

CONDUCT EXPECTATIONS

Ethics in the University

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

Academic Integrity

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

- **Cheating**
Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- **Fabrication**
Intentional and/or unauthorized falsification or invention of any information or citation in an academic exercise.
- **Facilitating Academic Dishonesty**
Intentionally or knowingly helping or attempting to help another to engage in academic dishonesty in any form.
- **Plagiarism**
Intentionally or knowingly representing the words, ideas, or images of another as one's own in any academic exercise without proper citation and reference.

Students found to have carried out any form of academic dishonesty are subject to the faculty member's scrutiny and sanctions, as well as the University's policies and procedures. Please note the use of AI or CHATGPT or similar programs to complete any part of assignments is prohibited. Students using these programs may face disciplinary proceedings up to and including expulsion from the university.

Kettering Code of Student Conduct

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

Students are expected to comply with all University regulations governing student conduct and the use of University property and facilities.

Kettering University has the right to take action and investigate any offense that involves our students, either as reporting as victims or students accused of violating the Code of Student Conduct or any federal, state, and/or local laws/ordinances. The Code of Student Conduct extends to students at their places of employment. We expect students to honor their employer's standards for workplace demeanor and may impose our Judicial Affairs procedures upon any student charged by an employer with workplace misconduct.

As a matter of practice, students who are related, married, domestic partners or living in the same household will not be allowed to take the same course at the same time. This protects the student(s) from all potential concerns regarding integrity and the sharing of assignments or coursework.

Code of Student Conduct

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

- Endangering people or their property
- Obstructing the normal functions of Kettering University or their employer
- Theft or damage to property, including intellectual property, of Kettering University, an employer, or any individual
- Any willful damage to the reputation or psychological well-being of others
- Threatening, intimidating, harassing, coercing, or verbally abusing another
- Any physical violence directed at any member of the Kettering University community or an employer
- Unauthorized entry to, use of, or occupancy of Kettering University facilities or an employer's facility
- Any dishonesty, cheating, forgery, plagiarism, or alteration of, or misuse of Kettering University documents, records or identification, or those of an employer
- Computer misuse, while on academic or work term, at the University or at employment, including but not limited to:
 - Theft or other abuse of computer operations
 - Unauthorized entry into a file to use, read, or change the contents, or for any other purpose
 - Unauthorized transfer of a file or files
 - Unauthorized use of another individual's identification and/or password
 - Use of computing facilities to interfere with the work of another student, faculty member, or university official
 - Use of computing facilities to send obscene or abusive messages
 - Use of computing facilities to interfere with the normal operation of Kettering University or an employer's computer system
- Violation of applicable public laws while on Kettering University owned property, University or student-sponsored or supervised functions, an employer's owned or controlled property, or at an employer-sponsored or supervised function
- Possession or use on campus or at a place of employment of firearms, explosives, explosive fuels, dangerous chemicals or other dangerous weapons, except as specifically authorized by Kettering University or an employer
- Use, possession, or distribution of narcotics or controlled substances except as expressly permitted by law

- Possession or use of alcohol on Kettering's campus; any underage possession or use of alcohol
- Failure to comply with directions of Kettering University or an employer officials acting in performance of their duties.
- Conduct which adversely affects the student's suitability as a member of the Kettering University and/or employment communities

Student Rights and Responsibilities Provided by Kettering University

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

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

Kettering University has the right to request a student return to campus during a work- or off-term in order to expedite a case perceived as serious and pressing in nature. Students are entitled to the rights afforded by the Family Educational Rights and Privacy Act (FERPA).

Resolution Options

Administrative Hearing

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

University Board of Student Conduct

The Vice President of Student Affairs & Dean of Students designates a University Board of Student Conduct (UBSC) whenever charges may result in suspension or expulsion, including all cases involving academic misconduct. In these cases, the Dean of Students chairs the UBSC, comprised of a minimum of three members of the Kettering community and including representatives from faculty, staff, and students. The Dean of Students investigates the charges and prepares the case for presentation to the UBSC. All presentations include resolution options.

The UBSC makes recommendations to the Vice President of Student Affairs & Dean of Students, who may endorse, alter, or dismiss the recommendations.

Other Resolution Options

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

Administrative and University Board of Student Conduct Hearings Decisions

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

Sanctions

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

• Creation of a Misconduct File

The University applies this sanction whenever a designated hearing officer upholds charges against a student for violating the Kettering Code of Student Conduct, yet it appears that interviews and counseling associated with the pre-hearing and hearing are sufficient to deter further violation. The Dean of Students creates an official file detailing the student's offense.

• Misconduct Warning

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

• Community Service

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

• Misconduct Probation

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

period of probation. Knowledge of a student's Misconduct Probation status may be made known to others at the University on a need-to-know basis.

