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## **FRANCES WILLSON THOMPSON HALL**

Frances Willson Thompson Hall is the on-campus residence facility for Kettering University. The facility has four floors, and is designed in a figure eight formation with two courtyards. It is divided into 17 residential units of 17-37 residents. It has a spacious lobby/lounge, used for most social events, containing a sizable board-game collection and big screen television, and newly furnished smaller lounges located in various units. There is a laundry room in the basement of the hall, and each student has a personal mailbox located at the northeast entrance to unit 11.

There are two computer labs located in Thompson Hall. Located on the 3<sup>rd</sup> and 4<sup>th</sup> floors, each lab contains 6 flat screen computers on the campus network and a printer. Accessible to students using their ID card, the labs are monitored by video and computer center staff.

The residence hall has a main office which is open every day during academic terms and offers numerous services for residents.

Each resident room is equipped with a single bed, desk and chair, and a wardrobe unit with shelves. All rooms are air conditioned. Residents share community bathrooms, which are located at the intersections of each hallway.

Thompson Hall also participates with the Flint Journal in the Newspaper In Education (NIE) program. Several copies of the local paper are delivered daily to the building lobby for the students to pick up.

In addition to the facilities in each room, there are a number of facility items available for your

use here in the hall. These items may be requested, as needed, from our main courtesy desk or may be checked out from this same location with your Kettering University identification card.

Carts (Four- and two-wheel)	Irons, ironing boards	Cleaning supplies
Copy machine	Trash bags	DVDs (movies)

The basement of Thompson Hall houses our recreation area. We have three billiard tables and an air hockey table.

### **What to Bring With You**

In preparation for your stay during the **SWE Expo**, you will want to bring:

- You must wear pants (absolutely no capris or shorts) and closed toed shoes when you arrive on Saturday morning. This is for your safety when we are in the labs. We will provide safety glasses when needed.
- Bring a sleeping bag and/or bed linens. We will be staying in the residence hall so you will have a mattress in your room, but you will need something to put on that mattress to sleep on.
- Have a jacket or sweatshirt with you. We will need to walk across the campus for labs and different activities so be sure to dress warm.
- Shower shoes/towel/bathroom toiletries. We have community bathrooms here at Kettering so if you are planning on taking a shower on either Saturday or Sunday at Kettering please bring shoes to wear in the shower, a towel, and anything else you need.

\*All mattresses purchased for Thompson Hall are 80 inches in length.

Each residence hall room comes equipped with a Micro-fridge. **DO NOT BRING** a refrigerator or microwave with you! The unit contains a microwave (700 watts), a refrigerator (4.0 cubic feet) and a freezer unit. Each resident is responsible for cleaning and defrosting the unit at closing/checkout.

### **Thompson Hall Network**

The residence hall is fully networked which allows for several features in the students' rooms. Each room is equipped with a jack and adapter specifically for telephone use. All residents will need to provide their own phones. Students may use any calling card for long distance service provided that it has a 1-800 access number. Students must have a calling card for long distance service and **may not, under any circumstance**, establish their long distance carrier using their Thompson Hall telephone number; the calling card must be established from their home phone number.

Each room is equipped with a standard cable television outlet. Students are responsible for providing their own 75 Ohm coaxial cable and connecting their own personal television. It is required that students purchase the "push on" or "Y" type cable, this will reduce wear on the outlet.

Each room is also equipped with a network jack specifically for computer use. The jack connector is the RJ45 type and requires the use of a category 5 UTP cable; a telephone cable will not work. In order to utilize the network, the connecting computer must have an ethernet card installed. It is recommended that the outlets beneath the windows, just below the heat register panels, be used for providing power to personal computers. It is also recommended that a power strip (with a surge protector) of noted good quality be used as a buffer to prevent damage to hardware from power surges.

Broadband Routers and Wireless Access points are not permitted in the residence hall. Wireless access is available in most public areas, and multiple computers are able to connect through a network switch/hub.

