



KETTERING COLLEGE OF MEDICAL ARTS

KETTERING MEDICAL CENTER

2009-2010

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TABLE OF CONTENTS

College Mission	132	Education	145
KCMA Purposes	132	Admission	145
A Seventh-Day Adventist College	133	Residential Housing.....	145
Campus Life	133	Immunizations.....	145
Spiritual Opportunities.....	133	HIV Antibody Testing	145
Sabbath Observance.....	134	Confidentiality of Information.....	145
Student Governance.....	134	Occupational Exposure to Blood-Borne Pathogens.....	146
Alcohol - and Drug-Free Campus.....	134	Exposure Control Plan	146
Modesty in Dress	134	Policies and Procedures	149
Bookstore	135	Student Information	149
Counseling Services.....	135	Family Educational Rights and Privacy Act (FERPA)	149
Employment Opportunities	135	Public Notification of Directory Information	150
Child Care	135	Disclosure to Parents.....	151
Fire Drills.....	135	Transcripts, Posting of Grades, and Personal Checks.....	151
Learning Commons.....	135	Records Maintenance.....	152
Copyright	136	Disability Assistance.....	152
School Closings	136	Technical Standards.....	153
Student Identification Cards	136	Policy on Standards of Professional Conduct for Undergraduate and Graduate Students.....	154
Lost and Found	136	Reporting Violations of Integrity.....	157
Residence Hall Services.....	137	Levels of Violations and Sanctions.....	158
Recreational Opportunities	137	Non-Traditional Clinical Assignment Policy	160
Parking	137	Smoking.....	160
Lobby Use.....	138	Substance Abuse Policy.....	161
Photography & Videotaping	138	Substance Abuse Procedure.....	161
Displays of Campus Communication	139	Appeals and Grievances.....	162
Banking and Check-Cashing Services	139	Sexual Harassment.....	163
Food Services.....	139	Information Technology	164
Spiritual Life	139	Introduction.....	164
Student Development Program	139	Student Portal.....	164
Convocations and Spiritual Emphasis Appointments.....	140	E-Mail	165
Nurturing Spiritual Values	140	ANGEL	165
Campus Security	140	Where Are Campus Computers Available.....	166
Reporting Criminal Actions or Other Emergencies.....	140	What's Available in the Learning Commons.....	166
Security and Access to Kettering College Facilities.....	140	Acceptable Use Policy	166
Campus Law Enforcement.....	141	Help Desk.....	167
Programs That Inform About Campus Security Procedures	141	Welcome and Greetings from the Office of Spiritual Life	168
Crime Statistics for the Kettering College Campus.....	141	Dayton-Area Seventh-Day Adventist Churches	170
Possession, Use, and Sale of Alcoholic Beverages And/Or Illegal Drugs	142	Dayton-Area Community Service Organizations	173
The Ohio Concealed Carry Law	142	Your Friends, The Seventh-Day Adventists	175
Sexual Offenses	142		
Student Health	142		
Prevention	142		
Health Insurance	143		
Health Care Resources.....	143		
Restrictive Health Policy	143		
Restrictive Health Procedure	144		
HIV Infection and AIDS Policy for Students, Faculty, and Staff	145		



KETTERING COLLEGE

OF MEDICAL ARTS

KETTERING MEDICAL CENTER

Dear Student,

On behalf of the faculty, staff, and administration, I want to welcome you to Kettering College of Medical Arts. Here you will find a community of people who, like you, intend to make a better world through the ministry of healing.

Along with the faculty and staff, I am delighted that you have chosen Kettering College. Together, we promise to do our best to help you do your best while you are with us.

The *Student Handbook* informs you about the College's services and policies, which are meant to support an enjoyable, productive, and mission-based learning environment. Please review them — and remember that if at any time you have questions or concerns about your experience here, you may speak with your program chair, the deans, or me. Our doors are open. We want to hear from you.

I wish you every blessing. All of us are glad and grateful to be able to help you make your dreams come true.

Sincerely yours,

Charles Scriven
President

Please keep this 'Handbook' for future reference

This information is intended to acquaint students with the College and its policies. It is the responsibility of each student to understand the policies outlined in the *Student Handbook*. The information in the *Student Handbook* is designed to be as accurate as possible, and students admitted for or during any school year are admitted under and are subject to the provisions of the *Student Handbook*. The College reserves the right to make such changes as circumstances require.

KETTERING COLLEGE OF MEDICAL ARTS

COLLEGE MISSION

... what we do

Kettering College of Medical Arts, born out of Adventist faith, offers graduate and undergraduate degrees in health science. Upholding Christ, the College educates students to make service a life calling and to view health as harmony with God in body, mind, and spirit.

KCMA PURPOSES

... how we accomplish the mission

KCMA offers educational curricula for health professions degrees, certificates, and continuing education. We prepare qualified, highly competent health care professionals committed to whole-person care and compassionate service, graduates who continue to grow as contributing members of their professions and communities. Toward that end, we provide curricula designed to develop character and integrity, strive for continual improvement of the educational process, and nurture an academic community where all are treated with integrity, dignity, and respect.

KCMA VALUES

...what are essential in fulfilling the mission and the vision

TRUSTWORTHY

- We value personal and professional integrity and accountability in all relationships.

INNOVATIVE

- We value an approach to health science education that promotes advances in the effective practice and delivery of health care.
- We value creative, future-oriented preparation of health care professionals to meet the challenges of providing comprehensive and compassionate health care.

CARING

- We value spiritual wholeness and nurture personal spiritual growth.
- We value and respect the dignity of all people as being made in the image of God.
- We value being called to Christian service through the ministry of health care as a reflection of Christ's unconditional love.

COMPETENT

- We value excellence in teaching and clinical competence evidenced in personal and professional growth.
- We value promptness and effectiveness in responding to the needs of others.
- We value lifelong learning as an integral part of our professional calling and personal growth.

COLLABORATIVE

- We value social responsibility and service to others.
- We value partnerships that foster enhanced service to our community.

KETTERING COLLEGE OF MEDICAL ARTS: A SEVENTH-DAY ADVENTIST COLLEGE

Owned and operated by Kettering Medical Center, Kettering College of Medical Arts is an integral part of the educational mission of the Seventh-day Adventist Church. The Seventh-day Adventist Church believes firmly in the inspiration of the Bible, the record of creation, the divinity of Christ, His saving work at Calvary, and His second coming. Adventists believe that God desires the very best of us; therefore, we endeavor to order our lives after His teaching and His will. We recognize that positive relationships with others and with God are vitally important to a happy and fulfilling life. Adventists emphasize the importance of spiritual, intellectual, and physical growth to ensure a well-balanced personal development. We believe that God invites us to make a difference in this world, first by letting the difference of the Gospel change our own hearts, and then by sharing the gifts God has given us to serve others. As a health care professional, the difference you can make for people will be very significant.

While at KCMA, you may experience some campus practices that are new to you.

- You will find opportunities in your classes and with campus faculty and staff to discuss spiritual issues as they relate to healing, ethics, and personal growth.
- Your faculty may lead in devotional thoughts and/or prayer as you begin classes.
- You will be expected to join corporate worship experiences during convocations and Spiritual Emphasis Friday programs.
- You are strongly encouraged to abstain from illicit drugs, alcohol, and tobacco, and you are strictly prohibited from possessing and/or using them on campus and at College-sponsored events.
- You will notice that the biblical Sabbath, a prominent belief of the Seventh-day Adventist faith, is observed from sundown Friday to sundown Saturday. Campus activities are different and ministry opportunities more plentiful during Sabbath hours.
- You will find opportunities for service to fellow humanity, whether in local communities or in distant mission outposts.

We encourage you to ask questions and to keep an open mind to the religious diversity that you will experience at Kettering College. During your experience at KCMA, inquire about the different faith expressions of our student body, faculty, and staff. Make spiritual learning an important area of growth as you become a health professional.

While at KCMA, we pray for and desire that you will find a place to belong, where you feel loved and valued, and where you are encouraged to seek God and grow into the men and women He intended us to be.

CAMPUS LIFE

SPIRITUAL OPPORTUNITIES

Kettering College of Medical Arts is a Christian institution, committed to creating an environment conducive to the development of spirituality. Students can expect that their spiritual and religious heritage will be valued and respected.

KCMA provides a variety of services and programs designed to meet the spiritual needs of students, faculty, and staff. These activities may include workshops, weekend events, worship opportunities, mission trips, and community service opportunities. The spiritual life office is happy to assist students new to southwestern Ohio in finding a church that meets their religious and denominational preferences. The services and events provided by spiritual life are available to all students regardless of religious affiliation. For more information, contact the spiritual life office.

SABBATH OBSERVANCE

In keeping with the Seventh-day Adventist belief in a weekly day of rest on Saturday, both KCMA and the Kettering Health Network abide by a policy of modifying activities and services offered from sundown Friday to sundown Saturday. By maintaining only essential services, the College gives students, faculty, and staff the opportunity to experience rest and renewal. Services not available during Sabbath hours include the gymnasium, laundry facilities, televisions with public access, laboratories and classrooms, the Bookstore, the Library, the credit union, and College offices. Times of sundown are noted in the College calendar.

All students are invited to experience personal spiritual renewal through the religious services and activities offered during the Sabbath hours by the campus church and the office of spiritual life.

STUDENT GOVERNANCE

Student governance opportunities are available within each program; students elect officers to serve their program needs and represent them on the College student senate. Elections take place at the beginning of the academic year; special elections are schedule when necessary. The student senate provides a structure for students and College administration to communicate; provides departmental student leadership; provides a forum for dialogue on student and College issues; and sustains the caring community for students at the departmental and College levels. Students also have the opportunity to serve as the student representative to the College Senate, a College-wide governance committee comprising faculty and staff from the various departments at KCMA.

All matriculated students are eligible to participate in student life functions throughout the academic year.

ALCOHOL - AND DRUG-FREE CAMPUS

KCMA is committed to having an alcohol- and drug-free campus. Therefore, the use or possession of alcohol or illicit drugs is strictly prohibited on campus and at College-sponsored events.

Being under the influence of alcohol or illicit drugs on campus and/or while involved in clinical experience is prohibited. Refer to KCMA's substance abuse policy and procedure, which makes provision for disciplinary action should the student be suspected of being under the influence of alcohol or illegal drugs.

The College provides in-house advising and referral to community mental health agencies for students who identify themselves as needing recovery from chemical dependency.

Students should report the use of any medically authorized drugs or other substances that can impair job performance to a faculty member or clinical instructor. The student must provide proper written authorization from the prescribing physician, clearing the student to be involved in clinical training while taking the medication.

MODESTY IN DRESS

KCMA is a Christian institution of professional health care education associated with Kettering Medical Center. Students are expected to dress modestly and in good taste while in the College, at Kettering Medical Center, and during educational activities at other affiliated clinical rotations or sites.

1. No tank tops.
2. No shorts above mid-thigh.
3. No exposure of midriff.
4. No low-cut shirts or blouses.
5. No offensive language or pictures on clothing.

Specific clinical programs may provide additional dress guidelines.

BOOKSTORE

The KCMA Bookstore is for students, faculty, staff, Kettering Medical Center employees, and the general public. The Bookstore offers textbooks, supplies, uniforms, collegiate apparel, reference materials, snacks, sundries, and gifts. The Bookstore accepts Visa, MasterCard, Discover, and American Express, as well as the student ID card.

COUNSELING SERVICES

KCMA provides a confidential short-term counseling and support program for students. A male or female counselor is available. The service is free of charge to the student.

Counselors help students assess their problems and seek relief, which may include referral to other community resources, psychotherapists, or psychiatrists. More information is available from the student services office and the chaplain's office.

EMPLOYMENT OPPORTUNITIES

Students seeking on-campus employment may inquire in the student finance office with the student work coordinator. To be eligible for work-study employment, students must complete the Free Application for Federal Student Aid (FAFSA) and a work application available in the student finance office. Additional employment opportunities may be found through the employment office of Kettering Medical Center.

CHILD CARE

There are no child care facilities on campus. Child care services must be provided at an off-campus site. Students may not babysit on campus or in dormitory rooms due to liability issues. Children 12 and younger may not be left unattended anywhere on campus.

FIRE DRILLS

KCMA holds fire drills, required by city ordinance, twice every semester. When the fire alarm sounds, everyone is required to exit the building and go to the physicians' parking lot in front of Polen Plaza. After KMC security grants clearance, people may re-enter the building.

LEARNING COMMONS

The Learning Commons provides students with library services, academic support services, and computer support services.

Learning Commons hours of operation

Fall and winter semesters:

Monday–Thursday	8 a.m. to 9 p.m.
Friday	8 a.m. to 4:30 p.m.
Saturday	Closed
Sunday.....	Noon to 5 p.m.

Changes in hours are posted at the Learning Commons entrance and on the College Lobby bulletin boards.

Academic support services: Provides assistance to students in developing study skills and techniques to cope with test anxiety; offers tutorial services and accommodations for those with documented disabilities.

Library services: The KCMA Library is part of the OhioLINK system, a statewide network of college and university libraries. OhioLINK provides online access to many library collections, scholarly and professional databases, and a wealth of other information resources. The collection includes books, periodicals, audio-visual materials, and online reference tools. Students may use the Library's four small study rooms, four group study rooms, and individual study spaces. Staff can assist students in finding information and materials.

A student must have a current, valid College ID card to check out materials. No substitutions for the ID are accepted. The Library charges fines for overdue materials. Circulation policies and fine schedules are available in the Library.

Computer Support Services: The HelpDesk is in the Learning Commons. Students needing computer assistance can speak with support specialist.

COPYRIGHT

Kettering College of Medical Arts values and respects the laws that govern the creation and distribution of intellectual property (copyright) and the rights of members of the academic community to use such intellectual property (fair use). It is the expectation of the administration of Kettering College of Medical Arts that students will be familiar with these laws and use copyright-protected works in accordance with the law.

Information regarding copyright law and use of copyright-protected material is available on the Kettering College Library Web site.

SCHOOL CLOSINGS

Occasionally, KCMA needs to delay or close due to weather-related concerns. College administration will determine which closing option to use:

- Open at noon
- Closed
- Evening classes canceled

Administrators will initiate the delay or closing as early in the day as possible, recognizing that many faculty and students leave their homes in the early morning hours for clinical appointments.

Communication of delays or closings will be available through local media outlets and by accessing the College Web site, www.KCMA.edu. A large red bar will appear at the top of the home page with information about the school's status. More detail typically is available on the Web site than can be communicated by the local media, so it is the recommended source.

Notices about the school's status also will be distributed in the form of text messages via the EventLink system. Students can sign up for to the service at www.EventLink.com. *Note: your phone must be set up to receive text messages in order for the EventLink system to contact you. Normal text messaging rates apply.*

Local television and radio outlets

In the event of a delay, closing, or emergency, multiple television and radio stations in the Dayton and Cincinnati areas will be contacted with the appropriate information. A complete list of stations contacted is available at www.KCMA.edu.

Kettering College cannot guarantee that stations will broadcast the delay/closing information, so it is recommended that you use the EventLink system or www.KCMA.edu as your primary source of information.

STUDENT IDENTIFICATION CARDS

Each student must have a valid student identification card to charge Bookstore purchases to a student account, to use library facilities, and to receive discounts at the cafeteria. The student identification card can only be used while the recipient is an active, registered Kettering College student. Students should keep their ID cards with them at all times while on campus. If a card is lost or stolen, report it to the student services office to have the card deactivated and a replacement card issued. There is an \$8 charge for all replacement cards.

LOST AND FOUND

Inquiry about lost items may be made at the Kettering College front desk during operating hours or at the environmental services office, Ext. 55303, in Kettering Medical Center between 9 a.m. and 4 p.m.

RESIDENCE HALL SERVICES

Unmarried students under 21 whose parents do not live in the Dayton area are encouraged to live in the Residence Hall. The *Residence Hall Handbook* is available to all residents online at www.kcma.edu/campuslife/residencehall.html. It includes a detailed account of the facilities as well as dormitory regulations. Each resident must sign a lease agreement, which is legally binding through the end of the academic year unless a student withdraws from Kettering College. Those wishing to break the lease need to refer to the housing lease appendix in the *Residence Hall Handbook*.

Smoking and alcohol consumption/possession are prohibited in the Residence Hall and on the Kettering Medical Center grounds.

Privacy doors separate the residential areas for men and women. No visitation is allowed between the male and female wings of the Residence Hall except during weekly open-dorm periods scheduled and authorized by the Residence Hall staff.

