KETTERING COLLEGE
OF MEDICAL ARTS
KETTERING HEALTH NETWORK℠

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.

COLLEGE VISION

Innovation. Superior graduates. Passion for service and health.

KCMA VALUES

... what are essential to fulfilling the mission and 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:

- Delayed opening *(time will be specified)*
- 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 on the school's Facebook page, 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 — 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. Anyone wishing not to participate in photo or video shoots is advised either to inform the photographer/videographer or to remove himself or herself from the area in question.

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.

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 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 2010-11 academic year are from 9:30 to 10:20 a.m. Friday, Sept. 3, and Friday, Jan. 14. 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*	2009	2008	2007	2006
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	0	1	0
Weapons Possessions	0	0	0	0

* 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 College 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.

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 director of the learning commons 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 director of the learning commons, at least two weeks in advance, the specific accommodations that he or she desires. The director 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:

Diagnostic 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/stretcher 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.
5. Perform clinical tasks efficiently so patient safety is not compromised.

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.

KCMA STUDENT ACADEMIC GRIEVANCE POLICY

Academic assessment is a key process in the function of a college. Important judgments must be rendered regarding students' mastery of course didactic and clinical outcomes. It is the goal of the Kettering College faculty to render such evaluations in a fair and dispassionate manner based upon the best available data. Such judgments primarily involve the assignment of grades, determinations regarding student progression, or issues of academic integrity. When students feel that they have been the recipient of unfair, unethical, or discriminatory academic decisions, they may choose to use the following due process to address their concerns.

1. The student should request a meeting with the relevant individual instructor to present their concern for review. It is expected that this request will be made within two weeks of the event in question.
2. If this first meeting does not result in a satisfactory resolution, then the student should contact the department/division chair for a follow-up meeting in which the instructor can be included.
3. After following this informal process, if the student desires further review, the next step is for the student to contact a college ombudsperson. The ombudsperson is a member of the KCMA faculty or staff whose responsibility is to act as an impartial advisor to the student and to assist the student in understanding the arbitration process. The current ombudspersons are Bev Ervin, learning commons director, and Clive Wilson, campus chaplain.
4. After meeting with an ombudsperson, a student wishing to file a formal request to convene an arbitration panel should do so in writing on the form provided on the website. The completed form should be given to the ombudsperson, who will then deliver it on behalf of the student to the arbitration panel coordinator (APC). It is important for the student to file this request in a timely manner in order to minimize issues related to academic progression.
5. The APC, after consulting with the Dean for Academic Affairs, will contact the student regarding the composition of an arbitration panel. The APC will select two panel members who are not directly involved in the student situation from among the current full-time KCMA faculty and will solicit the student's input regarding the selection of a third faculty member. The ombudsperson's role will not allow him or her to serve as a member of an arbitration panel. The APC will facilitate these contacts on behalf of the student until the panel is assembled. The APC will then orient the panel to the arbitration process.
6. The arbitration panel will meet to consider the student's grievance statement, review relevant information, deliberate, and reach a decision. The decision of the panel will be conveyed to the APC. Decisions of the arbitration panel are final.

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 jesmith@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: jesmith2@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.

STUDENT E-MAIL POLICY

Kettering College of Medical Arts provides its computer systems and e-mail access for academic and administrative purposes. Access to these systems is a privilege, and every user is expected to use good judgment when using the e-mail system.
The College e-mail system is considered an official means of communication, and all members of the campus community are expected to check their e-mail on a regular basis.

The e-mail messages express the views of the individual author and may not reflect the views or opinions of the College as a whole.

Improper use

The College e-mail system should not be used to send messages containing material that is fraudulent, harassing, sexually explicit, profane (including slang or abbreviated profanity), obscene, intimidating, defaming, or otherwise unlawful or inappropriate. Violations of this nature are considered very severe; any offense will be handled swiftly and to the fullest extent allowed under College policy, including, where appropriate, academic dismissal, termination of employment, and civil or criminal action. Matters requiring sanctions will be handled in the following manner:

- Students will be referred to the office of student life and the Dean of Enrollment Management.