Virus protection is required for all computers connecting the university network. The use of

personal firewall software is highly recommended.

### **Special Accommodations**

The Office of Housing and Residence Life is determined to provide support and services to those who require special accommodation as result of physical or mental disability. Thompson Hall offers the following physical features in support of our disabled resident population:

- Lift access to the building via a ramp in the tunnel on the first floor
- Key-operated elevator servicing all floors
- Handicapped restroom facilities on the first floor for men and the second floor for women
- Specially designed disability-friendly room on the first floor for men and the second floor for women

Students who require these or other accommodations in support of a disability should first contact Deborah Williams-Roberts, Director of the Wellness Center. This office will secure all the necessary services that may be needed for a successful educational experience prior to arrival on the campus. Further, students who will be requesting such services are strongly encouraged to visit the campus to assist us in supporting their educational and residential needs. Please contact the Admissions Office to arrange such a visit.

### **EDUCATION & RESIDENCE LIFE**

Thompson Hall is more than just a residential facility where students sleep and study. We strive to create a vibrant and dynamic environment where each student can realize his or her potential. The staff consists of twenty (19) members; 17 of which are upper-class student staff known as Resident Advisors. The professional members round out the staff available for residential students with the Director of Student Housing and the Administrative Assistant. The Director of Student Housing lives in Thompson Hall.

### **Mission of Residence Life**

The Department of Housing and Residence Life at Kettering University is committed to designing and maintaining a caring environment that encourages academic success, individual respect, personal growth and responsibility to one's community.

While creating an opportunity for learning and development, the residence hall staff will strive to assist students with their personal growth. We recognize the residence hall will be made up of individuals with varying life styles, attitudes, and values. The residence hall environment shall be one of mutual respect and concern, responsibility, opportunities for social interaction and experience in democratic living. By providing an environment, which is academically and socially stimulating, assisting students in their orientation and adjustment to college life, and creating a community that is bound together by common academic interest, we will compliment and support the academic and social growth of each resident student.

### **Statement on Student Rights**

The basic purpose of the Thompson Hall community is the achievement of its goals and objectives. The most basic necessity for the achievement of this purpose is freedom of expression and communication. Therefore the Department of Housing and Residence Life must always strive to strike a balance between its basic purposes of providing an environment most conducive to meeting the needs of those students residing within the residence hall. Specifically, residents in Thompson Hall are guaranteed the following rights as members of the residential community:

- Residents shall be free from actions which would discriminate against them on the basis of gender, race, religion, age, national origin, political beliefs or affiliation, sexual orientation, and/or ability.

- Due process within the University community as provided by the Code of Conduct.
- Freedom from unreasonable search and seizure. Before entry, the resident must be informed of the reason(s), for entry, except in cases involving the protection of health, safety, or welfare of the student and property. The Department of Housing and Residence Life reserves the right to enter a room upon the observance of a policy violation.
- Freedom of expression provided such freedom does not interfere with the rights of others in the pursuit of their legitimate goals.
- Confidentiality as required under federal law.

## **CONTRACT AND OCCUPANCY**

### **Terms of Contract**

1. Kettering shall have no responsibility for the loss or damage to student property.
2. Kettering University reserves the right to make assignments and reassignments of rooms for the benefit of the individual students or Kettering.
3. Kettering University reserves the right to inspect Student Housing rooms and to regulate the use of the premises in accordance with Kettering University rules and regulations included in the student Code of Conduct. Kettering may make routine and emergency repairs in student rooms when deemed necessary.
4. A student assigned to a given room will be held financially responsible for damage beyond normal wear and tear to the room and its furnishings. No painting, alteration, removal of furniture, or other repairs shall be attempted by student(s). Determination of damage will be the responsibility of the Director of Student Housing. Damage to public areas not assignable to specific individuals may be prorated and assessed to students residing in the unit, floor or in the hall.
5. Due to safety considerations, the use of any form of cooking appliance, heating or air-conditioning units cannot be permitted in the student rooms. The residence hall is air-conditioned.
6. Frances Willson Thompson Hall abides by the Kettering policy of no alcohol on campus, regardless of age.

