
KELLOGG COMMUNITY COLLEGE

Academic Catalog 2011-2012

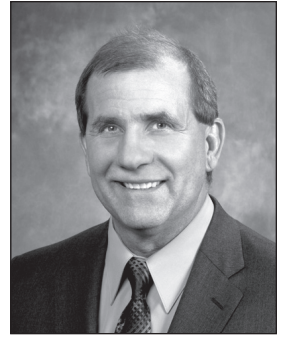
Effective Fall 2011, Spring 2012, Summer 2012

For information on applying for admission to KCC, please refer to page 6,
or visit our website www.kellogg.edu/admissions.



President's Message

It is my pleasure to welcome you to Kellogg Community College. Our primary focus is your success as a student! The KCC staff is dedicated to providing you with the support necessary for you to achieve your educational goals. The college is committed to creating an environment that is conducive to student learning. This is reflected in our outstanding faculty, staff, support services, and beautifully renovated facilities and grounds.



Dr. Dennis Bona
President

Kellogg Community College will be engaged in a reaccreditation process until March 2012. This process is absolutely critical for KCC to provide you with a quality education. The Higher Learning Commission of the North Central Association has set criteria by which KCC is measured and much is based on student success.

I hope you will share our enthusiasm as we move forward in providing you, the student, with an unparalleled educational opportunity.

Have a great year!

Sincerely,

A handwritten signature in black ink that reads "Dennis Bona". The signature is written in a cursive, flowing style.

Dr. Dennis Bona
President

Message from the Board of Trustees

On behalf of the Kellogg Community College Board of Trustees, I welcome you to KCC.

For over 50 years KCC has aided students in furthering their education. We appreciate you, and want you to be successful. The Board sincerely hopes your learning experience will be enjoyable. KCC is dedicated to help prepare you to meet the challenges of your future. You, the student, are the future!

Thank you for choosing KCC to help you achieve your educational goals.



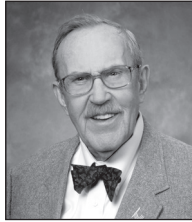
Jonathan D. Byrd
Chair



Jonathan D. Byrd
Chair



Jill Booth
Vice Chair



Eugene D. Hamaker
Secretary



Matthew A. Davis
Treasurer



Judith L. Burken
Trustee



Reba M. Harrington
Trustee



Brian C. Hice
Trustee

Table of Contents

Career Clusters Directory vi

General Information

Mission Statement	1
Vision Statement	1
Accreditation and Approvals	1
Diversity Initiative	2
Facilities	2
Disclaimer	2
Equal Opportunity	3
Certificate Curricula	3
Occupational Associate Degree Curricula	3
Academic Program Contact Information	4

Becoming a KCC Student

Apply to KCC	6
Complete the New-Student Orientation	6
Apply for Financial Aid and Scholarships	6
Take the Assessment Test (COMPASS)	7
Meet with an Academic Advisor	7
Pay and Register for Classes	7
Additional Information	7

General Admissions

Dual Enrollment Program	9
Guest Student Application Process	9
Admission of International Students	10
Admission to Allied Health Programs	10
Admission to Nursing Programs	13

Records and Registration

Confidentiality of Records	16
Student Classification and Credit Hour Load	16
Registration and Schedule Adjustments	16
Auditing a Course	17
Withdrawals	17
Administratively Initiated Withdrawals	17
Academic Record	18
Grading	21
Academic Fresh Start Policy	23
Academic Probation	23
Academic Appeals	23
Graduation	24

Financial Information

Textbooks	26
Federal Refund/Repayment Policy	26
Residency	26
The College District	27
Tuition and Fees	28
Tuition Refund Policy	29

Foundation

KCC Foundation	30
Scholarships	30

Financial Aid

Financial Aid Office Programs	31
Title IV Federal Financial Aid Programs	32
Michigan Financial Aid Programs	33
Institutional Financial Aid	34
Scholarships	35
Support Services Programs	35
College Employment Program	35
Cooperative Education Program	36
Financial Assistance for Transfer Students	36
Academic Standards and Progress Requirements for Recipients of Financial Assistance	36

Student Services

Academic Advising	38
Athletics	38
Student Life	38
Customer Service Center	40
Housing	40
Insurance	40
Students with Disabilities	40
Student Employment Services	41
Student Handbook—Regulations	42
Support Services	42
Tools for Student Success	43
Testing and Assessment Center	43

Instructional Information

General Education Core	45
Academic Discipline Procedure	45
Class Attendance	45
Consultation	46

Academic Assistance	46
Learning Opportunities	46
Library Services	50
Centers	50

Degree and Certificate Requirements

Requirements	51
General Education Core Courses	51
Associate in Arts Degree	55
Associate in Science Degree	56
Associate in General Studies Degree	57
Associate in International Studies Degree	58

Occupational Associate Degree and Certificate Curricula

Accounting	60
Apprenticeship	62
Art	64
Business Management	65
Computer-Aided Drafting and Design Technology	68
Computer Engineering Technology	70
Corrections	78
Criminal Justice	80
Defense Logistics	82
Dental Hygiene	83
Early Childhood Education	86
Emergency Medical Services	90
English	93
Fire Science	94
Graphic Design	96
Human Services	98
Industrial Trades	100
Integrated Manufacturing Technology	104
Law Enforcement	105
Medical Laboratory Technology	107
Music	110
Nursing	111
Occupational Education	115
Office Information Technology	117
Paralegal	125
Photography and Multimedia	128
Physical Therapist Assistant	130
Public Safety	133
Radiography	135