Each room is furnished with desks, chairs, dressers, beds and drapes. The student must supply bed linens, towels, laundry supplies and other personal items. Ironing boards are provided in the laundry room. Free laundry facilities are available to the residents. Fully equipped kitchens are available on each floor. Students are to provide pots, pans and utensils for their own use. **Please note:** microwaves, toasters, hot plates, incense and candles are prohibited in student rooms.

Residents are assigned mailboxes upon arrival. They are near the elevator in the Residence Hall building.

RECREATIONAL OPPORTUNITIES

The physical education department offers several opportunities for recreation:

- Gymnasium and fitness room — open Sunday through Friday (hours posted).
- Par course — jogging and exercise course behind the College.
- Intramural activities — summer, fall, and winter, as announced.

These are open to KCMA students and hospital employees only. IDs are required.

PARKING

AUTO STICKERS

Resident and non-resident students are required to register their vehicles and to secure a parking sticker during registration. These stickers are to be displayed on the back of the rear-view mirror. Students may register vehicles at the College front desk.

PARKING AREAS

Student parking is allowed in these designated areas only:

1. Across Southern Boulevard in the east student/employee parking lot. During peak hours, security personnel will specify overflow parking areas at the student/employee parking lot. No fee will be assessed.
2. Students who travel to Sycamore Hospital must park in the employee parking lot. Students may not park in the visitors' lot or in restricted areas at Sycamore Hospital.
3. Motorcycle parking at Kettering College is in the rear of the east student/employee parking lot (southeast corner). At Sycamore Hospital, motorcycles may be parked in the rear of the second-shift lot (southwest corner).

NO PARKING

Student vehicles may not be parked:

1. In any visitors' garage or patient parking areas
2. In Cox Heart Institute/Physicians' Office Building staff parking
3. In spaces marked "reserved" or "special permit only"
4. In the time-restricted spaces (20 or 60 minutes) of the Polen Plaza lot

5. On the grass or on side roads
6. Outside lined parking spaces in the lots
7. In reserved faculty spaces; exception: Faculty spaces are open to students and Kettering Medical Center employees from 6 p.m. Friday until midnight Sunday.
8. At the end of rows, curbs, turnaround areas, or anywhere else that is not a marked space
9. Backed into a diagonal space against the flow of traffic
10. In the hospital employee parking behind hospital (north lot)
11. In Physicians' Office Building patient parking area

Note: Other parking information can be found in the security department intranet site.

PARKING PENALTIES

Tickets may be paid in the security office just inside the emergency department entrance. Unpaid fines are turned over to Kettering College administration for collection or deducted from the paycheck for those students who are also Kettering Medical Center employees. Repeated violations of the parking regulations may result in having your vehicle towed and/or disciplinary action. If fines are placed on a student account, a service charge will be added to the ticket. Parking on campus is a privilege, not a right to the student. Failure to follow parking guidelines will result in the following penalties:

1. \$10 fine if paid within 72 hours (excluding weekends and holidays)
2. \$20 after 72 hours
3. Any tow charge will be added to the fine.

Parking in areas marked reserved, faculty, 10, 20, or 60 minute parking, turnaround only or others will result in the following penalties:

1. \$10 fine if paid within 72 hours
2. \$20 after 72 hours
3. Subsequent ticket(s): \$20
4. Any tow charge will be added to the fine.

BICYCLE PARKING

A bicycle rack is provided in the lower level of the employee parking garage at Kettering Medical Center. All bicycles must be parked there. At Sycamore Hospital, bicycles may be parked in the southwest corner of the second-shift lot. Bicycles should be locked to the rack.

MISCELLANEOUS

Make sure that your car is locked and all valuables are secure in your trunk or locker. Vehicles that are inoperable must not be stored on College/Medical Center property.

Student-owned cars may be towed for repeated failure to follow parking guidelines. A full statement of KMC's parking penalty guidelines is in the KMC administrative policy manual kept in the office of the president.

LOBBY USE

The College lobbies are for the students, faculty, staff, and their guests. Personnel and students wishing to reserve a lobby for an event need to contact the president's office or a Residence Hall dean. Students are invited to use the areas and should clean up spills and debris. The lobbies close at 1 a.m.

PHOTOGRAPHY& VIDEOTAPING

Kettering College reserves the right to photograph and/or videotape students, faculty, staff, and guests while on College property or during College-sponsored functions. These images and audio may be used by Kettering College for promotional purposes, including use in newspapers, College magazines, press releases, booklets, pamphlets, newsletters, advertisements, videos, www.kcma.edu and associated sites, and other materials.

DISPLAYS OF CAMPUS COMMUNICATION

In order to keep the campus environment uncluttered, students, faculty, and staff must adhere to guidelines for posting information in the College buildings. Printed communication items (posters, fliers, signs, etc.) cannot be affixed to any painted or metal surface, column, railing, elevator, or door on the ground floor or first floor of the Boonshoft Center for Medical Sciences or the old College building. Any items found taped, stapled, pinned, or otherwise attached to any such surfaces will be removed and discarded.

Students and personnel may use several areas for posting information:

- Two stand-alone signs, one just inside the entrance to the Boonshoft Center and another inside the entrance to the old College building.
- The large bulletin board next to the student mailboxes in the old College building.
- A large section of wall on the ground floor of the Boonshoft Center near the chapel and the ground-level entrance to the Learning Commons.

For display in these areas, the policy calls for printed communication items (posters, fliers, signs, etc.) to be submitted to the public relations office for approval and posting. In the event that the PR officer is not available, the student services administrative assistant can post time-sensitive items.

- Items permitted for posting include but are not limited to: event fliers; general announcements relevant to the campus community; “for sale” advertisements; job opportunities; and promotional pieces for courses, programs, or fundraisers.
- Items will be date-stamped and can be displayed for up to four weeks. Items will be removed at the four-week mark or earlier if the event is over or a deadline has passed. If advertising an event that occurs before the end of that four-week period.
- The PR officer will post the items in the central communication areas.

A separate policy exists for College personnel.

BANKING AND CHECK-CASHING SERVICES

Membership in the Kettering Health Network Credit Union, a full-service federally insured financial institution, is open to Kettering College students. Joining the credit union requires an initial opening deposit of \$5 and provides access to savings and checking accounts, nationwide ATM access, a Visa card, loan options and more. Members may also cash checks at the credit union.

FOOD SERVICES

The hospital cafeteria and Atrium Grille offer vegetarian and non-vegetarian selections. Discounts are offered in the cafeteria and Atrium Grille when using the student ID card. Meal times are posted outside the cafeteria and Atrium Grille doors. Suitable dress is required (see the section on modesty in dress). Dishes and silverware may not be taken out. Snack items are also offered in the Kettering College Bookstore and vending machines on the ground floor of both the College and the hospital. Student discounts do not apply to Bookstore purchases.

SPIRITUAL LIFE

STUDENT DEVELOPMENT PROGRAM

Kettering College of Medical Arts is committed to the holistic development of young men and women in mental, spiritual, physical, and social dimensions in order that they may achieve academic and professional excellence. But even more important than developing academic and professional excellence, the faculty and staff desire that students experience a relationship with God during their time at Kettering College so that they are prepared for this world and for the world to come.

Spiritual life activities, such as small-group Bible study and prayer groups, collegiate worship, mission trips, social activities, and community service provide opportunities for individual service and spiritual growth.

CONVOCATIONS AND SPIRITUAL EMPHASIS APPOINTMENTS

The College seeks avenues for students, faculty, staff, and administrators to worship together. Several such events are planned each academic year. College offices are closed so that faculty and staff may attend. Students are required to attend; students who do not attend will be assessed \$15 for each session.

Convocations for the 2009-10 academic year are from 9:30 to 10:20 a.m. Friday, Sept. 4, and Friday, Jan. 15. The entire campus community — students, faculty, staff, and administration — meets in the church across the street from the campus for a ceremony that includes academic pageantry. Attendance is mandatory for all students who are enrolled in 10 semester hours or more. Clinical schedules are adjusted so that everyone can attend.

Spiritual Emphasis Fridays occur once each month during the fall and winter semesters. Automatic exemptions are given to students who do not have classes before 11:30 a.m. Fridays and for students who are registered for clinical requirements on Fridays. Any additional requests for exemption must be made in writing to the respective program chairs. See program chairs for details. Students must submit their completed request forms for exemption preferably before but no later than one week after a scheduled spiritual emphasis appointment.

NURTURING SPIRITUAL VALUES

Additional emphasis is given to nurturing spiritual values and helping students encounter Christ in meaningful ways through the integration of faith into the academic and social experiences at Kettering College. Faculty and staff desire that Kettering College be the kind of place where faith is found and shared. Lifelong learning is extended to matters of ultimate importance — seeking a deeper understanding of and commitment to Jesus Christ. It is the College's desire that the Christian mission of Kettering College is one of the reasons students choose to attend this College.

CAMPUS SECURITY

Kettering College is committed to providing a safe and secure environment for students, faculty, and staff. The following guidelines have been developed to assure this environment and to comply with Public Law 101-542, the Student Right-to-Know and Campus Security Act, as amended by Public Law 102-26, the Higher Education Technical Amendments of 1991.

REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES

If any criminal activity is observed or suspected, or if any other emergency occurs on the Kettering College campus, the following procedure will be followed:

1. Report the incident to Kettering Medical Center (KMC) security office (Ext. 55095).
2. A security officer from KMC security will be dispatched to determine what course of action is required.
3. If indicated, the security officer will contact the Kettering Police Department (296-2555).
4. An incident report will be initiated by KMC security, the Residence Hall Dean, or the assistant Residence Hall Dean.
5. The incident report will be forwarded to the Dean for Students and Learning and the president for review and follow-up, as indicated.

SECURITY AND ACCESS TO KETTERING COLLEGE FACILITIES

The front desk, adjacent to Kettering College's front entrance, is staffed during posted hours. During the hours that the front desk is staffed, the receptionist serves as a general resource to students, visitors, faculty, and staff. The College entrances are locked and unlocked at posted hours each day. Audible alarms that can only be reset by KMC security are activated during certain hours on the security doors that provide access to Kettering College. A security check is performed each evening to assure that ground-level doors and windows are locked. The outside area of the College is patrolled 24 hours a day by KMC security.

Residence Hall students returning after the doors are secured can gain access to the College only through the front entrance or the tunnel entrance. Both entrances are monitored with video cameras by KMC security. Entrance will only be granted to individuals who can verify that they are Residence Hall students.

CAMPUS LAW ENFORCEMENT

The KMC security department is responsible for ensuring a safe environment for students, visitors, faculty, and staff on the College campus. Security personnel are on duty 24 hours a day, 7 days a week. If criminal offenses occur on campus, KMC Security serves as the College's liaison with the Kettering Police Department.

The College encourages and expects students, visitors, faculty, and staff to promptly and accurately report all crimes, emergencies, and potentially dangerous situations. Doing so allows KMC security to better assure a safe and secure learning environment.

PROGRAMS THAT INFORM ABOUT CAMPUS SECURITY PROCEDURES

During College orientation, a representative from the KMC security department presents a campus security and crime prevention program to students, faculty, and staff. Residence Hall students receive additional information during their orientation.

CRIME STATISTICS FOR THE KETTERING COLLEGE CAMPUS

As required by the Federal Crime Awareness and Campus Security Act of 1990 and according to the Higher Education Amendments of 1992, the term "rape" was replaced by sex offenses, forcible and non-forcible. The chart shown here is a summary of criminal activity on the Kettering College campus.

Individuals desiring further information regarding campus crime statistics may make a request to the College's senior financial officer.

REPORTED OFFENSE*	2008	2007	2006	2005
Murder	0	0	0	0
Forcible Sex Offense	0	0	0	0
Non-Forcible Offense	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Liquor Law Violations	0	0	0	0
Drug Abuse Violations	0	1	0	0
Weapons Possessions	0	0	0	1

* Only arrests are reported in these categories. Some modifications of prior years' statistics are reflected in light of category definition refinement and reinterpretation as reporting instructions have evolved.

POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES AND/OR ILLEGAL DRUGS

Kettering College is committed to promoting the health and well-being of its students, faculty, and staff. With this objective in mind, the possession, use, or sale of alcoholic beverages or illegal drugs is forbidden on campus. Violations will result in disciplinary action, including the possibility of immediate dismissal.

According to the Ohio Revised Code (Section 2925.11), any individuals who knowingly make, obtain, possess, use, or sell controlled substances are subject to legal penalties. In addition, as a result of the Anti-Drug Abuse Act of 1988, a court of law may suspend or terminate an individual's eligibility for federal benefits, including student financial assistance, if that individual is convicted of certain drug offenses.

Students suspected of being under the influence of alcohol or drugs during classes, laboratories, clinical rotations, or other educational experiences are subject to substance abuse testing (see Kettering College substance abuse policy).

THE OHIO CONCEALED CARRY LAW

On April 7, 2004, Ohio's new concealed carry law took effect. The law allows for private businesses to prohibit firearms on their property.

All students, employees, visitors, patients, physicians, volunteers, contract employees, and others should know that firearms and dangerous weapons of any kind are prohibited on Kettering Health Network properties. Any person seen with a firearm, dangerous weapon, or weapon-like item will be asked to leave the premises. Students and employees are subject to discipline if they are found with such items. Only Kettering Medical Center security officers and on-duty police officers are permitted to carry firearms on the premises. Report any violations of this policy to the security department.

SEXUAL OFFENSES

KCMA strives to make its campus safe and free of sexual violence. However, if you are raped or sexually assaulted:

1. Go somewhere safe.
2. Contact the police or KMC security (Ext. 55095), or have a friend call for you.
3. Do not bathe, change clothes, or otherwise clean up.

STUDENT HEALTH

PREVENTION

Kettering College of Medical Arts requires students to obtain immunizations as preventive measures and to meet the requirements of the affiliating clinical agencies. Even with all of the preventive measures, students cannot be guaranteed they will not acquire an infection or illness resulting from exposure. Students are expected to use reasonable precautions and must obtain adequate personal health insurance to provide appropriate coverage for illness or injury.

The health care profession, by its very definition, assists those whose health is compromised by disease, trauma, and/or other physical or psychosocial illnesses and problems. Although every effort is made to instruct students in appropriate procedures and standard/universal precautions, there is still an inherent risk of exposure to infectious diseases and/or pathogens that could cause illness or injury.

The College health advisor or clinical coordinator for the program of study can provide current health requirements as well as information about where to locally obtain immunizations, titers, and skin testing.

Students must be current with the health requirements stipulated for their program of study at the time of registration. Failure to meet health requirements by the first week of the term will result in the student not being permitted to attend clinicals and thus receive clinical absence(s). The department's policy on clinical absences will be in effect at that time. General studies students who have not completed their health requirements will not be permitted to register for a subsequent semester until health requirements are current.

HEALTH INSURANCE

All students enrolled at Kettering College must have personal health insurance coverage and must maintain coverage during the time they are enrolled students. Students who do not have health insurance coverage of their own or through a spouse's or a parent's policy may elect to purchase coverage through the insurance plan selected by Kettering College. Brochures describing this plan are available in the student services office. Failure to obtain and/or maintain personal health insurance coverage may result in dismissal from the College.

HEALTH CARE RESOURCES

For on-campus health care emergencies, call 911. For routine health needs, students can contact the physician referral program at (937) 384-6950 or Kettering Workers' Care in the North at (937) 237-6231, Central at (937) 293-7770, or South at (937) 746-8795. The physician referral program, serving health needs throughout the Miami Valley, arranges appointments usually within one business day. Family practice physicians at Kettering Workers' Care are equipped to provide health consultations and immunizations. Students must show a valid Kettering College student ID card for service. At these facilities, students are responsible for the cost of consultation or treatment and are expected to pay at the time of service.

Students who become injured while on campus are advised to consult with their physician or with Kettering Workers' Care. Should urgent medical care be required, 24-hour medical service is available in the KMC emergency department or any other network emergency department. Payment for treatment is the student's responsibility. Student injuries on campus should also be reported to the patient relations department of Kettering Medical Center, using an "occurrence report" available at the front desk.

Kettering Workers' Care extends alternative payment arrangements to Kettering College students. If the student is unable to pay at the time of service, payment can be made through the method described below:

1. The student will sign a form authorizing Kettering Workers' Care to submit the bill to Kettering College student finance for posting on the student's account.
2. Kettering Workers' Care will submit the bill in timely fashion to the Kettering College student finance office.
3. The student finance office will post the bill to the student's account.
4. The charge will show on the student's monthly bill, generally within one month of receipt from Kettering Workers' Care.
5. Communication with any insurance companies will be the responsibility of the student and/or his or her family, not of Kettering Workers' Care or the student finance office.