### **Terms of Occupancy**

Rooms may be occupied by those individual students currently enrolled under the signed sponsorship of an appropriate administrative or faculty agency and with the approval of the Department of Housing and Residence Life.

Any student is subject to dismissal from Kettering University student housing for misconduct or violation of University Code of Conduct/regulations, as spelled out in the Code of Conduct. Kettering University reserves the right to terminate the lease and take possession of a room whenever the violation of regulations warrants such termination, whenever the room is vacated, or the relationship of the leaseholder, as a student, with the University is terminated.

The University reserves the right to enforce any restrictions or regulations necessary for the maintenance of its property or the general welfare of its residents. Violation of said regulations or restrictions subjects the individual to disciplinary action, which may include termination of lease. When the termination of a lease results from disciplinary action, no refund is given.

The University also reserves the right to reassign the occupant or terminate the lease when, in the University's judgment, it is in the best interest of the Residence Life System. The University also reserves the right to void a Residence Hall contract in the event a student chooses to withdraw from the University or has an excessive disciplinary file.

### **Services, Responsibilities, and Limitations**

In order for students to take full advantage of the services offered from the Department of Housing and Residence Life, residents are responsible for knowing the content of materials published and

distributed by the Department of Housing and Residence Life, including the contents of this booklet.

### **Right of Entry & Student Property**

Student rooms are viewed by the Department of Housing and Residence Life as residential areas. As such, we do not enter student rooms without cause or justification. The right of entry to student rooms is reserved for authorized personnel as needed for the purposes of inspection, repair, maintenance, insuring the safety/health/welfare of residents, or in instances of policy violation. The safekeeping of student property within student rooms is the responsibility of each student. Students are encouraged to take practical precautions in insuring the security of their personal belongings. Residents should keep their doors locked when asleep or away from the room, keep windows closed when absent, and avoid propping exterior doors. The University cannot assume responsibility for loss or damage to the personal property of its residents by virtue of policy violations or student neglect. Students are urged to confirm whether they are covered under their parents' homeowner's insurance policy and to make arrangements for additional insurance coverage if necessary. Property remaining in student rooms upon termination of lease becomes the immediate property of Kettering University.

### **Equipment Check Out**

Equipment checked out from the Thompson Hall desk is provided for use to all residents. The time limit on usage is twenty-four (24) hours. For all items a valid Kettering University ID must be shown to the desk. If an item is returned damaged or is lost, the student bears the cost of replacement or repair for that item.

### **Vending**

Vending machines are available in the residence hall, just off the main lobby and in the recreation room of the basement. Residents who have lost money or received bad food or beverage from these machines should contact the vending company directly for refunds. The contact number is posted on the vending machines.

### **Courtesy Phones**

Courtesy phones are installed for the convenience of students and visitors and as a needed facility in time of emergency. In Thompson Hall, courtesy phones (four) are located at the front desk area, several feet away at the main second floor entrance, downstairs at the tunnel linkage to the Campus Center, and outside the building at the southwest entrance, near the parking lot and Recreation Center. The access is for on-campus calls only. Pay phones are available in the Campus Center building.

### **Laundry**

Laundry service is available in Thompson Hall on the basement level near the south end of the building. These machines are coin operated and self service. The charge for each machine is one dollar per wash and fifty cents per dry. Users who have lost money or had damage to personal items during laundry process should contact the company directly for refunds or compensation for loss. We highly encourage residents to remain in the laundry room while they are using the facility to protect their belongings from theft. The University can not accept responsibility for stolen items from the laundry room.

### **Custodial Service**

Custodial service is provided for Thompson Hall common areas only during the academic year. During the academic year, the cleaning of student rooms is the responsibility of the individual occupying the room and/or the suitemate. At check out time, each student room is inspected by staff to verify its cleanliness prior to occupancy by the next term's student.