- **Interim Suspension and/or Altered Privileges**

Kettering imposes interim suspension when it appears the accused poses a threat to themselves or others at the University. It may also be imposed following allegations of sexual or physical assault, drug use and/or distribution, threats of violence, etc.

The Vice President of Student Affairs & Dean of Students or designee may alter or suspend the privileges/rights of a student to be present on campus and/or to attend classes for an interim period prior to the resolution of a misconduct proceeding. Decisions of this sort will be based upon whether the allegation of misconduct appears reliable and whether the student's continued presence reasonably poses a threat to the physical or emotional condition and/or well-being of any individual, including the accused student's. Interim suspension may also be imposed when the accused student's continued presence appears to disrupt the University's regular or special functions, or threatens the safety or welfare of university property.

Interim suspension and/or altered privileges remain in effect until a final decision is made on a pending incident. The Vice President of Student Life & Dean of Students or designee may repeal interim suspension or altered privileges at their discretion.

- **Suspension**

Suspension—an involuntary separation of a student from Kettering University—implies and states a time for return to the university. Suspension may extend for a school and/or work term, for a specified period, until a specified date, or until a stated condition is met. A University Board of Conduct may recommend suspension, but only the Vice President of Student Affairs & Dean of Students may impose it.

- **Expulsion**

Expulsion—a permanent involuntary separation of a student from Kettering University—may be recommended by a University Board of Conduct, but only the Vice President of Student Affairs & Dean of Students may impose it.

- **Appeals**

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

Students' Use of Technology

The use of any personal computer or communications devices in the classroom, not otherwise governed by University or course policies, is subject to the approval of the instructor. This includes, but is not limited to, the use of calculators, computers, personal digital assistants, text pagers, and cell phones. Any use of such devices without the instructor's approval is prohibited. The use of such devices without permission of the instructor may be considered disruptive behavior. Students who persist in such activity may be subject to the University's "Dismissal Due to Disruptive Behavior" policy.

The use of electronic devices to facilitate an act of academic misconduct, such as cheating or plagiarism, will be considered a violation of the Code of Student Conduct and adjudicated following standard student misconduct policies and procedures.

Students are expected to familiarize themselves with Kettering University's Acceptable Use Policy, posted on the "Policies and Standards" section of the Information Technology website.

Dismissal from Class Due to Disruptive Behavior

Whenever an enrolled student's presence or behavior in class disrupts the learning environment and, in the faculty member's opinion, undermines the best interests of the class and/or the student, the faculty member may request in writing (with a copy to the appropriate Department Head) that the student be issued an administrative dismissal. The faculty member should discuss the student's behavior with the Vice President of Student Affairs & Dean of Students (VPSA) and/or their designee, who will meet with the faculty member to discuss the alleged incident. The VPSA will also meet with the student to determine possible judicial action after determining whether or not the student's behavior violated the Kettering Code of Student Conduct. The VPSA will either appoint a judicial officer to adjudicate the matter or refer it for action to a University Board of Student Conduct. If the dismissal occurs by Friday of seventh week, student will receive a grade of W (withdrawal). If the dismissal occurs after Friday of seventh week, student will receive a non-passing grade.

Productive Learning Environment

Kettering University expects all students, faculty, and staff to contribute to a productive learning environment by demonstrating behavior that neither interferes with another individual's performance nor creates an intimidating, offensive, or hostile environment. The University will not tolerate harassment or discrimination in any forms, regardless of intent and/or the victim's reaction.

Harassment

The University prohibits all sexual harassment and/or offensive conduct, on campus and in students' work section communities. Such conduct includes, but is not limited to sexual flirtation, touching, verbal or physical advances or propositions, verbal abuse of a sexual nature, graphic or suggestive comments about an individual's dress or body, sexually degrading words to describe an individual, and/or the display of sexually suggestive objects or pictures, including nude photographs. Behavior constitutes sexual harassment when it is unwelcome and it interferes with the ability of another person to carry out their responsibilities, creates a hostile learning or work environment, or its expression implies that acceptance of the behavior is a condition of course registration, course completion, course evaluation, or employment.

If you believe the words or actions of a University employee or student on campus constitutes unwelcome harassment, take the following steps:

- Inform the employee or student that their actions are unwelcome and the harassing behavior must cease.
- Keep a written record of the details, including time, date, what was said, or what occurred.
- Report the discrimination to the Vice President of Student Affairs & Dean of Students, the Director of Human Resources, other University officials, or via our Non-Academic Grievance Form, available in the Student Affairs Office, Academic Services, the Wellness Center, Thompson Hall, and online at the Student Affairs website.