RESTRICTIVE HEALTH POLICY

The College desires to safeguard the health and well-being of Kettering College students in clinical and dormitory settings and those patients with whom they have contact while in the clinical setting. For this reason, the student is responsible for reporting to the instructor and director of Residence Hall (if a resident) any restrictive health condition as soon as it is known.

Restrictive health conditions are any prolonged health condition lasting longer than one week that may temporarily limit full participation in required educational experiences or that may threaten a student's life.

Restrictive health conditions of physical origin may include back injuries, fractures, pregnancy, immuno-compromised status, surgery, etc. Other restrictive health conditions involving mental and emotional conditions are of particular concern because of their potential for life-threatening situations. These conditions include but are not limited to suicide attempts, severe depression, anorexia nervosa, bulimia nervosa, and psychotic behavior. If a staff or faculty member becomes aware of a life-threatening situation involving a student, the student's right to confidentiality is suspended in order to obtain necessary assistance for the student. Life-threatening situations involving students under the age of 18 are cause for immediate notification of the student's parents/guardians by the College.

Once a restrictive health condition is reported, the instructor or director of Residence Hall may request the student obtain a written recommendation from a physician. Continued participation in the clinical/laboratory experience or in residence life will be decided on a case-by-case basis. Factors considered in making this decision include the following:

1. Student's condition;
2. Recommendations from the student's physician;
3. Attendance and performance expectations within the course as outlined in departmental policies and course syllabi;
4. Opportunities for make-up work once the restrictive health problem is resolved;
5. For Residence Hall students, available housing accommodations as these relate to the students' physical and emotional condition.

The division director, program chair, or director of Residence Hall will be responsible for deciding whether to request that the student withdraw from a course, a program, or the Residence Hall due to a restrictive health condition. These individuals may consult with the student, the instructor, the student's physician, and the Dean for Academic Affairs or the Dean for Assessment and Learning Support in order to acquire the necessary information to make this decision in the best interest of the student and the College.

Failure to report a restrictive health condition to the instructor (or to the Residence Hall Dean if appropriate), and/or failure to comply with the restrictive health procedure (see below) may result in immediate suspension from course activities and/or dismissal from the dormitory.

*For the purpose of definition, individuals with restrictive health conditions are not necessarily considered to be "disabled," in that the impairments are not considered to be substantial limitations in major life activities.

RESTRICTIVE HEALTH PROCEDURE

A. At the time a restrictive health problem is determined, the student will:

1. Notify the instructor/director of Residence Hall of the condition and discuss with the instructor/director of Residence Hall course requirements or housing accommodations as they relate to the restrictive health condition.
2. Obtain a written statement from a physician indicating a recommendation about what specific restrictions apply, if any, and whether the student may continue the educational experience or remain in the Residence Hall (as appropriate).
 - a. If the health condition is due to pregnancy, the student must submit to the instructor an initial recommendation from the physician, followed by updated recommendations from the physician during the last month of pregnancy.
 - b. If the health condition involves a life-threatening situation, the student will be required to receive a psychiatric evaluation and/or counseling and may be required to enter into a contract with the College to establish conditions regarding required treatment.
3. Submit the written statement from the student's physician to the instructor/director of Residence Hall.
4. Discuss with the instructor/director of Residence Hall available options for continuation in the course/Residence Hall in light of health care provider's recommendations and any continuing restrictions.
5. Submit a statement from the physician indicating approval to return to the clinical/laboratory/Residence Hall activities without restrictions.

B. In assisting a student who has a restrictive health condition, the instructor/director of Residence Hall will:

1. Provide forms to the student for obtaining physician recommendations.
2. Submit physician health statements received from the student to the program chair/divisional director.

3. Involve the course coordinator in the process as soon as possible in departments where it is appropriate.
4. Discuss with appropriate supervisory faculty the available options for the student until the restrictive health condition is resolved.
5. Assess, insofar as possible on an ongoing basis (as appropriate), how the student's health status impacts his/her continued involvement in the educational experience or the Residence Hall. Reserve the option to send the student from the clinical setting/ laboratory/Residence Hall with the recommendation to schedule another evaluation with his/her physician.
6. Retain the specific medical release form in the department academic file.

HIV INFECTION AND AIDS POLICY FOR STUDENTS, FACULTY, AND STAFF

This policy exists to ensure education of Kettering College students related to HIV infection and AIDS and protect confidentiality and privacy of infected persons.

EDUCATION

Information on AIDS and HIV infection is available to the student body, faculty, and staff through the student health coordinator. This information will be based on the best currently available medical facts about HIV infection and its transmission.

The student health coordinator, in conjunction with the Dean for Assessment and Learning Support, will evaluate and decide individual cases, organize and oversee the educational program, and provide a mechanism for making policy decisions.

ADMISSION

No decision about admission will be decided on the basis of the existence of any form of HIV infection. Regular classroom attendance by those infected by HIV is unrestricted as long as the individual is physically and mentally able to attend classes. The HIV-infected student must follow the restrictive health policy of the College. No restrictions will be made on HIV- or AIDS-infected persons in their use of the cafeteria, snack shop, gymnasium, fitness center, recreational areas, or other campus facilities.

RESIDENTIAL HOUSING

Decisions about housing students with HIV infection will be made on a case-by-case basis. It may be recommended that students who are immuno-suppressed be assigned private rooms in order to protect their health.

IMMUNIZATIONS

Required immunizations will be considered on a case-by-case basis for students with HIV infections.

HIV ANTIBODY TESTING

HIV antibody testing will be offered to students free of charge at the Combined Health District of Montgomery County, 117 S. Main St., Dayton. Call (937) 225-4550. General questions about HIV testing and AIDS can be answered by the infection control nurse at Kettering Medical Center, AIDS Foundation Miami Valley, or the Combined Health District of Montgomery County.

CONFIDENTIALITY OF INFORMATION

The College does not maintain medical records of students except in relation to immunization status, emergency contacts, and medical release forms submitted by the student to the College. Other medical records of students may be kept in appropriate Medical Center departments where students may have received health care. Unauthorized disclosure of confidential medical information is prohibited except in specific life-threatening situations. No person, group, agency, insurer, or employer will be provided with any medical information without the prior consent of the student.

OCCUPATIONAL EXPOSURE TO BLOOD-BORNE PATHOGENS

Avoiding blood exposure is the primary way to prevent transmission of hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV) in health care settings. Kettering College is committed to providing a safe and healthful clinical environment for students. In pursuit of this endeavor, what follows is an exposure control plan (ECP) for blood-borne pathogens in accordance with Occupational Safety and Health Administration (OSHA) and Kettering Medical Center standards. This plan includes: exposure determination; methods for implementation and control; hepatitis B vaccination requirement; procedure for post-exposure evaluation and follow-up; administration of post-exposure evaluation and follow-up; procedures for evaluating the circumstances surrounding the exposure incident; and assignment of responsibilities for exposure follow-up.

EXPOSURE CONTROL PLAN

The faculty member in charge of the course in which a student is enrolled is responsible for the implementation of the ECP. The student health coordinator will maintain, review, and update the ECP at least annually and whenever necessary to include new or modified tasks and procedures.

A. Exposure determination

All students in clinical rotations are considered at risk for exposure. An exposure is defined as a percutaneous injury (e.g., a needle stick or cut with a sharp object) or contact of mucous membrane or non-intact skin (e.g., exposed skin that is chapped, abraded, or afflicted with dermatitis) with blood tissue or other body fluids that are potentially infectious. In addition to blood and body fluids containing visible blood, the following are considered potentially infectious: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, and amniotic fluid. Feces, nasal secretions, saliva, sputum, sweat, tears, urine and vomitus are not considered potentially infectious for blood-borne pathogens unless they contain blood.

B. Methods of implementation and control

1. All students are taught universal precautions in the programs that require clinical/laboratory learning. Training in use of personal protective equipment (PPE) is provided in the College clinical programs. Personal protective equipment is provided in laboratory settings and in clinical sites. The types of PPE will be based on the clinical laboratory setting. In the event of exposure to blood-borne pathogens, first aid and follow-up care are vital. A card describing essential first aid measures and follow-up care is issued to all students during orientation to the clinical program. (See responsibilities for exposure follow-up.) All students in clinical/laboratory settings must observe the following precautions:
 - a. Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
 - b. Remove PPE after it becomes contaminated and before leaving the work area.
 - c. Dispose of used PPE in appropriate containers designated by the clinical/laboratory setting.
 - d. Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with blood or blood pathogens or when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, or contaminated, or if their ability to function as a barrier is compromised.
 - e. Never wash or decontaminate disposable gloves for reuse.
 - f. Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or blood-borne pathogen fluids pose a hazard or risk for exposure to the eye, nose, or mouth.
 - g. Wear gowns when there is a risk of blood contamination to clothing.

- h. Remove immediately or as soon as feasible any garment contaminated by blood or blood-borne pathogen fluid, in such a way as to avoid contact with the outer surface.
2. All students who are at risk of exposure receive training on the epidemiology, symptoms, and transmission of blood-borne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:
 - a. An explanation of the OSHA blood-borne pathogens standard.
 - b. A copy of the ECP in the *Student Handbook*.
 - c. An explanation of methods to recognize tasks and other activities that may involve exposure to blood and blood-borne pathogen fluids, including what constitutes an exposure incident.
 - d. An explanation of the use and limitations of PPE.
 - e. An explanation of the basis for PPE selection.
 - f. Information on the appropriate actions to take and persons to contact in an emergency involving blood-borne pathogen exposure.
 - g. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
 - h. Information on the post-exposure evaluation and follow-up that the College requires following an exposure incident.
 - i. Orientation to new clinical/laboratory experiences.
 - j. An opportunity for interactive questions and answers with the person conducting the training session.
3. Yearly educational review of blood-borne pathogens is mandatory for all students in clinical programs.

C. Hepatitis B vaccination

All students are required to complete the hepatitis B vaccination series upon entry into clinical experiences.

D. Post-exposure evaluation and follow-up

1. Should an exposure incident occur, the student must promptly contact the faculty in charge of the clinical/laboratory setting following the initial first aid (clean the wound, flush eyes or other mucous membrane, etc.).
2. The exposed student should be managed initially according to the occupational blood-borne exposure policy of the institution where the exposure occurred.
3. The blood-borne pathogen disease status (e.g. HIV, hepatitis B and/or C) of the source patient involved in the exposure may provide valuable information for appropriate follow-up care of the exposed student. The student must make formal written request of the clinical agency in order for source patient testing to occur and for disclosure of the test results.
4. Students exposed to blood-borne pathogens on clinical rotations should go immediately or as soon as possible to the nearest health care facility for treatment. Note: It is recommended that post-exposure evaluation and follow-up care be initiated within two hours of the exposure.
5. Administration of post-exposure evaluation and follow-up
 - a. The clinical/laboratory faculty is responsible for notifying the student health coordinator at (937) 298-3399, Ext. 54910, as soon as possible, but not later than 96 hours following the initial evaluation.

- b. Copies of all records must be confidentially transmitted (not e-mailed or faxed) as soon as possible.
- c. Students residing in the Dayton, Ohio, area should go to Kettering Workers' Care within 48 hours of exposure for appropriate follow-up care, including educational and medical support.

Kettering Workers' Care
2023 Springboro West
Dayton, OH 45342
Phone: (937) 293-7770

- d. The student must present evidence of personal health insurance, which every student is required to maintain, at the time of evaluation by the emergency department/health care facility. The initial emergency evaluation is the financial responsibility of the student. In the event the student is unable to pay the full cost of exposure treatment, the student should contact the student health coordinator to request additional financial assistance. The student health coordinator can be contacted at (937) 298-3399, Ext. 54910, or by e-mail at stephanie.butkus@kcma.edu.

E. Procedures for evaluating the circumstances surrounding an exposure incident

1. The student health coordinator will review the circumstances of all reported exposure incidents to determine the need for follow-up and evaluate the need for changes in policy, practice, or education.
2. The student health coordinator will record all percutaneous injuries from contaminated sharps in a sharps injury log, which is kept in the locked office of the coordinator.
 - a. The coordinator reviews this log periodically as part of the annual evaluation of the program; the log is maintained for at least five years following the end of the calendar year in which the exposure occurred.
 - b. Information from the log that is used for reporting to other individuals must have any personal identifiers removed from the report.
 - c. Changes in the policy and procedure of the ECP may be made based the evaluation of each exposure incident.

F. Responsibilities for exposure follow-up

1. Student responsibilities
 - a. Institute first aid measures immediately following exposure.
 1. Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water.
 2. Eyes and other mucous membranes should be flushed with water.
 3. Use of antiseptics for wound care is not contraindicated.
 4. Application of caustic agents (e.g., bleach) or the injection of antiseptics or disinfectants into the wound is not recommended.
 - b. Contact the clinical faculty in charge of the clinical setting.
 - c. Notify responsible person at the clinical agency (i.e. preceptor, supervisor, infection control specialist, etc.)
 - d. Follow institutional protocol for post-exposure evaluation and follow-up care. If institutional protocol is unknown, student should go immediately to nearest health care facility for treatment. (Post-exposure evaluation and follow-up care should be initiated within two hours following the exposure.)
 - e. If desired, make formal written request of clinical agency in order for source patient testing to occur and to receive disclosure of test results.
 - f. Maintain contact with clinical facility and/or KCMA clinical faculty through final resolution of exposure incident.

2. Clinical faculty will:
 - a. Ensure appropriate orientation to new clinical/laboratory experiences.
 - b. Educate/review with students regarding exposure control plan, including:
 1. Universal precautions and OSHA blood-borne pathogens standard;
 2. Selection, use, and limits of personal protective equipment;
 3. Immediate follow-up actions and contacts to be made in the event of exposure.
 - c. Make follow-up contact with clinical agency and KCMA student health coordinator regarding appropriate follow-up measures.
3. The student health coordinator will:
 - a. Interpret ECP to faculty and/or students, as requested.
 - b. Update programs/clinical coordinators of exposure to blood-borne pathogens policy.
 - c. Review exposure incidents to determine need for follow-up.
 - d. Maintain sharps injury log.
 - e. Evaluate need for changes in policy, practice, or education, as warranted.
 - f. Draft policy updates.
 - g. Trouble-shoot individual situations as needed.

POLICIES AND PROCEDURES

STUDENT INFORMATION

At the time of registration, each student is required to provide his or her full name as desired for College records and correspondence. If, due to marriage or other legal circumstances, the student's name is changed, the student must submit an updated Social Security card to the registrar's office. It is the student's responsibility to inform the registrar's office of other changes, such as address or telephone number.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. A student is defined as any person who attends or who has attended Kettering College of Medical Arts. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

KCMA reserves the right to refuse inspection of the following records:

1. Financial statements of the student's parents.
2. Letters or statements of recommendation for which the student has waived his or her right of access.
3. Records referring to a denial of acceptance to the College.
4. Records not included in the FERPA definition of education records.
5. Records placed on file prior to Jan. 1, 1975.

A student who requests more than one page from his or her file will be charged \$1 per page.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the appropriate College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The receipt of a written request to release an education record via fax satisfied this requirement of FERPA.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Upon request, the College may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll. The College will make a reasonable attempt to notify each student of these disclosures.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

PUBLIC NOTIFICATION OF DIRECTORY INFORMATION

FERPA defines "directory information" as information contained in an education record of a student "that would *not* generally be considered harmful or an invasion of privacy." Specifically, directory information includes but is not limited to the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (undergraduate or graduate, full-time or part-time), degrees, honors and awards received, and the most recent educational agency or institution attended. A school official may disclose directory information from education records without prior consent only after giving notice to students of its directory information policy and providing eligible students with an opportunity to opt out of having their directory information disclosed.

Students may block the public disclosure of directory information by notifying the records office in writing. Students should consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will call for Kettering College of Medical Arts to not release any or all of this directory information; thus, any future requests for such information from non-institutional persons or organizations will be refused.

Kettering College of Medical Arts will honor a student's request to withhold directory information but cannot assume responsibility to contact a student for subsequent permission to release this information. Regardless of the effect upon the student, the College assumes no liability as a result of honoring the student's instructions that such information be withheld. Although initial request may be filed at any time, requests for non-disclosure will be honored by the University until removed in writing by the student.

DISCLOSURE TO PARENTS

When a student turns 18 years old or enters a post-secondary institution at any age, all rights afforded to parents under FERPA transfer to the student. Students may elect to provide written consent to the College, giving permission for parents to view their educational records. However, in certain circumstances, FERPA also allows schools to share information with parents without student consent. For example:

- Schools may disclose education records to parents if a student is dependent for income tax purposes. Parents must produce a copy of the most recent federal income tax form showing that the student was claimed as a dependent.
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
- Schools may inform parents if the student who is younger than 21 has violated any law or school policy concerning the use of possession of alcohol or a controlled substance.
- A school official may share information or a concern with a student's parents that is based on the official's personal knowledge or observation of a student and that is not based on information contained in an education record.