### **Repair of University Property**

Repair or renovation of University property is a service provided by Kettering University's Maintenance Office and should not be undertaken by students. All residence hall facility problems should be reported to the Department of Housing and Residence Life through the Thompson Hall front desk.

### **CONDITIONS OF OCCUPANCY**

Good conduct is expected of all occupants. Behavior which infringes on the rights of other residents is prohibited and may result in relocation and/or disciplinary action. All students must respond to an official University directive or request. Students are advised to acquaint themselves with the more detailed regulations covering this topic in the Code of Conduct.

### **Alcoholic Beverages**

Thompson Hall is "dry" regarding alcoholic beverages. The possession, consumption or distribution on campus of alcoholic beverages is prohibited for everyone, regardless of the current drinking age in Michigan. Possession of alcoholic beverage containers is also considered evidence of possession of alcohol and will also be treated as a policy violation. Residence Life staff will confront residents or guests in Thompson Hall who are found to be in violation of these policies, will confiscate and dispose of any alcohol or containers found, and will document the situation, subjecting the resident or the guest's host to disciplinary action. Residents or guests who return to Thompson Hall under the influence of alcohol or drugs and then violate other University policies will also subject themselves or their hosts to disciplinary action.

### **Endangerment to Self or Others**

Residents of Thompson Hall who place themselves or others in compromising and dangerous situations will be documented and subjected to disciplinary action. Situations include but are not limited to allowing unauthorized entrance into Thompson Hall and misuse of alcohol.

### **Controlled Substances**

Possession or use of these substances including, but not limited to, amphetamines, barbiturates, hallucinogens, narcotics, marijuana, cocaine, anabolic steroids, or other intoxicants and drug paraphernalia will subject the student to the University disciplinary process. The university operates a strict zero tolerance policy on drugs. A student found with drugs will be suspended or expelled and possibly face local and state criminal prosecution.

### **Smoking**

**Smoking is prohibited** in all Residence Hall areas as Kettering University is a smoke-free facility.

### **Quiet Hours**

Stereo music and other loud noises interfere with the normal functions of the campus and are disruptive to the community. Such loud music or noise infringes upon the rights of others. In view of this basic right, stereo speaker or amplification devices should not be placed in a window with sound directed outside. Continued warnings of noise violations may result in stereo equipment confiscation by the Department of Housing and Residence Life. Students must respond favorably to any reasonable request to lower the volume if it is disturbing to others at any time of day (courtesy hours). In addition, residents must obey the posted quiet hours, which are enforced both by other residents and the Resident Advisors. Under routine conditions, **quiet hours are 10:00 PM - 8:00 AM on Sunday through Thursday nights, and 12 Midnight - 12 Noon on Friday and Saturday nights.**

### **Room Personalization**

Room decorations must be of a non-permanent nature which will not damage paint or finished surfaces of the room. Public spaces may be painted, however, with the approval of the Residence Hall Association. No material may be draped or affixed overhead, particularly to the fire safety devices or light fixtures. Decorations and posters should be limited to a small area of wall space in compliance with fire safety code. Live Christmas trees are not permitted in the residence hall. Personal items placed in public view (facing out of windows or on the outside wall of a student's room) are subject to public scrutiny and may be removed by Residence Life staff (see public posting). **No items may be posted on the outside of student room doors.**

### **Murals**

Personalization of public spaces is permitted with the approval of the Director of Student Housing.

### **Pets**

No animals, with the exception of non-predatory fish in properly maintained aquariums of 10 gallons or less, are allowed in the residence hall. Aquariums must have noise-free compressors/filters.

### **Room Furniture**

All students are expected to cooperate in keeping rooms, lounges and corridors in satisfactory condition. Rooms are not to be used for permanent or temporary storage of miscellaneous items and/or furniture alien to normal occupancy, nor should student room furniture be liberated from its assigned location. All furniture placed in a student room must remain in that room and cannot be stored in any other residence hall room, campus building or off site storage areas. Furniture may be rearranged within a student room in accordance with its designed purposes. Students may bring personal furnishings into their own rooms, provided that these items are removed prior to student check out from the assignments. Home-built lofts and waterbeds are prohibited. Student rooms must be returned to their original condition at the end of occupancy. All furniture not accounted for at term-end inventory will be replaced at the expense of the residents occupying that unit or space.