If harassment occurs at your work site, you should report it to your supervisor or the appropriate person as directed by your employee handbook, as well as to your Cooperative Education Manager/Educator.

Enlist the counsel of a trusted adviser, if necessary, to report sexual harassment wherever and whenever it occurs. The University pledges to investigate promptly all complaints of harassment and to pursue a timely resolution, which the appropriate University officials will communicate to the parties involved. Confidentiality will be maintained to the extent reasonably possible.

Discrimination

Kettering University is committed to a policy of non-discrimination and equal opportunity for all persons regardless of race/ethnicity, color, ancestry, national origin, religion, sex, sexual orientation, age, marital status, height, weight, marital, military or disability status or any other basis protected by federal or state law. Discrimination includes, but is not limited to the following:

- Preventing any person from using University facilities or services because of that person's race/ethnicity, color, ancestry, national origin, religion, sex, sexual orientation, age, height, weight, and/or marital, military, or disability status
- Making determinations regarding a person's salary based on race/ethnicity, color, ancestry, national origin, religion, sex, sexual orientation, age, height, weight, and/or marital, military, or disability status
- Denying a person access to an educational program based on that person's race/ethnicity, color, ancestry, national origin, religion, sex, sexual orientation, age, height, weight, and/or marital, military, or disability status
- Instigating or allowing an environment that is unwelcoming or hostile based on a person's race/ethnicity, color, ancestry, national origin, religion, sex, sexual orientation, age, height, weight, and/or marital, military, or disability status
- Denying raises, benefits, promotions, leadership opportunities, or performance evaluations on the basis of a person's race/ethnicity, color, ancestry, national origin, religion, sex, sexual orientation, age, height, weight, and/or marital, military, or disability status

If discrimination takes place at your work site, you should report it to your supervisor or the appropriate person as directed by your employee handbook. Enlist the counsel of a trusted adviser, if necessary, to report discrimination wherever and whenever it occurs. The University pledges to investigate promptly all complaints of discrimination and to pursue a timely resolution, which the appropriate University officials will communicate to the parties involved. We will maintain confidentiality to the extent reasonably possible

If you believe the words or actions of a University employee or student constitutes discrimination, take the following steps:

- Inform the employee or student that their actions are unwelcome and the discriminating behavior must cease
- Keep a written record of the details, including time, date, what was said, or what occurred
- Report the discrimination to the Vice President of Student Affairs & Dean of Students, the Director of Human Resources, other University officials, or via our Non-Academic Grievance Form, available in the Student Life Office, Academic Services, the Wellness Center, and Thompson Hall

Student Grievance Procedures

A grievance is a written or verbal expression of dissatisfaction or formal allegation against the university, its units, its employees (including faculty and staff), and/or its students.

Other Grievances

Currently, enrolled students who have a grievance or issue should first try to work out the issue informally by discussing it in an honest and constructive manner with those persons most involved. Many grievances can be resolved when a student makes an effort to honestly communicate their frustrations or concerns. If a student has a grievance related to a specific course they are enrolled in, they should first consult with the instructor of the course. If necessary, the student or instructor may consult with the academic department head responsible for the course for guidance on how to best resolve the student's concern. Kettering University Online students should complete a Student Concern Form located in the student toolbox of each KUO course. This form goes directly to the VP for Kettering Global who will respond within 24 hours.

For any grievances that the student cannot resolve informally with the parties involved, the student should contact either the Dean of Students (for non-academic-related issues) or the Associate Provost for Assessment & Academic Support (for academic-related issues).

Student Complaints & Resolution Processes

Kettering University maintains processes for the good faith review and resolution of student academic and non-academic complaints. The University's student complaint process will encourage informal resolution of alleged violations at the lowest unit level; allow for a formal resolution mechanism if not resolved informally; and provide for appeal to a final decision maker.

Students may bring complaints regarding the University's provision of education, academic services, and non-academic services affecting their role as students and must be based upon a claimed violation of a University policy, regulation, or established practice.

Student complaints do not include those regarding University employment, disciplinary action under the Code of Student Conduct; grades, or University admission decisions.

Resolution under this policy may include student reinstatement or other corrective action for the benefit of the student, including refunds, but may not award monetary damages or direct disciplinary action against any employee of the University.

This policy does not limit the University's right to change policies, regulations, or practices related to the provision of academic or non-academic services and education.

Institutional Records of Student Complaints

To comply with federal regulations, Kettering University will maintain records of formal, written academic and non-academic student complaints filed with the Office of the Provost or the Office of Student Life. The records will include information about the disposition of the complaints, including those referred to external agencies for final resolution. These records will be available to the Higher Learning Commission (HLC) comprehensive evaluation teams for review.