TRANSCRIPTS, POSTING OF GRADES, AND PERSONAL CHECKS

KCMA reserves the right to deny transcripts requested for other institutions or copies of records not required to be made available by FERPA in either of the following situations:

1. The student is indebted financially to the College.
2. There is an unresolved disciplinary action against the student.

The public posting of grades either by the student's name, institutional student identification number, or Social Security number (including any portion) is a violation of FERPA. Even with names obscured, numeric student identifiers are considered personally identifiable information. The posting of grades will be by using code words or randomly assigned numbers (either given by faculty or chosen by students) that only the instructor and individual student know. The order of posting will not be alphabetical.

Personal checks submitted for any fees or tuition will have the student identification number written on them. If a student prefers not to have his or her identification number on a personal check, payment should be made by cashier's check, money order, or cash. College staff will write student identification numbers on checks where a student has not done so already.

RECORDS MAINTENANCE

The following information pertains to the types of records maintained by the College, the office location, the individual responsible for their maintenance, and the suggested time to keep the records shown in the table.

Type of records	Place	Person responsible	Years
Admission	Admissions office	Director of admissions	2
Cumulative academic	Registrar's office	Registrar	Indefinitely
Miscellaneous academic	Registrar's office	Registrar	3
Financial	Student finance office	Director of student finance	3
Disciplinary	Offices of deans	Dean for Assessment and Learning Support, and/or Dean for Academic Affairs	3
Clinical evaluation	Respective department	Divisional director program chair	Department-specific

DISABILITY ASSISTANCE

The College is committed to providing reasonable accommodations to individuals with disabling conditions, according to provisions within the Americans with Disabilities Act.

An individual is disabled or is deemed disabled under the ADA if she/he:

1. Has a physical or mental impairment that substantially limits one or more of the major life activities of the individual;
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

To receive assistance under ADA, the following conditions must be met:

1. A student is required to self-identify by registering his or her disability with the academic support coordinator two months prior to the beginning of the semester.
2. Medical substantiation of the specific disability is required, and the student is responsible for any associated costs.
3. A student must request to the academic support coordinator, at least two weeks in advance, the specific accommodations that he or she desires. The coordinator will contact faculty and staff who need to know about the request. The College will make good-faith efforts to provide reasonable accommodations. With insufficient notice, the College may be unable to guarantee the accommodations in time.
4. Determinations are made on a case-by-case basis.
5. Negotiating reasonable accommodations for students is taken seriously. For this reason, any denial of accommodation must be documented and reviewed progressively, if not granted, by:
 - a. The director or program chair;
 - b. The dean responsible for the area where the accommodation is requested;
 - c. The appeals committee for College operations;
 - d. The president.

TECHNICAL STANDARDS

Completion of the degree at Kettering College of Medical Arts signifies the graduate is prepared for practice in his or her prospective field by meeting the technical standard requirements. Technical standards, as distinguished from academic standards, refer to the physical, cognitive, and behavioral abilities required for satisfactory completion of the curriculum. The essential required abilities include motor, sensory, communicative, intellectual, behavioral, and social aspects.

Several standards are common to all programs. These are listed below, followed by specific requirements of each program. The student must have the ability to:

1. Think critically, with sound judgment, emotional stability, maturity, empathy, and physical and mental stamina.
2. Learn and function in a wide variety of didactic and clinical settings.
3. Communicate effectively, both verbally and in writing, using appropriate grammar, spelling, and vocabulary.
4. Immediately comprehend and respond to auditory instructions or requests.
5. Think clearly and act calmly in stressful situations.
6. Perform up to a 12-hour clinical experience in a single 24-hour period.
7. Work cooperatively, preserving relationships with other members of the health care team.
8. Perform fine and gross motor skills with both hands.
9. Apply adequate pressure to stop bleeding.
10. Perform CPR.

In addition to the above criteria, the following are specific to the programs listed:

Medical sonography students must have the ability to:

1. Distinguish audible Doppler signals.
2. Fully use arms, hands, and wrists to simultaneously hold a transducer and input data on a sonographic control panel.
3. Adequately view sonograms, including identifying 16 shades of gray and color distinctions.
4. Organize and accurately perform the individual steps in a sonographic examination in the proper sequence.
5. See and function in semi-dark settings.
6. Sit and stand for long periods of time.
7. Push/pull equipment and lift-transfer patients.

Nursing students must have the ability to:

1. Take an accurate health history and perform physical assessments using necessary sensory, auditory, and visual acuity.
2. Process and communicate information on the patient's status with accuracy in a timely manner for appropriate interaction with members of the health care team.
3. Understand and apply ethical standards for health care.
4. Demonstrate cognitive abilities necessary to master relevant content in basic science and clinical courses at a level deemed appropriate by the faculty.
5. Demonstrate emotional stability at a level necessary to deliver sound patient care in all settings and to interact with the interdisciplinary health care teams.
6. Assist in accomplishing safe transfer of patients from bed to chair or stretcher and return to bed.

Physician assistant students must have the ability to:

1. Take a medical history and perform a physical examination with the necessary level of sensory, auditory, and visual acuity.
2. Discern skin, subcutaneous masses, muscles, joints, lymph nodes, and intra-abdominal organs.
3. Process and communicate information on the patient's status with accuracy in a timely manner for appropriate interaction with physician, supervisors, and other members of the health care team.
4. Understand and apply ethical standards for health care.
5. Demonstrate cognitive abilities necessary to master relevant content in basic science and clinical courses at a level deemed appropriate by the faculty.
6. Demonstrate emotional stability at a level necessary to deliver sound patient care in all settings and to interact with the interdisciplinary health care teams.

Radiologic sciences and imaging students must have the ability to:

1. Push and operate portable imaging equipment.
2. Accomplish bed/chair/stretchers transfers.
3. Reach and operate equipment up to 6 feet above the floor.
4. Hear conversations, use the telephone effectively, and process and clearly communicate information in a timely manner to the patient, visitors, and other members of the health care team.

Respiratory care students must have the ability to:

1. Stand, sit, walk, push, pull, squat.
2. Lift and/or carry up to 50 pounds.
3. Reach in forward, lateral, and overhead motions.
4. Climb stairs.
5. Distinguish distance, colors, objects, persons.
6. Perform close paperwork.
7. Demonstrate depth perception.
8. Hear conversations, monitor equipment, perform auscultation, use telephone, and distinguish background noise.
9. Distinguish between sharp/dull and hot/cold.
10. Process and communicate information on the patient's status with accuracy in a timely manner for appropriate interaction with physician, supervisors, and other members of the health care team.

POLICY ON STANDARDS OF PROFESSIONAL CONDUCT FOR UNDERGRADUATE AND GRADUATE STUDENTS

Kettering College of Medical Arts subscribes to Christian and professional standards of conduct. An atmosphere of professional integrity can be successfully preserved only when students, staff, and faculty unite in mutually supportive acts of trust and assistance. These individuals share equally the obligation to create a community united in promoting and maintaining an honorable learning environment in both the classroom and clinical setting including the online environment.

Maintenance of the standards of professional conduct and the successful administration of this policy depend on the mutual cooperation of the entire College community. Dissemination of the policy and standards of professional conduct to all parties will ensure that all members of the community are informed. It is the responsibility of each member of the College community to model ethical and professional conduct at all times and to hold others accountable to these policies for the greater good of the community.

Section 1: Violations of academic integrity

Violations of academic integrity may occur on multiple levels. Violations of academic integrity include but are not limited to:

1. **Cheating:** Cheating is the use of inappropriate and/or unacknowledged materials, information, or study aids in any academic exercise. The use of books, notes, calculators, PDAs, and conversation with others is restricted or forbidden in certain academic exercises such as testing. Similarly, students must not request others (including commercial term paper companies) to conduct research or prepare any work for them, nor may they submit identical work or portions thereof for credit in more than one course without prior approval of the instructor.
2. **Fabrication:** Fabrication is the falsification, lying, or invention of any information or citation in an academic exercise or clinical setting. “Invented” information may not be used in any laboratory experiment or academic or clinical exercise without authorization from the instructor. It is improper, for example, to analyze one sample in an experiment and covertly “invent” data based on that single experiment for several more required analyses. The student must also acknowledge reliance upon the actual source from which cited information was obtained.
3. **Facilitating academic dishonesty:** Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity. Such students are as guilty of intellectual dishonesty as the student who receives the material, even though they may not themselves benefit academically from that dishonesty.
4. **Plagiarism:** Plagiarism is the representation of the words or ideas of another as one’s own in any academic exercise. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be properly cited in the text or in a footnote. Acknowledgment is required when material from another source stored in print, electronic, or other medium is paraphrased or summarized in whole or in part in one’s own words. To acknowledge a paraphrase properly, one might state: “to paraphrase Plato’s comment...” and conclude with a notation identifying the exact reference. A notation acknowledging only a directly quoted statement does not suffice to notify the reader of any preceding or succeeding paraphrased material. Information which is common knowledge such as names of leaders of prominent nations, basic scientific laws, etc., need not be cited; however, all facts or information obtained in reading or research that are not common knowledge among students in the course must be acknowledged. In addition to materials specifically cited in the text, only materials that contribute to one’s general understanding of the subject may be acknowledged in the bibliography. Plagiarism can, in some cases, be a subtle issue. Any questions about what constitutes plagiarism should be discussed with the instructor of the course.
5. **Denying others access to information or material:** It is a violation of academic integrity to deny others access to scholarly resources or to deliberately impede the progress of another student or scholar. Examples of offenses of this type include: giving other students false or misleading information; making library material unavailable to others by stealing or defacing books or journals or by deliberately misplacing or destroying reserve materials; or altering computer files that belong to another.

Section 2: Violations of research integrity

Kettering College has a responsibility for ensuring that research conducted by students abides by accepted standards of conduct and ethics. To do this, the College uses the following criteria, taken directly from the University of Leeds/Trinity and All Saints Code: http://www.tasc.ac.uk/current_students/documents/Code.doc

- I. The issues of ethical obligations with respect to research conduct and design relates primarily, but not exclusively, to research that involves the use of live subjects, human and animal. Appropriate consideration and action is required in the following areas:

- A. **Consent:** The consent of all participants in research must be obtained before research commences. This consent must be informed, in that it should be based on full and accurate information about the nature of the research and its aims, the nature of the experience the subject will have as part of the research, and the nature of any publication or other disclosure of personal details. It should be real, in that special attention must be given to particular groups such as children or adults with understanding impairments to ensure that their consent is based on full understanding of its implications. It should be freely given, in that it should not be induced by financial reward or by pressures derived from circumstances in which the researchers may be deemed to have some form of authority over the subjects. Consent may need to be renewed where research takes place over an extended period of time.
 - B. **Deception:** Full information must be provided to participants where at all possible, and methods involving deception only adopted where it has been established that no alternatives exist. In those cases where the nature of the research requires some degree of intentional deception of the participants, proper consultation as to the appropriateness of the research method and the risks to the subjects must take place.
 - C. **Confidentiality:** All information and material of an individual and personal nature collected or generated in the course of research should be treated as confidential. Wherever possible, reporting of research should proceed on the basis of the anonymity of subjects. Where this is not possible, participants should be warned of this, generally before the research begins, and always at the earliest possible moment, and their formal written consent to any breach of confidentiality and anonymity obtained.
 - D. **Protection:** All research must proceed on the basis that there is an overriding responsibility to protect participants from physical and mental harm. In addition to assessments prior to and during the research to ensure that participants are not being placed under greater risk than would normally be the case in everyday life, procedures must be put in place to ensure that participants can contact researchers with respect to concerns about harm which might arise after the research has been completed.
 - E. **Debriefing and withdrawal:** In all research involving the knowing participation of subjects, once data has been collected participants should be provided with information relating to the conduct of the research and its findings. Where necessary, participants should receive a debriefing before they leave the research setting. The right of participants in research to withdraw from the research at any point, irrespective of whether any payment or other inducement has been offered to them, should be made clear at the outset of their involvement. This right to withdraw must include the right to withdraw any consent previously given for the use of data already collected, etc.
- II. Legal obligations and constraints on aspects of research design, conduct, reporting, and publication exist in a number of areas:
- A. **Copyright and intellectual rights:** Due care must be taken in exploiting existing data sets and other source materials, published or unpublished, to ensure that requirements relating to intellectual property and copyright are observed, notwithstanding provisions for “fair use.”
 - B. **Defamation:** Where research deals with living individuals, reporting of research in oral or written form needs to take into account the need to avoid slander or libel.
 - C. **Discrimination:** Full consideration must be given to the avoidance of illegal discrimination, including with respect to race, gender, disability, and age. (Responsibilities relating to some of these areas are detailed in relevant College policies.)
 - D. **Data protection:** Data protection legislation establishes wide-ranging obligations on individuals and institutions with respect to the obtaining, storage, use, and publication of personal information.
 - E. **Health and safety:** Participants in research, either as investigators, assistants, or subjects, must have a healthy and safe environment.

Section 3: Violations of clinical integrity

Students are expected to follow the code of ethics of their chosen careers or professions. Violations of clinical integrity are considered level three and level four due to their serious nature and their potential to endanger patient well-being. Violations of clinical integrity include but are not limited to:

1. Falsification or fabrication of any clinical data related to patient care, to include clinical logs and any clinical written assignment.
2. Violating any patient right or inappropriately accessing patient records.
3. Impersonation of health care personnel or misrepresenting oneself as a licensed medical professional rather than a student.
4. Violating universal precautions.
5. Willfully endangering a patient.
6. Unauthorized removal or use of medication from clinical site.
7. Failure to follow the requirements of the clinical agency.
8. Falsification of clinical hours.

Section 4: Violations of professional integrity

It is a violation of professional integrity to engage in the following behaviors on campus, in clinical settings, or when representing oneself as a Kettering College student. Violations of professional integrity include but are not limited to:

- Using profane language.
- Possessing or displaying obscene literature.
- Accessing or trafficking obscene or pornographic material.
- Misusing and/or abusing facility computers.
- Gambling.
- Distributing, selling, possessing, and/or using alcohol or illegal drugs.
- Using tobacco.
- Acts of arson, creating a fire hazard, or committing acts that could damage College or clinical property.
- Damaging property and vandalism.
- Engaging in disruptive behavior, disorderly conduct, or fighting.
- Possessing or using firearms or other weapons, including knives or blades.
- Physical injury, intimidation, and/or harassment.
- Assisting or encouraging another person to commit an act that violates the College standards of conduct.
- Engaging in behaviors that may be deemed inappropriate sexual behaviors.
- Intentionally slandering or libeling another member of the College community.

REPORTING VIOLATIONS OF INTEGRITY

Violations of academic integrity should be reported using the academic incident report available through the College registrar's office or through the shared drive (stored under faculty and staff public registrar's forms). This form may be used to document any suspected violation of academic integrity as well as other reportable issues of inappropriate classroom behavior. Once the form is completed by the faculty member, he/she should review the occurrence and its possible consequences with the student. This should be done as soon as possible after the incident and should be reported as clearly and objectively as possible.

Under no circumstance should the form be submitted without the student's express notification. The offending student should be given the opportunity to review and sign the report before it is filed through the College registrar. Student disagreement may be filed through the institution's

normal grievance channels. Once filed by the registrar's office, the report will be placed in the offending student's formal educational record. If no other integrity issues arise, the report will be expunged upon the student's graduation from the College.

The use of documentation for issues of academic and/or behavioral integrity ensures that a reasonable history of misconduct on the part of the student is available should the student be found delinquent in the future. Faculty must be accountable for reporting occurrences of inappropriate academic behavior as well as for informing the offending student of the infraction, its potential consequences, and why the offense is considered academically inappropriate.

LEVELS OF VIOLATIONS AND SANCTIONS

Any violation of professional conduct is a serious offense and is therefore subject to appropriate penalties. Violations at Kettering College of Medical Arts are classified into four levels. Each level of violation has a corresponding set of sanctions. Since adherence to a code of conduct can be seen as a function of socialization into the group whose norms are reflected in such a code, culpability may be assessed differentially for those with more and less experience as members of the academic community; thus, violations of professional integrity by experienced students may be penalized more severely than violations by first-semester, first-year students. Examples are cited below for each level of violation. These examples, too, are illustrations and are not to be considered all-inclusive.