### **Lounge Furniture**

Lounge furniture is not to be removed from its specific location without the permission of the Department of Housing and Residence Life. Students found with such furniture in their rooms are subject to disciplinary action and/or fines.

### **Restricted Areas**

The University's published Code of Conduct specifically prohibits entrance into or access of restricted areas such as roofs, mechanical equipment rooms, University storage areas, buildings closed for vacation, etc. by other than authorized personnel. Also included in this provision are unoccupied residence hall student rooms. Residents should refrain from illegally accessing these unoccupied rooms, even if one adjoins their own room.

### **Common Rooms**

Any of the residence hall common rooms (not hallways or bathrooms) are available for University activities on a limited basis. Permission for use of these areas is given by the Director of Student Housing. Requests should be made at least seven working days before the desired event.

### **Public Posting**

All material intended for public posting must be approved by the Department of Housing and Residence Life before distribution. Individuals or organizations seeking to have items posted in the hall

must submit them to the front desk for approval by the Director of Student Housing or the Administrative Assistant and subsequent distribution to the staff for posting. No items from any source may be posted on glass or stainless steel surfaces. Postings may be hung only with blue painter tape. Public bulletin boards are available for public posting on the first floor at the mailroom and on the second floor at the building main entrance. Items posted on these public boards must be stamped by the Student Activities Office.

### **Solicitation**

Solicitation in or around campus residences requires permission from the Department of Housing and Residence Life. Solicitation in the residence halls is not permitted on a door-to-door basis.

### **Non-compliance**

Students must comply promptly with the legitimate and reasonable directions and requests of residence hall staff acting in their capacity as university officials in the performance of their duties. Failure to do so may result in non-compliance disciplinary action.

### **Fraud**

Knowingly furnishing false information to the university, and forgery, alteration or misuse (i.e. unauthorized, negligent) of documents, equipment (including computers and parking permits), records or identification is prohibited on campus and on any property owned by Kettering University. This constitutes fraud and is subject to disciplinary action.

## **SAFETY AND SECURITY**

Safety and security is everyone's responsibility. Actions which compromise the security of our residents or living areas will subject the individuals responsible to disciplinary action.

### **Keys**

Each room key and entrance key is individually coded. Except where specifically stated, keys must be returned to the Department of Housing and Residence Life within the 24-hour period after termination of lease or permanent withdrawal from the room. The penalty for not returning the specific keys issued is \$150.00 each key. Lost keys must be reported to the Department of Housing and Residence Life. Arrangements for the lock to be changed and new keys to be issued will be made there.

Unauthorized use or possession of a key (i.e., by someone other than its owner) can result in strict disciplinary action for misuse of keys.

### **Fire Equipment and Fire Drills**

Fire equipment is to be used only in the event of a fire. Its use or misuse must be reported to the Department of Housing and Residence Life immediately so that it may be restored to useful condition with no unnecessary delay. Tampering with fire horns, alarms, extinguishers, extinguisher covers, exit signs, instruction signs, sprinkler systems, smoke detectors, heat detectors, and other equipment is unlawful and may be punishable by restitution for repair/replacement costs and expulsion from the University. When evacuating during an alarm, residents are expected to stand clear of all building exits, regardless of weather, so that emergency personnel can freely access the hall. For students who choose to use the campus tunnel during evacuation, the minimum distance acceptable for building clearance is beyond the second set of double doors, located at the basement elevator lobby for the Campus Center. Resident Advisor staff will inform their residents of the assigned location for their unit in the event of an evacuation. Lack of cooperation during drills, either by failing to evacuate or by not evacuating to a safe distance, will result in disciplinary action. Students will also be processed through the discipline system for creating or reporting false alarms.