Transfer Information

MACRAO Agreement	138
Transfer Institutions	138
College/University Transfer Curricula	138
Transfer Institution Information and Program Guides	139
Kellogg Community College/ Western Michigan University Joint Admission Programs	146
Elementary and Secondary Education Curricula (KCC)	146
Engineering Curricula (KCC)	147

Courses of Instruction

Placement Score Equivalencies	148
Placement Score Equivalencies Chart	149
Accounting	150
Animation	150
Anthropology	151
Arabic	151
Art	152
Astronomy	155
Biology	155
Business Administration	156
Business Entrepreneurship	159
Chemistry	161
Communication	162
Computer-Aided Drafting	163
Computer Engineering Technology	164
Computer Programming	168
Criminal Justice	169
Database Administrator	172
Dental Hygiene	172
Early Childhood Education	176
Economics	178
Education	179
Emergency Medical Technician	180
Engineering Technology	185
English	186
Fire Science	188
French	189
Geography	189
Graphic Design	189
History	191
Humanities	194
Human Services	194
Industrial Trades	196

Industrial Welding	196
Information Technology.	196
International Travel	197
Japanese	197
Journalism	197
Literature	198
Magnetic Resonance Imaging	199
Mathematics	200
Medical Laboratory Technology	203
Music	204
Nursing.	208
Office Information Technology	209
Paralegal.	214
Philosophy	217
Physical Education Activity.	218
Physical Education Professional	221
Physical Therapist Assistant	222
Physics	225
Political Science.	225
Psychology	226
Radiography	227
Science	230
Service Learning	231
Sociology	231
Spanish.	232
Study Skills	232
Theatre	232

Administration and Faculty 235

Support Personnel 243

Advisory Committees 246

**Recommended High School Units
of Study 248**

Directory of Services. 252

Maps. 254

Index 257

Career Clusters Directory

Career Clusters Directory

Career Clusters are broad categories into which various occupations are organized. Educational institutions can organize the necessary skills needed by a worker in a Career Cluster along a pathway that has the student progress from general skills applicable for all occupations in the cluster (often learned in secondary school) to specific skills required of a specific occupation in the cluster (often learned in post-secondary school). The directory below shows Kellogg Community College's programs listed under the Career Cluster with which the program is usually associated.

Architecture and Construction

Computer-Aided Drafting and Design Technology	68
---	----

Arts, Audio-Video Technology and Communication

Art Enrichment Certificate	64
Art and Design (transfer)	138
Communication (transfer)	139
English for Enrichment Certificate	93
Graphic Design	96
Music (transfer)	139
Music Enrichment Certificate	110
Photography and Multimedia Art	128
Sacred Music Certificate	110

Business, Management and Administration

Accounting	60
Business Administration (transfer)	138
Business Management	65
Business Management	66
Human Resources	
Entrepreneurship	
Office Information Technology	117
Administrative Assistant	
Medical Administrative Assistant	
Microcomputer Applications Specialist	
MOS Master Certificate	

Legal Administrative Assistant	
Word and Information Processing	

Education and Training

Early Childhood Education	86
Elementary Education (transfer)	139
Elementary and Secondary Education (KCC curricula)	146
History (transfer)	139
Occupational Education	115
Physical Education (transfer)	139
Special Education (transfer)	139

Government and Public Administration

Political Science (transfer)	139
Public Services Administration (transfer)	139

Health Science

Dental Hygiene	83
Medical Laboratory Technology	107
Pre-Medicine (transfer)	139
Nursing	111
Licensed Practical Nurse	
Registered Nurse	
Pharmacy (transfer)	139
Physical Therapist Assistant	130
Psychology (transfer)	139
Radiographer	135

Human Services

Human Services	98
Human Services Administration (transfer)	139
Sociology (transfer)	139

Information Technology

Computer Engineering Technology	70
Computer Networking	
Computer Programming	
Computer Programming Certificate	
Computer Engineering Technology Certifications	

Law, Public Safety, Corrections and Security

Corrections	78
Criminal Justice	80
Emergency Medical Services	90
Basic EMT	
Advanced EMT (Paramedic)	
Fire Science	94
Law Enforcement	105
Paralegal	125
Public Safety	133

Manufacturing

Apprenticeship	62
Industrial Trades	100
Electricity and Electronics	
Heating, Ventilation, Air Conditioning, and Refrigeration	
Instrumentation	
Machine Tool	
Pipefitting	
Robotics	
Tool and Die	
Integrated Manufacturing Technology . .	104

Marketing, Sales and Service

Business Management - Marketing	66
---	----

Science, Technology, Engineering and Mathematics

Aeronautical Engineering (transfer) . . .	138
Engineering (transfer)	139
Engineering (KCC curricula)	147
Industrial Engineering (transfer)	139
Biology (transfer)	138
Chemistry (transfer)	138
Physics (transfer)	139