Level-one violations: Level-one violations may occur because of inexperience or lack of knowledge in cases where this knowledge would be reasonably expected. These violations are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. This level of violation is reserved for first-time minor infractions. Examples:

1. Working with another student on a laboratory or other homework assignment when such work is prohibited.
2. Failure to cite or give proper acknowledgment in an extremely limited section of an assignment.

Recommended sanctions (one or more may be chosen):

1. Required to attend a non-credit workshop or seminar on ethics or related subjects.
2. Assigned a paper or research project on a relevant topic.
3. Given a make-up assignment at a more difficult level than the original assignment.
4. Asked to redo the assignment with limited credit given.
5. Directed to do community service.

A written record of the violation will be filed. If no other infractions occur, the student record will be expunged upon graduation.

Level-two violations: Level-two violations are characterized by dishonesty of a more serious character or that which affects a more significant aspect or portion of the course work or a repeated level-one offense. The following are examples:

1. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.
2. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.
3. Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators. All contributors to preparation of data and/or to writing the report must be named.
4. Receiving assistance from others, such as research, statistical, computer programming, or field data collection, that constitutes an essential element in a paper, examination, project, or other undertaking without acknowledging such assistance.

Recommended sanctions (one or more may be chosen):

1. A recommendation to the instructor that no credit be given for the original assignment and the course grade to be lowered to a minimum passing score.

2. One-year academic probation.
3. Required attendance in a non-credit workshop or seminar on ethics or related subjects.
4. Failure in the course.

A written record of the violation will be filed. If no other infractions occur, the student record will be expunged upon graduation.

Level-three violations: Level-three violations include dishonesty that affects a major or essential portion of work done to meet course requirements, or repeated level-one or level-two offenses. All clinical violations are considered at level three or four depending on the severity of the offense. Examples:

1. Cheating on examinations.
2. Plagiarizing major portions of a written assignment.
3. Acting to facilitate copying during an exam.
4. Using prohibited materials, e.g., books, notes, or calculators, during an examination.
5. Collaborating before an exam to develop methods of exchanging information and implementation thereof.
6. Altering answer sheets for the purposes of regarding.
7. Acquiring or distributing an examination from an unauthorized source prior to the examination.
8. Presenting the work of another as one's own.
9. Using a purchased term paper or other material.
10. Removing posted or reserved material or preventing other students from having access to it.
11. Fabricating data by inventing or deliberately altering material; this includes citing sources that are not sources.
12. Using unethical or improper means of acquiring data.
13. Any violations of research conduct.

Recommended sanctions (one or more may be chosen):

1. Academic/clinical probation.
2. Failure of course and/or removal from clinical site.
3. One-semester suspension from program of study, which may result in deceleration of one year from the program of study based on progression requirements.
4. One-semester suspension from Kettering College.

A written record of the violation will be filed. If no other infractions occur, the student record will be expunged upon graduation.

Level-four violations: Level-four violations represent the most serious breaches of intellectual and ethical integrity. Repeated level-two or level-three violations constitute a level-four offense. Examples of level-four violations include:

1. All infractions committed after return from suspension for a previous violation of professional conduct.
2. Infractions in ways similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a College office; buying an examination or paper; or falsifying a transcript to secure entry into the College or change the record of work done at the College).
3. Having a substitute take an examination or taking an examination for someone else.
4. Fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one's own in a senior capstone/project, in a scholarly article submitted for publication, or in other work represented as one's own as a student.

5. Endangering or threatening faculty, staff, or students.
6. Endangering patients.
7. Sexual harassment.
8. Criminal activity.

Typical sanction may include:

1. Dismissal from program of study.
2. Expulsion from the College.
3. Notation of “academic disciplinary separation” placed in a student’s file and remaining permanently.
4. Restitution for damages.

(Adapted from and used with permission of Rutgers University)

NON-TRADITIONAL CLINICAL ASSIGNMENT POLICY

The goal of this policy is to define and set parameters for the use of non-traditional clinical assignments at Kettering College of Medical Arts.

Non-traditional clinical assignments are any clinical or practicum activity required/assigned or requested that falls on non-teaching days. These include Sabbath (Saturdays), Sundays and official College recesses or holidays.

Policy

It is the policy of the College to assign student clinical experiences to regular College hours of operation. These hours may vary from program to program and may include evening and weekend duties. In keeping with our Seventh-day Adventist/Christian heritage and to stay consistent with the Kettering Health Network Sabbath observance policy (HU-03), which promotes weekly spiritual reflection and a day of rest, Kettering College encourages students of all faiths to refrain from using their day of Sabbath as a scheduled clinical day. The College also recognizes that programs may require make-up clinical assignments. Frequently, the traditional College days are not sufficient for these required days. To that end, and with the approval of the appropriate program and clinical site officials, students with required make-up time may request this on either Saturday or Sunday. Scheduling both days of the weekend is not appropriate in these non-routine situations. These make-up hours also may be scheduled during official College recesses with the same approving officials as mentioned above.

SMOKING

Kettering College acknowledges its responsibility to maintain a safe and healthful campus environment. Smoking presents serious health hazards for both smokers and non-smokers. Smoking is the No. 1 preventable cause of disease and death in the United States today. In addition, it is a fire hazard. In keeping with the College health philosophy, all College and Medical Center facilities, premises, and adjacent neighborhood areas are designated smoke-free.

Policy guidelines

Smoking is prohibited on the campus and in adjacent neighborhood areas at all times. Areas of enforcement include:

1. All interior areas of the College and Medical Center.
2. All exterior areas of College and Medical Center property, including parking lots and parking garages.
3. All curb and street areas adjacent to the College and Medical Center, including the bus stops and the church property.

Enforcement

The successful administration of this policy requires thoughtfulness, consideration, and cooperation by both smokers and non-smokers. Students or visitors smoking in prohibited areas should first be informed of the smoking policy guidelines and asked to stop smoking. Security officers, College administrators, faculty, staff, or students may initiate this request. Persons refusing to comply or individuals who repeatedly violate the policy should be referred to the Dean for Enrollment Management.

Students who violate the smoking policy may receive disciplinary action, including suspension and/or dismissal from the College.

Because of the increased risk of fire that smoking presents, students who smoke in any residence facility operated by the College will be subject to immediate dismissal from residence living. Non-dormitory students and guests discovered smoking in any residence facility operated by the College will lose visiting privileges.

SUBSTANCE ABUSE POLICY

Kettering College of Medical Arts has a strong commitment to providing a Christian learning environment for students. Consistent with that spirit and intention, each student has a responsibility to learn to deliver patient care in a safe and conscientious manner. In order to fulfill this commitment, students must be able to attend class and clinicals/laboratories at the highest level of health, which includes no use of physical and/or mind-altering substances.

Possession, use and/or being under the influence of alcohol or illicit drugs is prohibited on campus. Violations will result in disciplinary action. According to the Ohio Revised Code Section 2925.11, any individuals who knowingly make, obtain, possess, use, or sell controlled substances are subject to legal penalties.

Because alcohol and illicit drugs can adversely affect a student's health, well-being, and academic performance, Kettering College of Medical Arts reserves the right to test and discipline students suspected of being under the influence of alcohol or illicit drugs. In accordance with an individual's right to privacy, confidentiality and limited access to all records will be maintained.

Decisions about disciplinary sanctions shall depend upon the severity of the incident and the repetitive nature of the problem. Disciplinary sanctions may include but are not limited to:

1. Barring student from class or clinical attendance, resulting in an unexcused absence.
2. Suspension from school.
3. Dismissal from school.
4. Referral to or requirement of counsel for assessment.
5. Referral for drug testing.
6. Referral to or requirement of substance abuse rehabilitation program.
7. Notification of parents if the student is younger than 21.

Kettering College shall not assume financial responsibility for comprehensive, long-term assistance at substance abuse rehabilitation centers.

As a result of the Anti-Drug Abuse Act of 1988, a court of law may suspend or terminate an individual's eligibility for federal benefits, including student financial assistance, if convicted of certain drug offenses.

SUBSTANCE ABUSE PROCEDURE

All students are required to read and understand the above-described substance abuse policy and sign a statement-of-compliance form, which is kept on file in the admissions office. If an instructor has reason to believe or receives a report that a student may be under the influence of a chemical substance or is impaired, and if it is determined that further investigation is warranted, the instructor will follow the procedure approved by the College for such situations. After signing a non-negotiable consent form, the student will be administered a fitness-for-clinicals/laboratory test and be suspended from school pending the results of the alcohol or drug screen. Failure to comply may result in dismissal from the College. After the drug screen

has been completed in the pre-admission testing laboratory and after all of the appropriate paperwork has been completed, the instructor and the employee health nurse or instructor's supervisor will make appropriate arrangements to safely transport the student to his or her home. The employee health nurse manager will contact the student as soon as the results are available. The report is retained in the student's medical file.

If a positive test result is reported, a confirmation test will be performed. If positive results are confirmed for the presence of alcohol, a controlled substance, or other unauthorized substance, the student will be subject to discipline measures outlined by the College administrative council. He or she also must agree to either receive treatment in an authorized facility, if appropriate, or sign a re-entry agreement determined by administrative council. There is no guarantee of making up class and/or clinical/laboratory time.

If a negative test result is reported, the employee health nurse and/or instructor shall evaluate whether the student should return to his or her regular assignment. The instructor may require the student to obtain physician consultation as identified in the restrictive health policy. If the student is released to return to school, the student will be permitted to make up missed class/clinical/laboratory time.

APPEALS AND GRIEVANCES

If a student feels that a judgment, policy, or process is mistaken or unfair, the student has several ways to request that the College modify its decision.

The simplest way is to approach the professor or official most directly involved with making the decision. Often, issues can be resolved on that level. If the nature of the issue gives a student reason to be afraid to approach that person, the student may go to that person's program chair or director, and so on all the way up to the dean or the president. Kettering College is committed to supporting students' learning experiences and growth, and even when the person the student approaches is obliged to send him or her to someone else, the student should find that the faculty, staff, and administration all want to be supportive and to help students with their issues. Students may contact the College diversity office in situations involving perceived discrimination.

For some issues, however, more formal channels are useful. The appeals process can be used to request adjustments to or exceptions from school policies and their applications. The grievance process can be used to request relief from what a student considers an unjust or inappropriate action.

For a complete description of the appeals and grievance processes, please refer to the College Web site at www.kcma.edu.

Student grievances

The grievance process exists to provide students who feel treated in an unfair, unethical, or discriminatory manner the opportunity to present their grievances for redress without fear of censure or reprisal. Examples of issues appropriate for grievance include but are not limited to discontinuance from a program or sexual harassment.

It is required that any student with a grievance will make an honest attempt to resolve any complaint before appealing to the grievance committee. It is also understood that an appeal to the grievance committee in no way casts reflection on either the student or any person charged in the complaint.

Grievance process

If a student has a serious grievance against a person or group within Kettering College of Medical Arts, the student should first make a serious attempt to resolve the problem with the party with whom he or she has the grievance. Unless there are unusual mitigating circumstances, the grievance committee will not process a grievance if this step has not been taken. However, to help students, the grievance committee may provide advice, support, or mediation during this process, especially in cases when privacy is an issue.

If step No. 1 fails, the student should prepare a written statement precisely indicating the concern and a request for resolution. The student should submit copies of that statement to

the party with whom the student has a grievance and to that party's most appropriate superior. Again, the grievance committee provides advice and support.

If step No. 2 fails, the student should submit the same paper, plus a detailed description of the procedures taken in steps No. 1 and 2, on the form provided by the grievance committee and approach any grievance committee member to ask for an arbitration panel to be formed. The student should include a list of two to three full-time Kettering College employees requested for inclusion on the panel. The grievance committee will then form an arbitration panel that will decide on the grievance.

The decision reached by the arbitration panel is the final decision.

SEXUAL HARASSMENT

The board of trustees and the administration of Kettering College are determined to provide an educational experience free from sexual harassment. Sexual harassment is reprehensible and unacceptable and will not be tolerated on the College campus or at clinical sites. Such conduct would undermine the ideals and principles of the College.

Sexual harassment may be and very often is a catalyst that causes relationships between employees, students, clinicians, and patients to become strained or soured. Sexual harassment is particularly damaging when it exploits the educational dependence and trust between students and faculty. When the authority and power inherent in faculty relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in this way, there is potential for damage to all concerned and to the educational climate of the College.

This type of conduct may be defined as an attempt to coerce an unwilling person into a sexual relationship or to subject an individual to an unwanted sexual relationship, whatever form it may take. Sexual harassment may include but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone in the work or educational setting under any or all of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or academic progress.
2. Submission to or rejection of the conduct by the individual influences decisions regarding employment, academic status, or academic progress.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the individual is used as a basis for any decision affecting the individual regarding benefits and services, honors, programs, or any other activity available at or through Kettering College.

In an endeavor to further clarify what College administration considers sexual harassment, the following salient points serve to illustrate:

1. Making unsolicited written, verbal, visual, or physical contact with sexual overtones. Some examples are:
 - a. Epithets, derogatory comments, or slurs of a sexual nature.
 - b. Impeding or blocking movements interfering physically with normal work.
 - c. Derogatory posters or cartoons displayed where they can offend others.
2. Continued expression of sexual interest after being informed that the interest is unwelcome.
3. Making reprisals, threats of reprisals, or implied threats of reprisal following a negative response to a sexual advance.

4. Offering favors or educational or employment benefits such as grades, promotions, favorable performance evaluations, favorable assignments, favorable clinical responsibilities, recommendations, etc., in exchange for sexual favors.

While a particular interaction must be offensive and without consent to be defined as harassment, faculty members and staff should be sensitive to questions about mutuality of consent that may be raised and to the conflicts of interest that are inherent in personal relationships where professional and educational relationships are also involved. Individuals who believe that the actions or words of a fellow student, faculty member, or staff member constitute unwelcome harassment need to take action immediately by:

1. Identifying the offensive behavior to the harasser and requesting that it stop.
2. Discussing the concern immediately with an appropriate person in authority, such as program chair, director, or dean.

College administration is committed to responding promptly and equitably to complaints of sexual harassment. The right to confidentiality of all members of the academic community will be respected insofar as is possible. Students may contact the College diversity officer in situations involving perceived discrimination.

The Dean for Assessment and Learning Support will initiate a formal investigation of sexual harassment upon receipt of a written, signed complaint. Investigation may include interviews with the directly involved parties and, where necessary, other individuals who may have observed the alleged harassment or who may be able to testify to their experiences with the accused harasser. The results of the investigation will be analyzed and a report written to document the findings and make recommendations including discipline, if warranted.

An individual found to be guilty of sexual harassment will be subject to disciplinary action for violation of this policy, consistent with existing procedures. This policy explicitly prohibits retaliation against persons for reporting acts of sexual harassment.

INFORMATION TECHNOLOGY

INTRODUCTION

Computers play a significant role in health care today. They are also a powerful tool for learning, research, and collaboration. Computers are available in the computer labs and in the Learning Commons and can be used for homework, checking and sending e-mail, and accessing the Internet.

STUDENT PORTAL

The Kettering College student portal is at <http://camsweb.kcma.edu/eStudent>. Through it, students can:

- View grades and transcripts.
- See the course catalog and schedule.
- Register for classes.
- Determine progress toward a degree.
- View billing statements.
- Pay bills with credit cards.
- Look up financial aid awards.
- Update personal information.

Each student's username is KCxxxxxx, where the Xs are the last **six** digits of the student ID number; the password is the last five digits of the student ID number plus the last **four** digits of the Social Security number.

E-MAIL

Through a Kettering College e-mail account, a student receives all official communication from the College, including messages from professors. It is a Web-based system powered by Microsoft LiveMail and comes with a 5 GB capacity. Each student also receives a personal online document and file storage (SkyDrive) with a 25 GB capacity.

Getting There

To access a Kettering College e-mail account:

1. Navigate to <http://email.kcma.edu> (do NOT use “www”).
2. Enter the e-mail address as the user ID. The e-mail address is a student’s first initial, middle initial, and last name@email.kcma.edu. For example, Jane Emily Smith’s e-mail address would be jemsmith@email.kcma.edu. If someone is already using the formulaic e-mail address associated with a name, the e-mail address will have a number attached to it: jemsmith2@email.kcma.edu.
3. A student can find his or her e-mail address by logging into the student portal and clicking “Edit Profile.”
4. A user’s initial password will consist of the last five digits of the student ID number followed immediately by the last four digits of the Social Security number.
5. In most cases, a student must change this password on the first login. IT recommends using a “strong” password at least eight characters long with a mix of uppercase/lowercase letters, numbers, and special characters such as !#\$%^&*. Note: a password cannot be looked up, so it is important to remember it.
6. Once security preferences are set, the student must log in again with his or her new password. After entering the scrambled-letter puzzle when prompted, access is granted.