### **Tornado Drills**

Tornado drills are also held during the proper seasons. For this evacuation a siren is sounded over the public address system to throughout the evacuation. In this circumstance, all students must evacuate to the portion of the campus tunnel that runs underneath Third Avenue.

### **Appliances**

For safety reasons, only certain appliances are permitted in student rooms (i.e., electrical shavers, toothbrushes, hair dryers, clocks, fans, stereos, irons with automatic shutoff, curling irons, hair dryers, and blenders). **Any cooking appliances other than your microfridge are prohibited in the residence hall.** The University reserves the right to determine the potential danger of electrical appliances and to remove them. Extension cords are discouraged, but if they must be used, they must be UL approved. Power strips, with built in surge protection, are the preferred and highly suggested means of power distribution in residence hall rooms.

### **Halogen Lamps**

Halogen lighting is not permitted in the Residence Hall.

### **Combustible Items**

Combustible items including combustion engines (regardless of their state of dismantlement), candles, incense, non-electric lanterns and chemicals are prohibited. Students who require the burning of candles or incense for religious ceremonies must petition the Department of Housing and Residence Life. If approved, specific guidelines must be followed.

### **Weapons**

The possession of, whether open or concealed, or the use of any weapons, including firearms, ammunition, air-guns (including paint ball guns), spring-propelled type weapons, BB guns, slingshots, martial arts weaponry, explosives, explosive substances, fireworks, and knives with blades of more than 4 inches are prohibited in the residence hall and on University property. Use of fireworks may result in immediate expulsion. Any use of a weapon or an imitation that could be used to cause fear in another person is prohibited. Licensed student hunters or gun enthusiasts must leave any firearms with the Campus Safety Department.

### **Window Screens and Exit Doors**

All entry points for Thompson Hall are a safety concern, as they provide quick access to a large number of students and their property. For the purposes of health, safety and security, window screens are to remain installed at all times. The screen latch is for emergency exits only. The Thompson Hall exit doors are the first barrier to intruders, and therefore are an important part of hall security systems. Propping open or tampering with these doors is strictly prohibited.

### **Medical Emergency**

In the event of a medical emergency, different resources are available to students depending on time of day and day of the week:

#### **Time and Day**

Monday-Friday (8AM-5PM)  
After 5PM, Holidays, Weekends

#### **Contact**

Wellness Center, Thompson Hall front desk  
RA On Duty, Campus Safety

Residents are unable to request emergency services directly. Students must funnel those requests through the Campus Safety office. Upon contacting University officials, the student will be consulted and an appropriate course of action will be taken. In event the student cannot assist in his/her own care, emergency information on the resident will be gathered and city emergency personnel will be contacted. Staff who find students in distress as a result of alcohol will, as a matter of protocol, request emergency

medical service. A student may refuse transport, but students unable to make such a refusal will be transported to a local hospital as a precautionary measure and will incur any related expenses resulting from this service.

### **OTHER PROHIBITED ACTIVITIES**

In addition to those already identified or regulated, the following activities are not permitted in the residence hall, as they tend to result in disruption of the living environment for large numbers of residents.

1. Vandalism
2. Dropping, throwing, shooting items from a window, the mezzanine, and/or down stairwells
3. Walking on or using the outside window ledge to store items
4. Production of flammable agents or chemical explosives
5. Hall sports (i.e. hall hockey, soccer, frisbee, throwing darts, football, hall wrestling, lacrosse, scooters, etc.)
6. Washing or repairing of motor vehicles
7. Carpentry, woodworking, painting, refinishing, or any construction involving large or noisy power tools or use of flammable agents
8. Excessive horseplay, water fights, and snowball fights
9. Possession of water guns
10. Theft of services (i.e. telephone and cable)
11. Commercial enterprises, sales, or solicitation

The Director of Student Housing reserves the right to determine whether activities are in violation of the Kettering University Campus Policy.