Broadcast messages or proper use of the “DL” lists

The College provides staff and faculty the ability to send messages to the entire campus community using a public distribution list (one of the “DL” lists). These types of messages are also called broadcast messages. These lists are not available to outside organizations. Organizations should contact the public relations officer.

Students may not send broadcast messages. Any student organization wishing to send a broadcast message should contact their faculty sponsor.

Privacy

E-mail users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters and should not assume that e-mail is private and confidential. **It is especially important that users be careful in sending messages only to their intended recipient(s).**

The College respects the privacy of users. It does not normally inspect, monitor, or disclose electronic messages without the user’s consent. However, users should realize the following:

- The IT department might need to observe certain transactional information in order to ensure proper functioning of the system. During these situations, IT staff may inadvertently see the contents of your e-mail messages.
- If there is a reason to believe that the account has been used in violation of the College’s policies and/or of the law, contents of the e-mail may be inspected and/or disclosed without the prior consent of the user.

E-mail security

Students are responsible for the use and security of their e-mail accounts. Users should also exercise extreme caution in sending confidential and sensitive matters and should take particular care when using the "reply" command during e-mail correspondence. Users should be aware that any e-mail utilizing College-owned computer and network resources may be disclosed under College policies and state and federal laws and regulations.

Redirecting of electronic messages

Users who redirect their official College e-mail address to another address may do so at their own risk. The College will not be responsible for handling of e-mail by outside vendors. The loss of e-mail during redirection does not absolve a student from responsibilities associated with communication sent to an official College e-mail address.

Expectations regarding student use of e-mail

Students are expected to check their official e-mail addresses frequently enough to stay current with the College communications. The College recommends checking e-mail daily since certain communication may be time-critical.

Each student is assigned a College e-mail account. Faculty and administration use e-mail to communicate with students, and official notices will be provided by e-mail to the student’s account. Students are deemed to have knowledge of all communications sent from the faculty and the administration to their College e-mail accounts. A student’s failure to obtain notice from the College, administrators, faculty and staff, due to failure to check, read, forward, or maintain a College e-mail account, will not be accepted as a defense for any student’s failure to act or respond in a timely manner.

Faculty use of e-mail

Faculty will determine how e-mail is used in their classes and can require students to check their e-mail on a specific or more frequent basis.

Personal electronic communications

Students may bring their own personal electronic devices (cell phones, personal digital devices, cameras, etc,) into the workplace; however, the use of these must not violate patient and employee rights to privacy, such as taking photos, copying images or information, storing photos or other information on electronic storage devices, or passing images and information on to others, even if that information has been deleted afterward. Using personal electronic devices must not interfere with network business, operations, patient care, patient or employee rights, or work requirements. Students who use personal electronic devices to violate KHN Protected Health Information policies, FERPA policies, or the privacy rights of patients or others will be subject to corrective action up to and including dismissal. Patient information may only be released when protocols established in the Marketing and Communications Policy MC-KHN Communication/ Media Protocols have been followed.

Social networking and personal expression

Students are free to express themselves on personal or non-KHN websites. Keep in mind that prospective employers often use social networking sites and search engines such as Google to check on job candidates, so be mindful of what you are posting there.

Some things to avoid posting are any material, pictures, depictions, or statements such as:

- Inappropriate sexual content
- Discriminatory statements, material, or links
- "Hate" statements or material about religions, races, gender, or national origin
- Foul language
- Anything that may be viewed as not in harmony with a future employer's mission, vision, and values

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 provide access to:

1. OhioLINK: This resource allows you to borrow materials from most Ohio college and university libraries.
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.

HELPDESK

Students may contact the HelpDesk for assistance with computer problems.

- Call Ext. 53636
- E-mail: helpdesk@kcma.edu
- AIM, YahooIM, Windows Live Messenger and Google Talk: kcmahelp
- Stop by the Learning Commons. The HelpDesk is staffed during normal business hours.
- Web site: http://kcmahelp.spaces.live.com