Questions or problems? Call the IT Help Desk at ext 53636 or IM kcmahelp.

Note: Don’t confuse your Kettering College e-mail with ANGEL’s e-mail service. ANGEL e-mail is merely course messaging — not true Internet e-mail. By default, ANGEL messages are automatically forwarded to your KCMA e-mail account, but e-mail is NOT forwarded to ANGEL, so if you are only going to choose one account to keep up with, let it be the KCMA account.

Outlook

Although this is a Web-based e-mail account, the look and feel of the LiveMail system is a lot like Outlook. Students who prefer using Microsoft Outlook 2003 or 2007 may download a free “Outlook Connector” program from Microsoft that will enable them to access this account using Office Outlook. See <http://download.microsoft.com> and enter “outlook connector” in the search field.

SkyDrive

Every KCMA e-mail account comes with a SkyDrive that enables a user to store 25 GB of data on the Internet and access them from anywhere with Internet access. To access the SkyDrive, a user can either navigate to <http://skydrive.live.com> or click the “more” button on the LiveMail toolbar and then click the “SkyDrive” button. Students have personal folders that only they can access; they also can create shared folders to which they can grant access to others by e-mail address. They also can create public folders viewable by anyone who has the link to those folders.

ANGEL

ANGEL is the name of Kettering College’s online course delivery system. Many courses use ANGEL for communication, grade posting, material delivery, and testing. ANGEL is accessible from off campus by navigating to <http://angel.kcma.edu> (do not use “www” with this).

WHERE ARE CAMPUS COMPUTERS AVAILABLE?

The **Computer Lab** is located on the main level of the Boonshoft building. The Lab is open all hours except 4 p.m. Friday to 9 p.m. Saturday and provides the following:

1. Internet access.
2. Microsoft Office 2007 (Word, Excel, PowerPoint, and Access).
3. Various programs that your professor may use in your courses.
4. Duplex printing in both black and white and color (charged per page).

Note: The lab computers do not have floppy disk or CD/DVD drives. Students must save work to an external resource such as a USB flash drive or the SkyDrive. USB flash drives are sold in the Bookstore.

The **Learning Commons** has computers that have the same capabilities of those in the main lab; however, students also can access OhioLINK, LexisNexis, MEDLINE and other online reference sites.

Some program departments also have computer systems in their labs for use by instructors and program students.

WHAT'S AVAILABLE IN THE LEARNING COMMONS?

The Learning Commons computers have access to:

1. OhioLINK: This resource allows you to get materials from most Ohio colleges and universities.
2. Databases (more than 50) such as:
 - a. Academic Search Complete
 - b. CINAHL (Cumulative Index to Nursing and Allied Health Literature)
 - c. Cochrane Library
 - d. LexisNexis
 - e. MEDLINE
 - f. Sigma Theta Tau International Nursing Library
3. Internet
4. Microsoft Office (Word, Excel, PowerPoint, and Access)

ACCEPTABLE USE POLICY

Anyone who uses Kettering College's computer resources accepts full responsibility and liability for their actions and must:

1. Abide by all local, state, and federal copyright laws as well as KCMA and Kettering Health Network Internet and computer policies. Refer to the KCMA intranet for more details.
2. Respect the rights, privacy, and property of others.
3. Not use, download, or post obscene, abusive, offensive, or sexually explicit material.
4. Avoid public criticism of others; this includes both personal and institutional denunciation.
5. Not access inappropriate or illegal materials.
6. Not vandalize or misuse institutional property.
7. Refrain from activities for personal or commercial financial gain.

Failure to comply may result in the loss of computer privileges or other disciplinary action.

HELP DESK

Students may contact the HelpDesk for assistance with computer problems.

- Call Ext. 53636
- E-mail: helpdesk@kcma.edu
- AIM: kcmahelp
- YahooIM: kcma help
- Windows Live Messenger: kcmahelp
- Google Talk: kcmahelp
- Stop by the Learning Commons. The HelpDesk is staffed during normal business hours.



WELCOME AND GREETINGS FROM THE OFFICE OF SPIRITUAL LIFE



We are glad that you are here seeking to further your educational and vocational opportunities, and we are here to support you.

WHAT IS SPIRITUAL LIFE?

The office of spiritual life and the spiritual life committee plan programs to nurture the spiritual growth of the Kettering College academic community. We are also here to assist, counsel, comfort, and guide students; we are here to rejoice with you in the good times and here to listen and pray with you in difficult times.

Spiritual life is best explained by the following seven areas:

We are spiritual.

Spiritual life exists to ensure that this unique and vital dimension of life is not neglected, but rather consistently, corporately, congenially, confidentially, and at times challengingly fed.

Programming reflects our intention to deepen faith relationships with God. Through elective classes, prayer, Bible studies, challenging discussions, gatherings, community service, guest speakers, and more, we seek to help you to gather insight into life's questions: Who am I? Where did I come from? What is my purpose? Where am I going?

We believe that God has a future and a plan for each of us. We are neither accidents nor mishaps, but unique, gifted, sentient beings, loved by God, who seeks only the best for us. This inspires what we think, motivates what we do, and empowers us to do it.

Spiritual Life — sentient, stable, scriptural, spiritual, solid. Sure.

We keep growing.

Growth at times involves struggle. The apostle Paul states in Philippians 3:13-14, "Forgetting those things which are behind, and reaching forth unto those things which are before, I press toward the mark for the prize of the high calling of God in Christ Jesus."

Growing is all about striving for excellence, for goals, for diplomas, for a solid relationship with our maker. We are here to encourage you every step of the way.

We aim high.

We already know that you're smart because you chose Kettering College. One of our favorite writers states, "Higher than our highest goals is God's plan for us." We agree with this statement, and it is our privilege to consistently encourage you to aim high, to seek the best, to be all that you can be. By coming here, you made that first great step. We will support you as you continue your journey.

We change lives.

Nothing exemplifies spiritual life more than this statement. We are real and want to remain real, and we want to make a difference in the lives of others on this campus. At the office of spiritual life, we want to work with you to be living examples of how God's grace can transform lives. Jesus said it best in John 10:10: "I have come that they might have life more abundantly." Spiritual life is all about that — not just life, mediocre, monotonous, and melancholy, but rather an abundant life. Yeah.

We mature holistically.

We take this ideal to the highest degree. You are a unique tripartite being — physical, social, and spiritual. Neglect in any of these areas has consequences — lethargy, loneliness, and a sense of being lost, to name just a few. At spiritual life, we are about specificity — feeding these areas — with healthy chow-downs, stimulating socializing, and existential repartees.

We are servants.

Jesus was. The supreme being of the universe took the form and lowly role of a servant, and in so doing, He elevated servanthood beyond the condescending, pessimistic shadows of arrogance and superciliousness to the plinth of grateful helper, thankful giver, and generous laborer.

Service is the opportunity to see need and respond to that need — making a difference in countless lives, present and future.

Strange. When we serve others, we are also served, helped, and blessed.

We are blessed.

The word “blessed” in Hebrew has the connotation of being highly favored; the same word in Greek refers to the happy state of a person. Either way, that is how we feel about your being here: happy and highly favored.

We look forward to personally meeting and interacting with you and seeing how we might be of service to you. Stop by our office for an informal chat or a cup of tea.

Again, on behalf of the office of spiritual life, we welcome you to Kettering College.

Great People. Great Times. Great Events. Great Choice.

Sincerely,

Campus Chaplain Clive Wilson

DAYTON-AREA SEVENTH-DAY ADVENTIST CHURCHES

Kettering Seventh-day Adventist Church

3939 Stonebridge Road, Dayton
(937) 298-2167

Stillwater Seventh-day Adventist Church

9675 N. Dixie Drive, Dayton
(937) 890-9227

Beavercreek Seventh-day Adventist Church

670 Grange Hall Road, Dayton
(937) 426-0282

Centerville Seventh-day Adventist Church

456 W. Spring Valley Pike, Dayton
(937) 433-7007

Ethan Temple Seventh-day Adventist Church

4000 Shiloh Springs Road, Dayton
(937) 837-9326

Hillcrest Avenue Seventh-day Adventist Church

4201 W. Hillcrest Ave., Dayton
(937) 278-8453

New Life Seventh-day Adventist Church

225 Cambridge Ave., Dayton
(937) 278-9485

Miamisburg Seventh-day Adventist Church

2155 Leiter Road, Miamisburg
(937) 847-9451

Seventh-day Adventist Church

1571 Reid Ave., Xenia
(937) 376-4144

Dale Wright Memorial Seventh-day Adventist Church

7409 Conservancy Road, Germantown
(937) 855-4067

Seventh-day Adventist Church

4919 Central Ave., Middletown
(513) 424-4949

Berea Seventh-day Adventist Church

1701 Columbia Ave., Middletown
(513) 422-1497

South Fountain Seventh-day Adventist Church

536 S. Fountain Ave, Springfield
(937) 323-2708

Springfield Seventh-day Adventist Church

151 S. Bird Road, Springfield
(937) 323-3939

Wednesday Family Night 7 p.m.

(937) 254-2761

www.open-bible.org

OTHER FAITHS

Lutheran

Epiphany Lutheran Church

6430 Far Hills Ave., Dayton
(937) 433-1449

Peace Evangelical Lutheran Church

3530 Dayton Xenia Road, Dayton
(937) 426-1441

St. John's Lutheran Church

141 S. Ludlow St., Dayton
(937) 223-4444

First Lutheran Church

138 W. First St. Dayton
(937) 222-7848

St. Paul Lutheran Church

239 Wayne Ave., Dayton
(937) 224-0589

Catholic

St. Joseph Church

411 E. Second St., Dayton
(937) 228-9272

Emmanuel Catholic Church

149 Franklin St., Dayton
(937) 228-2013

Holy Trinity Church

272 Bainbridge St., Dayton
(937) 228-1223

St. Mary's Church

310 Allen St., Dayton
(937) 256-5633

Holy Angels Church

1322 Brown St., Dayton
(937) 229-5911

Methodist

Aley United Methodist Church

4143 Kemp Road, Dayton
(937) 426-3988

Hope United Methodist Church

5980 Wilmington Pike, Dayton
(937) 434-7095

Centerville United Methodist Church

63 E. Franklin St., Dayton
(937) 433-0880

Ginghamsburg United Methodist Church

6759 S. County Rd. 25A, Tipp City
(937) 667-1069

South Park United Methodist Church

Brown St. and Stonemill Road, Dayton
(937) 224-1731

Presbyterian

Fairmont Presbyterian Church

3705 Far Hills Ave., Dayton
(937) 299-3539

Westminster Presbyterian Church

125 N. Wilkinson St., Dayton
(937) 223-7285

Sugarcreek Presbyterian Church

4417 Bigger Road, Dayton
(937) 298-3743

Corinth Presbyterian Church

4269 Corinth Blvd. Dayton
(937) 253-3187

Faith Presbyterian Church

5555 Chambersburg Road, Dayton
(937) 233-0873

Jewish

Beth Abraham Synagogue Conserv.

305 Sugar Camp Circle, Dayton
(937) 293-9520

Temple Israel

130 Riverside Drive, Dayton
(937) 496-0050

Shomrei Emunah-Young Israel

1706 Salem Ave., Dayton
(937) 274-6941

Chabad Center of Dayton

2001 Far Hills Ave., Dayton
(937) 643-0770

Nondenominational

Patterson Park

3655 E. Patterson Road, Dayton
(937) 427-0130

Southwest Church

88 Remick Blvd., Springboro
(937) 885-0720

Faith Christian Fellowship

1778 Grange Hall Road, Dayton
(937) 426-5352

Beavercreek Christian Church

3009 Shakertown Road, Dayton
(937) 429-0541

Bethany Church of Christ

2755 E. Stroop Road, Dayton
(937) 299-1730

Buddhist

Buddhist Dharma Center

15 Moline St., Cincinnati
(513) 684-4216

Buddhist Center

231 S. Grubb St., Columbus
(614) 228-6546

Islamic

Islamic Society of Dayton

26 Josie St., Dayton
(937) 228-1503

An-Nur Islamic Center

743 W. Liberty St., Springfield
(937) 322-4909

Masjid-At-Taqwa

701 N. Broadway St., Dayton
(937) 277-1805

Hindu

Hindu Temple of Dayton

2615 Lillian Lane, Beavercreek
(937) 429-4455

DAYTON-AREA COMMUNITY SERVICE ORGANIZATIONS

Adventures in Movement (AIM) for the Handicapped

945 Danbury Road, Dayton

A specialized movement education program designed to help children and adults reach their highest potential. AIM is a recreation/rehabilitation tool in educational settings, residential facilities, nursing homes, sheltered workshops, hospitals, and individual homes. (937) 294-4611.

Choices in Community Living (CICL)

1651 Needmore Road, Dayton

CICL is a nonprofit organization providing community living services for people with developmental disabilities through a variety of home settings and skills training. CICL provides residential support in safe and nurturing home environments, promoting community relationships and personal choices. (937) 898-2220.

Clothes that Work

1133 S. Edwin C. Moses Blvd., Suite 110, Dayton

Organization provides career clothing and services economically disadvantaged people seeking new or upgraded employment. (937) 222-3778; www.clothesthatwork.org; e-mail clothesthatwork@aol.com.

Fairborn Cares

1149 N. Broad St., Fairborn

This volunteer organization focuses community resources toward making Fairborn a safe, nurturing, and supportive place for children and families. (937) 898-3114; www.fairborncares.homestead.com.

Miami Valley Fair Housing Center (MVFHC)

21-23 E. Babbitt St., Dayton

This nonprofit agency works to ensure that all people may freely choose a place to live without regard to race, color, religion, sex, age, national origin, disability or because they have children in the family. (937) 223-6035; www.mvfairhousing.com.

Rebuilding Together with Christmas in April

2211 S. Dixie Dr., Suite 304, Dayton

This organization works in partnership with communities rehabilitate owner-occupied, low-income housing, particularly for the elderly, the disabled, and families with children. (937) 293-0400; e-mail rebuildingtogetherdayton@juno.com.

Joe's Java House (joesjava.org)

118 S. Mulberry, Wilmington

Joe's is a coffeehouse hangout by night and a soup kitchen/food pantry by day. Spiritual life organizes an occasional trip on Saturday mornings to help serve soup, but the organization is always looking for volunteers. E-mail Allen Willoughby at Awill@1-Nation.Net.

Dayton Habitat for Humanity

1041 S. Patterson Blvd., Dayton

In this organization to provide homes for families, volunteers help build, clean, tear down, and excavate. No experience is necessary. (937) 586-0860, Ext. 11.

House of Bread

P.O. Box 06277, Dayton

This nonprofit organization serves meals to those in need, from soup kitchen to shut-ins. (937) 274-8583.

Good Neighbor House

844 S. Patterson Blvd., Dayton

This organization is involved in a variety of outreach projects to the community. Volunteers can sort clothes, deliver furniture, or help schedule clinical appointments. (937) 224-3003.

St. Vincent Hotel

120 W. Apple St.

St. Vincent Hotel is a shelter that provides overnight lodging, food, clothing, and other services for those in need. Volunteers are needed for cleaning, preparing food, maintenance, and other odds and ends. (937) 461-2493.

Sycamore Glen Retirement Community

317 Sycamore Glen Drive, Miamisburg

This retirement center is always looking for volunteers to help with programming and other types of service. (937) 866-2984.

The Other Place

640 S. Patterson Blvd., next to Good Neighbor House

The Other Place is Dayton's only daytime homeless shelter; it provides supportive services for men, women, and families. Volunteers help with cleaning, food service, and other projects. (937) 461-7544.

YOUR FRIENDS, THE SEVENTH-DAY ADVENTISTS:

A PEOPLE OF HOPE WITH A MESSAGE OF LOVE

By Ken McFarland

Have you ever heard of the Christians who call themselves Seventh-day Adventists and wondered who they really are?

Maybe you know a Seventh-day Adventist. A next-door neighbor. An acquaintance at work. Or perhaps your doctor, electrician, or auto salesman is an Adventist. Or perhaps you even have an Adventist somewhere in your family.

Then again, maybe you've never personally known any Adventists, but you've wondered perhaps, why they got to church on Saturday — a different day than most Christians do. Why do they feel that what they eat and wear is so important? Why do they avoid certain forms of entertainment?

If you've ever wondered who Seventh-day Adventists are and what they believe, we'd like to introduce ourselves. We would like you to know us better. And we would also like to get to know you better. So in the next few pages, let's get acquainted.