## **STUDENT CODE OF CONDUCT AT KETTERING UNIVERSITY**

The Kettering University Code of Conduct represents a body of behavioral standards for all students. These standards are strictly and vigorously enforced by Kettering University to ensure members of this educational community a productive, safe, and equitable environment for growth and development. Kettering University students are expected to conduct themselves as mature individuals while on campus and in their work-section communities. The student is expected to comply with regulations established by Kettering University governing student conduct and the use of university property and facilities. Students are expected to act in compliance with federal, state and local laws and ordinances.

Conduct for which students may be subject to disciplinary action falls into, but is not limited to, the following categories:

1. Endangering people or their property.
2. Obstructing the normal functions of Kettering University.
3. Theft or damage to property of Kettering University or of an individual.
4. Any willful damage to the reputation or psychological well-being of others.
5. Threatening, intimidating, harassing, coercing or verbally abusing another.
6. Any physical violence directed at any member of the Kettering University community.
7. Unauthorized entry to, use of, or occupancy of Kettering University facilities.
8. Any dishonesty, cheating, forgery, plagiarism or alteration of or misuse of Kettering University documents, records or identification.
9. Violation of applicable public laws while on Kettering University owned or controlled property or at Kettering University or student sponsored or supervised functions.
10. Possession or use on campus of firearms, explosives, explosive fuels, dangerous chemicals or other dangerous weapons except as specifically authorized by Kettering University.
11. Use, possession or distribution of narcotics or drugs except as expressly permitted by law.
12. Underage possession or use of alcohol.
13. Failure to comply with directions of Kettering University officials acting in performance of their duties.
14. Conduct which adversely affects the student's suitability as a member of the Kettering University community.

## **Kettering University Sexual Assault Policy for Students & Pre-College Program Participants\***

### I. INTRODUCTION

Kettering University is committed to creating a community free from violence. The University will not tolerate sexual assault, sexual harassment, domestic violence, or stalking as defined by State and Federal laws. The University recognizes the necessity of a community which is open and intellectually stimulating, where diversity of ideas is valued and every person's safety, dignity, and autonomy is respected whether they are students, faculty, or staff, and regardless of race, ethnicity, age, religion, class, national origin, gender, sexual orientation, or disability.

### II. REPORTING OPERATIONS AND PROCEDURES

#### A. RIGHTS OF THE SURVIVOR\*

\*

1. The Criminal Sexual Conduct Statutes of Michigan define sexual assault as a crime involving forced or coerced sexual penetration (first and third degree) or sexual contact (second and fourth degree). (Sexual penetration means sexual intercourse, cunnilingus, fellatio, oral intercourse, of any other intrusion, however slight, of any part of a person's body, or of any object into the genital or anal openings of another person's body.) The University encourages the reporting of sexual assaults to the appropriate University officials as reporting is the only way the University can take action against the accused assailant. Survivors may report sexual assault to Kettering Campus Safety; City of Flint Police Department; Director of Zelpha McKinnon Wellness Center; to the Dean of Students; to the Associate Dean of Student Affairs; or to any University official. Survivors and persons receiving reports of sexual assault are reminded of the importance of preserving evidence that may be necessary to the proof of criminal sexual assault or for use in University disciplinary proceeds. All University personnel are encouraged to immediately refer sexual assault survivors to the Associate Dean for Student Affairs.

\*This policy was adapted from the University of Michigan's Sexual Assault Policy, with permission from The University of Michigan Ann Arbor, MI, 2005.

\*\*This policy defines survivor as someone who says that she/he has been sexually assaulted.

2. The survivor has the right to have any and all sexual assaults against their person treated seriously and the right to be treated with dignity. Because the University recognizes that a sexual assault is more than an assault on an individual's body, but is also an attack on the individual's dignity and sense of self, the University is committed to insuring that the decision to take action against the accused shall rest solely with the survivor.\*\*\*There may be circumstances, however, depending on the status of the alleged assailant and the seriousness of the offense, in which the University must take action to protect the survivor or other members of the University community. The best way for a survivor to retain control over actions is to report the assault in the first instance to a confidential counselor, such as the Associate Dean for Student Affairs, where no action will be taken without the survivor's consent, unless required by law.

