in order to expedite a case perceived as serious and pressing in nature. Students are entitled to the rights afforded by the Family Educational Rights and Privacy Act (FERPA). This act ensures that most communication between a student and the University is considered confidential, and that such information about a student's experience can be shared with the parents of an individual student only under very specific circumstances as defined by federal law. Exceptions are outlined in the University's “FERPA Announcement,” which can be found at http://www.kettering.edu/registrar/ferpa_information.asp. All rights accorded a student
under this law take effect at the time of enrollment in a post-secondary educational program regardless of the student’s age.

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

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

RESOLUTION OPTIONS

Administrative Hearing

In cases where charges do not appear to merit suspension or expulsion, or in cases which the accused does not contest the charges, the Vice President of Student Life and Dean Students may designate a designated judicial officer (DJO). The DJO will investigate the case and conduct a hearing with the accused. Administrative hearings accommodate all those rights and procedures accorded to students by the University’s judicial policies. Following the hearing, the University will provide the student with written notification of the results of the hearing, as well as information about the appeal process.

University Board of Student Conduct

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

Other Resolution Options

The Vice President of Student Life and Dean Students may, after consultation with the involved parties, provide other avenues of resolution, including mediation and/or conciliation.

Administrative and Judicial Board Hearings Decisions

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

Judicial Affairs Sanctions

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

Creation of a Judicial File

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

**Judicial Warning**

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

**Restitution and/or Fines**

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

**Community Service**

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

**Judicial Probation**

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

**Interim Suspension and/or Altered Privileges**

Kettering imposes interim suspension when it appears the accused poses a threat to him/herself or others at the University. It may also be imposed following allegations of sexual or physical assault, drug use and/or distribution, threats of violence, etc. The Vice President of Student Life and Dean Students or designate may alter or suspend the privileges/rights of a student to be present on campus and/or to attend classes for an interim period prior to the resolution of a judicial proceeding. Decisions of this sort will be based upon whether the allegation of misconduct appears reliable and whether the student's continued presence reasonably poses a threat to the physical or emotional condition and/or well-being of any individual, including the accused student’s. Interim suspension may also be imposed when the accused student's continued presence appears to disrupt the University’s regular or special functions, or threatens the safety or welfare of university property. Interim suspension and/or altered privileges remain in effect until a final decision is made on a pending incident. The Vice President of Student Life and Dean Students or designate may repeal interim suspension or altered privileges at his/her discretion.

**Suspension**

Suspension—an involuntary separation of a student from Kettering University—implies and states a time for return to the University. Suspension may extend for a school and/or work
term, for a specified period, until a specified date, or until a stated condition is met. A University Board of Conduct may recommend suspension, but only the Vice President of Student Life and Dean Students may impose it. Suspensions are noted on student’s official transcripts as “temporary involuntary separation” until all required conditions are met.

**Expulsion**

Expulsion—a permanent involuntary separation of a student from Kettering University—may be recommended by a University Board of Conduct, but only the Vice President of Student Life and Dean Students may impose it. Expulsions are noted on a student’s official transcript as “permanent involuntary separation” for ten years.

**Judicial Affairs Appeals**

Any student who has been sanctioned through the Kettering University Judicial Affairs and/or Residence Life Judicial Affairs processes has the right to appeal to the Vice President of Student Life and Dean of Students. All appeals must be made in writing within five (5) business days of notification of the results of the hearing and must state the grounds upon which the appeal is based. Grounds for appeal might include claims of procedural errors, new information, denial of rights, or inappropriately severe punishment. Should the Vice President of Student Life and Dean Students choose to grant an appeal, the case will be reviewed and a written decision will be conveyed to the organization indicating whether the sanction[s] shall stand, be modified, or reversed.

**Notification of Sanction to Co-Op Employers**

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

**SMOKE-FREE BUILDINGS**

Smoking, including electronic nicotine delivery devices is prohibited in all buildings on campus. In compliance with a Genesee County smoking regulation, a smoker must be at least 20 feet away from any door, window or air intake prior to lighting up on campus. Disciplinary action[s] may result. Fines enforced by the Genesee County Health Department are substantial, ranging from $100 to $1,000 for a violation.