Let's begin by asking the obvious question —

WHO ARE THE SEVENTH-DAY ADVENTISTS, ANYWAY?

Part of the answer is in our name:

Seventh-day refers to our belief in the seventh-day Sabbath (the fourth of the Bible's Ten Commandments). More about this a little later.

Adventist refers to our belief that Jesus Christ will soon return in person to this earth.

Who are Seventh-day Adventists? We are —

- A rapidly growing worldwide fellowship of over 13 million that is adding new members at a rate approaching 2,000 each day.
- Christians who love Jesus Christ and strive to make Him the center of all we believe and do.
- A church that is eager to share the truth about what God is really like — as seen in the life, character, and death of Jesus Christ.
- Evangelical Protestants who accept the Bible as our authority for what to believe and how to live.
- A Christian fellowship committed to sharing with others certain Bible truths that over the centuries have been largely lost sight of — or that have become mixed with errors.
- A community of Christians deeply interested in health — health of mind, body, and spirit.
- Not a private club for saints. If anything, we're a hospital for sinners. But we rejoice in Christ's pardon for sin and in His power to deliver us from it.

Before we go any further, maybe we should mention a couple of things that you may have heard we believe, but which we definitely do not.

We do not believe that only Seventh-day Adventists will be saved — or that we are the only church around that teaches Bible truth.

We do not believe we can earn salvation by works (being good). We do not believe that we are saved by Sabbath keeping, clean living, or keeping the Ten Commandments — but by trusting entirely in Jesus Christ as our only source of salvation.

HOW SEVENTH-DAY ADVENTISTS BEGAN

Though we did not officially organize as a church — a denomination — until 1863, our roots go back at least to the early 1800s. As the nineteenth century began, a great wave of interest in the Bible swept over America. This interest focused especially on the Bible prophecies concerning the Second Advent — the return to this world — of Jesus Christ.

Between 1831 and 1844, William Miller, a Baptist preacher and former army captain in the War of 1812, launched the “great Second Advent awakening,” which eventually spread throughout most of the Christian world. Based on his study of the prophecy of Daniel 8:14, Miller calculated that Jesus would return to Earth on Oct. 22, 1844. When Jesus did not appear, Miller’s followers experienced what came to be called “the Great Disappointment.”

Most of the thousands who had joined the “great Second Advent awakening” left it in deep disillusionment. A few, however, went back to their Bibles to find why they had been disappointed. Soon they concluded that the Oct. 22 date had indeed been correct, but that Miller had predicted the wrong event for that day. They became convinced that the Bible prophecy predicted not that Jesus would return to Earth in 1844, but that He would begin at that time a special ministry in heaven for His followers. They still looked for Jesus to come soon, however, as do Seventh-day Adventists yet today.

From this small group who refused to give up after the Great Disappointment arose several leaders who built the foundation of what would become the Seventh-day Adventist Church. Standing out among these leaders were a young couple — James and Ellen White — and a retired sea captain named Joseph Bates.

This small nucleus of “Adventists” began to grow — mainly in New England states of America, where Miller’s movement had begun. Ellen White, a mere teenager at the time of the Great Disappointment, grew into a gifted author, speaker, and administrator, who would become and remain the trusted spiritual counselor of the Adventist family for more than 70 years until her death in 1915. Early Adventists came to believe — as have Adventists ever since — that she enjoyed God’s special guidance as she wrote her counsels to the growing body of believers.

In 1860, at Battle Creek, Mich., the loosely knit congregations of Adventists chose the name Seventh-day Adventists and in 1863 formally organized a church body with a membership of 3,500 — all in North America. By 1900, our membership had spread around the world and stood at 75,000. By the mid-1960s, it swelled to more than 1.5 million. And today, as we find ourselves in the 21st century, we have become one of the fastest-growing churches, with membership of more than 13 million and growing at nearly 2,000 a day.

WHAT SEVENTH-DAY ADVENTISTS BELIEVE

We do not have a formal “creed,” because we do not want to “freeze truth in its tracks” and stop searching Bibles for new truth — or for a clearer understanding of “old” truth.

But we Adventists have developed a Statement which sets forth our current understanding of basic Bible truth. In this section, we will summarize how we understand the major teachings included in our statement of beliefs. We don’t have space here to give a full presentation of each subject, but the summaries that follow will cover the major points of each one.

THE TRINITY

Deut. 6:4
Gen. 1:26; 3:22
Matt. 3:16, 17
Matt. 28:19
John 14:16, 17
2 Cor. 13:14
1 Tim. 6:15, 16
Ps. 139:7-12
1 John 3:20
Jer. 32:17
Mal. 3:6
John 1:1-3

We believe that God is the Creator and King of the universe. Three distinct persons make up the Godhead: the father, the Son, and the Holy Spirit. Although the word Trinity, which Christians use to describe this three-person God, is not in the Bible, the fact that God indeed consists of three persons is clearly taught there.

The three persons of the Godhead share certain common characteristics that set them apart from all other beings in the universe. God is immortal, all-powerful, all-knowing, unchangeable, and able to be everywhere at once. He is the source of all love, life, and power. And though He constantly supervises His entire vast creation, He is a personal God who wants to be the close friend of each person on Earth.

Perfect unity exists in the Trinity. Their goals, plans, and opinions are identical. They never disagree. Their very thoughts are open to each other. Though the Father, Son, and Holy Spirit are three separate persons, they think, act, and feel as one. They actually are one God in three persons.

Perfect equality also exists in the Trinity. All three of its members are fully God. No one member is less divine than the others. The father did not create the Son or the Holy Spirit — all three have existed together from eternity and have no beginning. The Holy Spirit is not simply God's power — a divine force. He is a fully equal member of the Godhead.

God is infinitely patient, fair, and truthful. But the quality with which His name is most synonymous is love.

HOW EVERYTHING BEGAN

Ezek. 28:11-19
Isa. 14:12-14
Rev. 12:3, 4, 7-9
Gen. 1:1-3:24
Job 1:6-12
Heb. 11:3
John 1:1-3
Col. 1:13-17
Rom. 5:12
Exod. 20:11
Heb. 1:2
Ps. 33:6-9

It may take real effort, but try to imagine a time when there was no evil, no trouble, no sin. The Bible takes us back to just such a time — a time long, long ago — a place far, far away. A place called heaven.

In heaven is God's throne — the headquarters of the vast universe. Countless angels — brilliant, intelligent, sinless beings whom God has created — bask in the joy and love of His presence. The highest angel over them all is called Lucifer — "the shining one."

At some point in the years of eternity past, the Bible says, Lucifer began to become increasingly proud of his appearance and abilities. He determined to move up in heaven's scheme of things and eventually coveted equality with Jesus Christ Himself. When God the Father made it clear to him that this would never be — Lucifer became enraged. Before long, actual warfare broke out in heaven. Lucifer, along with a third of heaven's angels, was ultimately banned from heaven.

Meanwhile, in six literal days, God had created the earth and its first human beings — Adam and his wife Eve. He created for them a beautiful garden home called Eden, but warned them not to eat the fruit of a certain tree in the middle of the garden — for if they did, they would die.

One day, however, Eve wandered alone to the foot of the tree, where a wonderful talking serpent in its branches (Lucifer, now called Satan, in disguise) told her that God's prohibition was an unfair lie. Eve believed Satan and ate some of the forbidden fruit. Soon Adam followed suit. Like Satan, they mistrusted God and insisted on their own way.

Sin, which had poisoned heaven, had now spoiled our newly created world. The great war between Christ and Satan had moved to the planet Earth.

THE BIBLE

2 Pet. 1:20, 21
2 Tim. 3:15-17
John 5:39
John 17:17
Ps. 119:9, 11
2 Pet. 1:19
1 Pet. 1:23
Ps. 119:105
Heb. 4:12
Prov. 30:5, 6
Jer. 15:16
1 Thess. 2:13

When sin invaded Earth, God could no longer directly speak in fellowship with human beings in person. Sin brought a great separation between the Creator and the humans He had created.

But God's love for us was so great that He determined somehow to break through the barrier sin had made. So He opened up a line of communication to the human race by inspiring godly men to write out His messages. These messages, brought together from many writers, form a book known by almost all humanity and loved by all of God's true followers. The book, of course, is the Holy Bible.

Seventh-day Adventism began as a direct result of prayerful Bible study, and the Bible has been our foundation ever since. We value the Bible above all because it shows us the love of God as revealed in the life and character of Jesus Christ. We also prize it because it makes plain the way of salvation from sin: faith in the blood of Jesus.

Adventists believe that the whole Bible — Old and New Testaments — is the written Word of God, the infallible revelation of His will. Though the Bible had many writers, it had only one author — the Holy Spirit. We believe that the Holy Spirit inspired the minds of the Bible writers with His thoughts and messages, which they then wrote out in their own words.

The Bible alone is our authority and standard for what to believe and how to live. It clearly sets forth truth and identifies error. The central personality of the Bible is Jesus. The central theme of the Bible is His love, demonstrated most fully by His death for us on the cross of Calvary. Adventists seek daily to get better acquainted with God through personal study of the priceless book He has written for the human race.

SALVATION

Gen. 3:1-24
Rom. 5:12
Rom. 6:23
Rom. 5:8
John 3:16
1 Cor. 15:22
Eph. 2:8, 9
John 1:12
Rev. 3:20
John 3:1-15
Gal. 2:16, 20
Phil. 2:12, 13

Adventists usually refer to the continuing war Satan began long ago in heaven as “the great controversy between Christ and Satan.” Sin entered the universe when Lucifer inexplicably became self-centered instead of God-centered. Selfishness is the very essence of sin. And sin is deadly. It contains within it the seeds of self-destruction.

Incredibly, Adam and Eve — though enjoying daily personal fellowship with God — were persuaded by Satan to doubt God's fairness and love. They selfishly chose their own way rather than God's, and the floodgates of sin opened on our world. And sin always leads to death — eternal oblivion.

But God had already planned for just such an emergency. Jesus the Son would come to this earth and become humanity's substitute. He would reap the result of sin by dying in our place. Men and women would then have another chance to live forever — as God had originally intended.

Jesus did die for all of us — on a horrible cross, surrounded by men and women driven to a frenzy of hate by Satan, the great enemy. But

after a Sabbath rest in the tomb, Jesus rose again, forever breaking the power of death for us. When we accept Christ's life and death in our place, He justifies us — which means that He pardons us fully and accepts us as if we had never sinned. He also makes us new again (the new birth) and gives us power to live as He lived and love as He loved.

Adventists believe that salvation is only by God's grace through faith in Jesus as humanity's Substitute. We can add nothing to deserve or earn salvation; it is God's free gift. Everyone who in faith accepts Jesus as Savior can rejoice in the full assurance of complete forgiveness and salvation.

We believe too that born-again Christians will give evidence in their lives of this great change. They will daily surrender themselves to the Lord Jesus and allow Him to bring about growth in grace and victory over sin.

SABBATH AND FAMILY

Exod. 20:3-17
John 14:15
Ps. 111:7, 8
Rev. 1:10
Mark 2:27, 28
Gen. 2:1-3
Ezek. 20:12, 20
Luke 4:16
Acts 18:1-4, 11
Isa. 58:13, 14
Eph. 5:22-28

Adventists believe that the Bible record of Creation is true — that God made the world in six literal days and rested on the seventh. And we rejoice in two magnificent gifts He gave to the human race at the end of creation week.

The first gift came when God performed the first wedding ceremony shortly after creating Adam and Eve on the sixth day. The gist of marital and family relationships God gave to humanity in Eden has brought great happiness to those who have invited Him to be the Lord of their homes and families.

God gave His second great gift to our original parents the very next day. The Bible says that on the seventh day of Creation week God rested, not because He was tired, but because He had finished His work.

God then set apart the seventh day as a special holy day. The word Sabbath means “rest.” Later, in the fourth of the Bible’s Ten Commandments, God asked His followers to “remember the Sabbath day,

keep it holy.” (Exodus 20:8)

Still later, Christ came to Earth to show us God’s love and to save us. On Calvary’s cross that dark Friday afternoon He proclaimed, “It is finished.” Then He rested over the sacred hours of Sabbath. To us today, the Bible makes it plain that the Sabbath is a memorial of God’s power as our Re-creator. The Sabbath is also known as a celebration of God’s power to deliver us from the power of sin.

But above all, the Sabbath is a constant invitation to rest from our works as Jesus did from His. Resting in Christ’s finished work for us, we are delivered from trying to earn salvation by our own works — by being good. How sad that some actually see Sabbath as legalistic — a symbol of salvation by works — when each week the Sabbath points us away from human works to rest in God’s creative, saving work for us.

THE CHURCH

Acts 7:38
Eph. 2:19, 20
Heb. 10:23-25
Matt. 16:13-24
Matt. 28:19, 20
Rom. 12:4, 5
1 Cor. 12:12-27
Eph. 4:4-16
Rev. 12:17
Rev. 14:6-12
Rev. 18:1-4
Rev. 19:10

Though the rebellion against God with Satan exported from heaven to Earth soon enlisted the majority of the human race, there have always been those who responded to God’s appeal to follow Him.

In Earth’s earliest history, the families of faithful patriarchs composed His “church.” Later, God chose the nation of Israel to be His “church” — to represent Him to the world. And before He left Earth to return to heaven, Christ launched the New Testament church, which He described as His body.

Christ’s church today is a spiritual body made up of all who accept Him as their Savior and Lord. Though many denominations exist, Adventists believe that Christ’s true followers — His body — may be found scattered among all these organizations.

Salvation does not come through joining any church organization. Salvation comes through trusting in the Head of the church — Jesus Christ. But those who truly trust in Christ will quite naturally want to become a part of His church — the body of Christ on Earth. It is really

not possible to accept fully the Head of the church while rejecting fellowship with His body. The purpose of the church is to provide for group worship of God, for the mutual encouragement and fellowship of its members, and for reaching out to the world with the good news about Christ and His salvation.

Although we as Adventists do not see ourselves as better than any other true Christians, we do believe that — in fulfillment of Bible prophecy — God has called Adventists into existence just before the second coming of Christ to help restore certain Bible truths that have long been lost sight of. We believe that God has asked us to proclaim a special message to the world and to other Christians, which will produce a faithful remnant of the church to meet Christ when He comes.

BAPTISM AND THE LORD'S SUPPER

Rom. 6:3-4
1 Cor. 12:12, 13
Matt. 3:13-16
Matt. 28:19, 20
Mark 16:15, 16
Col. 2:12
Gal. 3:27
Acts 2:38
Acts 8:36-39
John 13:1-7
Matt. 26:26-30
1 Cor. 11:23-30

Baptism is an outward symbol of a profound inner change. Baptism symbolizes the death and burial of our old life of sin and selfishness and our resurrection to a whole new life of dependence on Christ. According to the Bible, we become a part of the body of Christ (His church) by baptism.

We Seventh-day Adventists follow the example of Christ's own baptism — baptism by immersion — that is, by being lowered completely beneath the water. Baptism as a symbol of death, burial, and resurrection loses its significance, we feel, when Christians are baptized simply by pouring or sprinkling. And since baptism signifies a personal decision to accept Jesus as Savior, we do not baptize babies.

A second spiritual ordinance, or ceremony, observed by Seventh-day Adventists is the Lord's Supper. Just before His crucifixion, Christ met with His disciples in an upper room somewhere in Jerusalem and instituted a special memorial of His death for us all. He shared with them unleavened bread as a symbol of His body — soon to be sacrificed on the cross — and grape juice as a symbol of the blood He would soon shed.

Then He asked them to observe this special memorial in the future, until His second coming.

Just prior to that first Lord's Supper, Christ instituted another spiritual ceremony. As an example of humility, service, and spiritual cleansing, Christ washed the feet of His disciples and asked His followers to do as He had done.

Jesus did not say how often the Lord's Supper or the foot-washing service should be observed. Adventists usually celebrate them quarterly — every three months. Men and women meet separately to wash each other's feet, then meet together to celebrate the Lord's Supper. Adventists practice what is called an "open Communion," meaning that Christians of any faith are invited to join them in the observance of these special memorials Jesus gave.

SPIRITUAL GIFTS

Eph. 4:4-16
1 Cor. 12:1-11
Rom 12:4-8
1 Pet. 4:10, 11
1 Cor. 1:4-7
Joel 2:27, 28
Rev. 12:17
Rev. 19:10
Amos 3:7
2 Chron. 20:20
Jer. 28:9
1 John 4:1-3, 6

Through the Holy Spirit, God gives special spiritual gifts to each true Christian. God intends that just as each part of a human body fulfills a specific function, each member of His spiritual body will also fill a specific function through exercising the spiritual gifts He has given.