3. The University upholds the right of the survivor to be free from undue coercion of any kind from the University's personnel, including but not limited to staff, faculty, and peer or student staff. Such coercion includes but is not limited to pressuring the survivor to report, not to report, or to under-report a sexual assault; suggesting that the survivor is somehow responsible for the sexual assault; suggesting that the survivor was contributory negligent or assumed the risk of being sexually assaulted; or suggesting that the survivor or the University would incur unwanted publicity or humiliation by reporting the sexual assault.

4. Survivors who report the assault to University will be fully informed in a timely manner of all their rights and options, including the necessary steps and potential consequences of each option. All University personnel are encouraged to immediately refer sexual assault survivors to Associate Dean for Student Affairs.

## B. UNIVERSITY DISCIPLINARY PROCEDURES

1. The survivor has the right to pursue action against the accused student assailant through the University's Judicial Affairs process as described in the Kettering University Student Handbook. The procedures a survivor may follow to pursue action against a faculty or staff member are dependent upon the accused's employment status. The Associate Dean of Student Affairs, in consultation with Human Resources, can advise a survivor which procedures would be applicable in a given case.

\*\*\* If a survivor is under the age of 18, reporting requirements of the Child Protection Law [MICH.COMP.LAWS 722.621 (West 1989)] may require that a report be made to the Michigan Department of Social Services.

2. The University commits itself to providing judicial and disciplinary processes that are sensitive, supportive, expedient, and respectful of the individual rights of all involved. Both the survivor and the accused have the right to be accompanied by a support person through every phase of the process. Student survivors may choose to change University housing and academic arrangements, if such changes are reasonably available, without academic penalty.

3. Possible sanctions for students resulting from the University's judicial process range from formal reprimands and community service to suspension and expulsion. Possible sanctions for faculty and staff range from reprimands to termination of employment. Both the accuser and accused shall be informed of the outcome of the campus disciplinary process.

### C. OFF-CAMPUS LEGAL OPTIONS

1. In addition to the University's judicial process and those disciplinary procedures applicable to faculty and staff, the survivor has the right to pursue criminal prosecution and/or civil litigation. Kettering's Campus Safety Department is available to provide assistance and information on criminal prosecution. The University is committed to providing full and prompt cooperation and assistance in notifying the proper law enforcement personnel if the survivor so chooses. The survivor has the right to pursue all legal and disciplinary remedies and counseling services without academic penalty.

2. Campus Safety can also provide information on the rights and remedies accorded to crime victims generally, including information about State and Federal laws regarding mandatory testing of sexual assault suspects for communicable diseases, assistance in pursuing action under these laws, and notification of results of any such tests.

### III. STATISTICAL REPORTING

The University will provide statistics of reported sexual assaults as required and defined by the Campus Security Act and the Student-Right-to-Know-Act. All personally identifying information will be removed from statistical reports.

### IV. UNIVERSITY COUNSELING AND EDUCATIONAL SERVICES

Kettering University's Zelpha McKinnon Wellness Center provides education on sexual assault, domestic violence, sexual harassment and stalking, advocacy services information and referral, and campus-wide outreach services to survivors. The Wellness Center and the Office of Student Affairs provide information to students about sexual

assault reporting options, available resources and assistance for the survivor, and survivor's rights. University personnel are available to accompany survivors and provide support during hospital or medical exams, contact with law enforcement personnel, during campus judicial hearings, and for local court proceedings. Kettering University ensures survivor's confidentiality according to Michigan law. All University personnel should refer sexual assault survivors to the Wellness Center or to the Associate Dean for Student Affairs.

## V. CONCLUSION

All members of the Kettering University community share a responsibility for upholding this policy as we strive to attain our goal of creating a violence-free community.

For more information, contact:  
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