II. DEFINITIONS

Student Academic Complaint: Complaints brought by students regarding the University's provision of education and academic services affecting

their role as students. Academic complaints do not include grade disputes and appeals, which are managed under the Grade Appeal Policy.

Non-academic Complaint: Complaints brought by students regarding the University's provision of non-academic services affecting their role as members of the Kettering community. Non-academic complaints may include, but are not limited to, student or employee behavior regarding harassment or discrimination; billing disputes; disability accommodation challenges; medical and counseling services, athletics, etc. They do not include parking violation disputes, which are managed under Campus Safety's Parking Appeals Policy.

III. DETAILS/PROCEDURES

Informal Resolution for Student Complaints

The first step of any resolution should be at the lowest unit level, between the parties involved or the parties and an appropriate third party (e.g., other faculty, department head, director of graduate studies, administrator). If no informal resolution is reached at the lowest unit level, a student may seek informal resolution at the next level with the other party and higher level administrators. If the issue is not resolved informally, the student may seek formal resolution.

Formal Resolution for Student Complaints

If still unresolved after following the appropriate informal complaint process, a student may choose to officially document the complaint to seek formal resolution. Students may file complaints regarding academic matters, excluding grade appeals, with the Office of the Provost. Non-academic complaints, excluding parking citations, should be filed with the Vice President of Student Life. Students should consult with the pertinent office to prepare a formal complaint; both offices follow these general procedures:

- Students must submit, in writing, an explanation of the concern or appeal, including a full description of the matter, a description of the efforts that have been made to resolve the issue informally, and a statement of requested remedy. Submissions must include accurate contact information. Copies of pertinent materials should be attached.
- A student must begin the informal resolution process during the term in which the concern arises, and must register, if applicable, an officially documented complaint no later than thirty days after the first day of classes of the term immediately following the term during which the concern arose.
- If the grievance contains confidential medical information, the University will maintain the confidentiality of that information and will not release it without the student's consent, except as allowed by law.
- Academic complaints should be submitted to the Associate Provost for Assessment and Academic Support in the Provost's office. Non-academic complaints should be submitted to the Vice President of Student Life. Upon receipt, the institutional officer will review the complaint for timeliness and appropriateness under this complaint procedure, notify the student if the complaint is accepted for further investigation, and provide a copy of the complaint to the individual against whom it has been made.
- The institutional officer will complete or designate someone to complete an investigation of the matter. The investigator may interview, consult with, and/or request a written response to the

issue[s] raised in the complaint from any individual the investigator believes to have relevant information, including faculty, staff, and students. All parties will have the opportunity to provide the investigator with information or evidence that s/he believes is relevant to the complaint. The investigator will respect the privacy of all parties, to the extent possible.

- The University will inform the student and the party against whom the student has filed a complaint that the institution will not tolerate real or implied retaliation, will take steps to prevent retaliation, and will take appropriate responsive action[s], up to and including termination of employment, if an employee is found to have retaliated. Students will be held accountable for retaliation through the Code of Student Conduct and related disciplinary procedures. Individuals should immediately notify the appropriate institutional officer should retaliation occur.
- If a non-academic complaint involves a faculty member, the Vice President of Student Life will inform the Provost of the complaint, the determination by the investigator, and any appeal. Academic and non-academic complaints that involve a faculty and/or staff member will be reported to the Director of Human Resources.
- All investigations will be completed within thirty [30] working days of the filing of the written complaint. The deadline may be extended by the Provost or Vice President of Student Life for good cause. At the request of the complainant, the institutional officer may determine if the formal process can and should be expedited.
- The institutional officer will prepare a written report, including findings and a final resolution of the matter. The officer will submit the report within 30 calendar days of receipt of the formal complaint, unless there are compelling reasons for delay. The institutional officer will send the report to all interested parties. If the complaint challenges an action personally engaged in by the institutional officer, the Provost will appoint another administrator to fulfill the officer's role under this procedure.
- Decisions made by institutional officers are final and may not be appealed.

Other Complaints

Currently enrolled students who have a complaint or issue should first try to work out the problem informally by discussing it in an honest and constructive manner with those persons most involved with the issue. Many complaints can be resolved when a student makes an effort to honestly communicate their frustrations or concerns. If a student has a complaint related to a specific course they are enrolled in, they should first consult with the instructor of the course. If necessary, the student or instructor may consult with the academic department head responsible for the course for guidance on how to best resolve the student's concern.

For any complaints that the student cannot resolve informally with the parties involved, the student should contact either the Dean of Students (for non-academic-related issues) or the Associate Provost for Assessment and Academic Support (for academic-related issues).

Questions: Contact the Student Affairs Office for non-academic issues or the Office of the Provost for academic-related issues.