The Holy Spirit chooses what spiritual gifts each Christian receives. Some of these gifts are most useful for building up the body of Christ — that is, for ministering to those already in the church. Others are designed primarily for reaching out to win others to Christ and His church. If each member fully exercises his or her gifts, the church will be growing and vigorous. Some spiritual gifts mentioned in the Bible include wisdom, faith, healing, miracles, prophecy, evangelism, teaching, and pasturing.

One of the gifts which the Bible says will be present in the church just before Christ's second coming is the gift of prophecy. This gift often includes a special ability to publicly expound the Scriptures. But it also may include the ability to predict future events and to deliver special messages from God to His people.

Seventh-day Adventists believe that the gift of prophecy in all its fullness was evident in the life and work of one of its founding pioneers — Mrs. Ellen G. White. Through scores of books and magazine articles, as well as through public speaking, Ellen White faithfully shared God's messages to our young and growing church.

Though Adventists do not believe that Ellen White's writings in any way take the place of the Bible or add to it, we are convinced that she enjoyed God's special guidance and inspiration as she wrote. Her books such as *Steps to Christ* and *The Desire of Ages* have led thousands to see the character of Jesus more clearly.

CHRISTIAN LIFESTYLE

2 Cor. 6:14-18
1 John 2:15-17
2 Cor. 5:17
1 Cor. 3:16, 17
1 Cor. 6: 19, 20
Lev. 11:1-47
Rom. 8:5
Phil. 4:8
1 Pet. 3:3, 4
1 Tim. 2: 9, 20
Matt. 3:8-12
Lev. 27:30, 32

When we turn our backs on self and the world to follow Jesus, the Bible says we become altogether new in Him. We no longer enjoy what the world enjoys. We experience a radical change in our thoughts, desires, and behavior. This change extends to every area of life.

Seventh-day Adventists have found that the Bible has much to say in describing how true Christians live. Because the body is a temple of the Holy Spirit, Adventists strive to avoid anything that would weaken or endanger their bodies.

Thus we steer clear of alcohol, tobacco in all its forms, recreational drugs, and caffeinated beverages. We also avoid using the flesh of animals, which the Bible identifies as unclean. In fact, many Adventists have adopted a vegetarian diet as most conducive to excellent health. The Adventist commitment to health may also be seen in our many hospitals and clinics, in our stop-smoking and weight-loss programs, and in our community cooking schools.

We also believe that the Bible teaches that Christians should concentrate more on beautifying their characters than on decorating their bodies. Therefore, we believe in dressing modestly and simply, relying not on jewelry and ornaments, but on good health, for a winsome appearance.

Because the Bible counsels Christians to guard their thoughts and to live exemplary lives, we Adventists are careful in what we view and do in our leisure time. We avoid those forms of entertainment that would undermine our relationship to Christ.

Finally, Adventists believe that true conversion reaches even to our possessions. We believe in tithing our income for the support of God's ministry — and in giving generous offerings to advance God's work in the world.

THE SANCTUARY

Exod. 25:8
Exod. 29: 38, 39
Heb. 8:1-13
Heb. 9:1-28
Heb. 10:9-13
Dan. 7:9, 10
Dan. 9:24-27
Rev. 14:6, 7
Rev. 22:11, 12
Lev. 16:1-34
Lev. 23:26-28

In both the Old and New Testaments, the sanctuary is the name given to the place where God lives. God asked His Old Testament church in the wilderness — the people of Israel — to actually build a literal sanctuary. He gave them the plans for it patterned after the sanctuary in heaven where His throne is.

This Old Testament sanctuary — and the temple that later succeeded it — illustrated how God saves us and deals with the problem of sin. In its architecture, sacrifices, and services, it pointed to Christ's work as our Savior.

The priests of the Old Testament sanctuary carried forward their work on Israel's behalf each day in the first room — called the Holy Place. But once a year, on the Day of Atonement, the high priest entered the second room of the sanctuary — the Most Holy Place — carrying the blood of a goat with which he symbolically cleansed the sanctuary of its accumulation of sins. This represented the work Jesus would do in

reality.

On the basis of Bible prophecies in Daniel 8 and 9, Seventh-day Adventists believe that in the year 1844 Christ entered the Most Holy Place of the real sanctuary in heaven and began there a special "Day of Atonement" ministry for us. This work is going on now and will continue until shortly before His second coming.

Because Satan accuses Christ's followers of being great sinners who shouldn't be saved, Christ — before the whole universe — must defend not only His followers, but His right to save them. As both our Sacrifice and our High Priest, He is able to point out that the sins of His followers are covered by His blood — that they are to be saved not because of their goodness, but His. Understanding the lessons of the heavenly sanctuary is by no means impossible, but it does require earnest study — particularly of Bible prophecy. In this brief description, we can only touch the surface of this great truth — a truth which provides unparalleled views of Christ's work and character.

WHAT HAPPENS WHEN WE DIE?

Gen. 2:7
Ecl. 12:7
Ps. 104:29
John 11:11-14
Ecl. 9:4, 5
Ps. 146:3, 4
Ps. 6:5
Ps. 115:17
Job 7:9, 10
Job 14:12
1 Tim. 6:15, 16
1 Cor. 15:51-55

What happens to us when we die? Do we ever live again? Do we go to heaven or to hell as soon as we die?

Fortunately, the Bible gives us clear answers to these questions. According to God's Word, we human beings do not have souls — we are souls. At creation, God breathed the gift of life into the body He had formed for Adam, and Adam became a living soul, or person. At death, the gift of life returns to God who gave it, and our bodies return to the dust from which God first made them.

But the gift of life that returns to God at death is not a conscious "soul," fully aware of what is happening around it. The Bible says that death is a time of unconscious oblivion — that the dead are totally unaware of what is taking place around them. The Bible also makes it clear that at death we do not go directly to heaven or to hell, but to the grave — there to remain until resurrected later by Christ.

Most of the world and many Christians today believe that human beings are immortal — that though our bodies may die, our "souls" live forever.

But the Bible teaches otherwise. It clearly states that human beings are

mortal and that only God is immortal. But it does say that at the second coming of Christ, He will give the gift of immortality to all His true followers.

When Jesus was here on Earth, His preferred term for death was sleep. Sleep usually implies waking up again. And since, in God's reckoning, we were all included in Christ as our representative Man when He rose from the dead, He has broken the power of death for all of us. Some of us may "sleep" for a while before Christ returns, but death has been defeated, and if we belong to Christ, we will awaken again someday.

THE SECOND ADVENT OF CHRIST

Acts 1:9-11
John 14:1-3
Matt. 24:14
Ps. 50:3
Rev. 1:7
Matt. 16:27
1 Thess. 4:11-18
1 Cor. 15:51-55
Rev. 20:1-10
Rev. 21:1-22:5
Matt. 24:42-44
Titus 2:11-13

One of the clearest teachings and most glorious promises of all the Bible is that Jesus Christ will soon return in person to Earth. As the Adventist half of our denominational name indicates, we eagerly look forward to the return of our Savior, King, and best Friend.

When Jesus left this earth not long after His resurrection, He promised to return again and take His followers to be with Him. Earlier, He had provided several key signs that would indicate when His return was drawing near. One of the chief signs, rapidly being fulfilled today, was the preaching of the Gospel — the good news about Jesus — to the whole world.

The Bible says that Jesus will not return secretly, but that everyone on Earth will see and hear His coming. He will arrive in kingly glory on a great cloud, with all His angels. He will call to life again His followers who have fallen asleep in death. Then His followers who are alive when He returns will be caught up with the resurrected ones into the great cloud to be with Him.

The wicked of all ages who sleep in death will sleep on when Jesus comes. And the wicked who are alive to see Him return will be destroyed by the intense glory of their rejected Savior.

The Bible says that Christ will return to heaven with His followers, for 1,000 years (sometimes called the millennium). During this time, the earth lies desolate and unpopulated except by Satan and his angels. At the end of the 1,000 years, Christ and His followers will return to this earth, and the holy city, New Jerusalem, will come down from heaven. The wicked of all ages will be resurrected to see Christ return. The wicked, led by Satan and his fallen angels, are about to storm the New Jerusalem to take it by force, when they will be destroyed by a fire that cleanses the earth of every trace of sin. This is the true hell of the Bible.

Then God will create the earth anew, and this new earth will become the joyous, sinless home of Christ's redeemed for all eternity. The great controversy will be ended, and peace will reign forever.

HOW THE SEVENTH-DAY ADVENTIST CHURCH IS ORGANIZED

The Seventh-day Adventist Church has from its beginning chosen a representative form of government. The key unit of its organization is the local congregation.

The congregations in a given geographical area such as a state or province make up a local conference. Populous states may be divided into more than one conference, while in less populated areas, a conference may include two states.

The local conference appoints ministers for individual congregations. Adventist ministers are all paid from the tithes sent to the local conference by the members of its individual congregations — and all the ministers receive the same salary, adjusted for regional costs of living, whether their congregation is large or small.

A number of local conferences together form a union conference. The entire world is divided into thirteen divisions — each composed of several union conferences. Together, these divisions make up the worldwide level of church government called the General Conference.

The world headquarters of the Seventh-day Adventist Church — its General Conference — is located in Silver Spring, Md. The chief executive of the church is its president, who is elected (or re-elected) every five years at a General Conference session. Delegates from each level of church government convene for this quinquennial session to hear reports and transact business that relates to the world church.

PRIMARY ACTIVITIES OF THE CHURCH

Adventists are busy, active, involved Christians. This activity takes many forms — chief among them the following:

WORSHIP — Most congregations begin their Sabbath (Saturday) services at 9:30 a.m. with Sabbath School (similar to the Sunday Schools of other denominations). Sabbath School members engage in group Bible study, outreach, and worship of God through music.

At about 11 a.m., the worship hour begins. The order of service is similar to that in most other Protestant churches and culminates with the preaching of the Word.

Most Adventist churches also hold a midweek prayer meeting (often on Wednesday evening), and many hold other meetings for youth, for children, and for those who wish to do community service work.

EVANGELISM — Winning others to Jesus Christ and His truth is the single greatest desire and effort of Seventh-day Adventists. Through public crusades, personal Bible studies, literature distribution, radio and television broadcasts, and other avenues, we reach out to our neighbors and friends to share the Gospel of Jesus Christ.

EDUCATION — Adventists believe firmly in the clear advantages of Christian education. We operate nearly 6,000 schools worldwide — from elementary level through college and university. In an age when so much of public education seems to be adopting the philosophy of secular humanism, we believe that it is vital to provide students with an education that upholds the spiritual dimension.

HEALTH AND MEDICAL — Because we Adventists are interested in the whole person — the physical as well as the spiritual — we place great emphasis on health. More than 500 Adventist hospitals, sanitariums, clinics, and dispensaries are scattered around the globe. The Seventh-day Adventist Church offers stop-smoking and weight-loss classes, vegetarian cooking schools, and stress-reduction programs to the general public. Our medical school, hospital, and research center at Loma Linda University in southern California are at the forefront of research and innovation in health and medicine.

DISASTER AND FAMINE RELIEF — Through the efforts of the Adventist Development and Relief Agency (ADRA), our church is able to respond quickly to disasters anywhere in the world with food, clothing, and medical supplies. In addition, ADRA carries on a continuous program of famine relief in drought-stricken areas.

COMMUNITY SERVICES — Many local Seventh-day Adventist churches operate community service centers, staffed with church volunteers who assist the needy and homeless in their communities. Most of these centers keep in stock clothing, bedding, and a limited supply of canned food for those most in need.

PUBLISHING — With nearly 60 publishing houses around the world, Seventh-day Adventists are committed to sharing God's good news with the world through the printed page. Each year, scores of periodicals, hundreds of books, and thousands of small tracts are published and sold or given away worldwide. In the United States, the church operates two large publishing houses — Pacific Press Publishing Association near Boise, Idaho, in the West, and the Review and Herald Publishing Association at Hagerstown, Md., in the East.

Adventist Book Centers offer a large selection of books, music, magazines, study curriculum materials, and sharing tools. All these materials are also available for purchase on the Internet at www.AdventistBookCenter.com.

COMMUNICATION — Adventists were among the first to bring the Gospel of Jesus Christ to both radio and television. *The Voice of Prophecy* radio broadcast began in 1930 with H.M.S. Richards as its founding speaker/director. That responsibility is carried forward today by Lonnie Melashenko.

Faith For Today, the oldest denominationally sponsored religious broadcast on television, first aired in 1950, with William A. Fagal as speaker/director. Later developments of this ministry have included *Faith For Today's* popular *Lifestyle Magazine*, hosted by Dan Matthews, and *The Evidence*, hosted by Pastor Dwight Nelson.

The *It Is Written* telecast, with George E. Vandeman as speaker/director, began in 1955. Mark Finley later succeeded Pastor Vandeman as speaker/director, and the telecast continues to apply Bible counsel to contemporary issues and human needs.

In 1974 *Breath of Life*, a national television broadcast, began reaching out to the black population of North America with C.D. Brooks as speaker/director. Walter Pearson is now the speaker/director of the telecast.

All of these broadcasts are produced by the Adventist Media Center in Simi Valley, Calif.

QUESTIONS ABOUT SEVENTH-DAY ADVENTISTS

Occasionally, people confuse us with other religious groups. Or they hear things about us that are inaccurate. Earlier in this booklet, we addressed two such misconceptions: that Adventists believe we alone will be saved and that we believe in salvation through our good works (legalism).

Now we'd like to answer a few more of the questions people sometimes ask us.

Q. Are you the church that does not believe in blood transfusions?

A. No. You may be confusing us with Jehovah's Witnesses.

Q. Don't you have a lot of churches in Utah?

A. We do have a number of churches in the state of Utah. But you may be confusing us with the Church of Jesus Christ of Latter-day Saints (Mormons), headquartered in Salt Lake City.

Q. Aren't Seventh-day Adventists a cult?

A. Most cults can be identified by their non-biblical doctrines, as well as by their use of psychological coercion in attempting to control the thinking and behavior of their adherents. Many cults also deny the deity of Jesus Christ.

We Adventists base all of our doctrines firmly upon the Bible, and we believe fervently in the divinity of Jesus. We reject as incompatible with true Christianity any form of force or pressure in gaining or retaining converts.

Q. Do Adventists speak in tongues?

A. As noted in the section on what we believe, we most certainly believe in the gifts of the Spirit, including the gift of tongues. However, we believe that when Paul discusses this gift in 1 Corinthians 14, his clear emphasis is on the communication of an intelligible message. He speaks against the use of a meaningless gibberish. We believe that the gift of tongues at Pentecost gave the disciples a miraculous ability to speak languages they had never learned before so that they could witness to those from other countries who were visiting Jerusalem.

Q. Do Adventists have women pastors?

A. A few women currently serve as Adventist pastors, though the church has not yet ordained any women to the Gospel ministry.

Q. Hasn't the Adventist Church a number of times set a date for the second coming of Christ?

A. Though William Miller's movement (see the section on how Adventists began) did set a time for the return of Christ — and while it is true that some who joined Miller in looking for Christ to return in the year 1844 later helped establish the Seventh-day Adventist Church — the church itself has never set a date for the Second Coming. We hold to the Bible teaching that no one can know the exact date of Christ's return. (See Mark 13:32.)

MORE INFORMATION

We probably haven't answered all your questions. For more information about Seventh-day Adventists — who we are and what we believe — you may find the following Internet sources helpful. Or, use the information that follows to request additional information or literature.

Adventist Book Centers, browse or order church publications online:

www.AdventistBookCenter.com

Adventist Review, the official publication of the world church. *www.adventistreview.org*

Breath of Life, a television outreach ministry of the Seventh-day Adventist Church. *www.bolministries.com*

Ellen G. White Estate, custodian of Ellen White's written materials. *www.whiteestate.org*

Faith For Today, a television outreach ministry of the Seventh-day Adventist Church. *www.faithfortoday.tv*

General Conference of Seventh-day Adventists, the church's world headquarters. *www.adventist.org*

It Is Written, a television outreach ministry of the Seventh-day Adventist Church. *www.iww.org*

Pacific Press Publishing Association, the church's West Coast publishing house in North America. *www.PacificPress.com*

Review and Herald Publishing Association, the church's East Coast publishing house in North America. *www.rhpa.org*

Seventh-day Adventist Theological Seminary, Andrews University, Berrien Springs, Michigan. *www.andrews.edu/SEM/*

Signs of the Times, a monthly magazine of scriptural discovery and spiritual nurture. *www.signstimes.com*

Voice of Prophecy, a radio outreach ministry of the Seventh-day Adventist Church. *www.vop.com*

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