"OPEN DOOR" ADMISSIONS POLICY

Mid Michigan Community College has an "open door" admissions policy which encourages admissions of all persons, regardless of age or educational background, who have a sincere desire to study and apply themselves so as to gain full advantage of the benefits the College has to offer. Persons planning to transfer to four-year colleges or universities should be aware that a high school diploma or GED will be required by the transfer institution. Persons applying for financial aid must have a high school diploma, a GED, or documented proof of their ability to benefit from their education program. Applicants for all allied health programs must have a high school diploma or a GED.

Students who have a felony charge on their record will be required to meet with the Dean of Student Services before admittance to Mid Michigan Community College. Based on the outcome of that meeting, Mid Michigan Community College may deny admission based on the criminal conviction. In addition, a student may be denied access to clinical training if he/she was convicted of a crime.

ADMISSIONS PROCEDURES

Applicants who have never attended another college or university:

1. Complete and return an Application for Admission. This may be obtained from high school counselors or from the Admissions Office on the Harrison Campus or Mt. Pleasant Campus. This form should be completed and returned to the Admissions Office well in advance of the semester for which the student is applying in order to allow time for assessment, orientation, academic advising, and class reservations.

2. Have forwarded to the Admissions Office a copy of the high school transcript or GED completion.

Guest Applicants:

Complete and return a Michigan Uniform Undergraduate Guest Application. This may be obtained from the Admissions Office on either campus or the Admissions Office of the home university or college one is attending. This form should be completed and returned to the Admissions Office well in advance of the semester for which the student is applying in order to allow time for assessment, orientation, academic advising, and class reservations.

Guest students are not eligible for Title IV Federal Student Aid.

Transfer Applicants:

1. Complete and return an Application for Admission. This may be obtained from the Admissions Office on either campus. This form should be completed and returned to the Admissions Office well in advance of the semester for which the student is applying in order to allow time for assessment, orientation, academic advising, and class reservations.

2. Have forwarded to the Admissions Office official copies of transcripts from all other colleges and universities attended.

Readmission

Former Mid Michigan Community College students who have withdrawn from classes or who have not returned for one or more semesters may be readmitted. Official copies of transcripts from other colleges or universities attended during the interim should be forwarded to the Dean of Student Services.

Dual Enrollment Program

This program is designed for high school students whose personal and intellectual maturity suggests that they are ready for college-level work. The students may enroll in Mid Michigan Community College courses while still attending high school or they may attend College during the summer session. The academic credits they earn will apply toward an associate degree and will transfer to most Michigan colleges and universities.

Students wishing to enroll in this program must have a letter signed and dated by their high school principal or the principal’s designee stating that they have approval for admission.

Students who would like to qualify for the State of Michigan dual enrollment tuition reimbursement should first check with their high school to determine eligibility and then contact the MMCC Admissions Office. Dual enrolled students are not eligible for Title IV Federal Student Aid.

Applicants for Health Programs:

1. Admission into all health programs is limited due to the number of clinical spaces available. Normally, the number of students admitted into the health programs are:

   - Level I Nursing (Practical Nursing): 70
   - Level II Nursing (ADN & StepUp): 60
   - Level II Nursing Part-Time (ADN): 20
   - Radiography: 24
   - Medical Assistant: 25

   The number of students admitted is subject to change based on the availability of clinical spaces.

2. Admissions Criteria:

   a. Nursing Program: Students are admitted based on completion of required prerequisite courses, a GPA of 2.5 or higher in the required prerequisite courses and earliest program application date when...
compared with other candidates making application at the same time. Students can only attempt prerequisite courses twice (this includes drops and withdrawals) and still be eligible for the Nursing program.

b. **Radiography Program:** Admission is based on application to the program and completion of prerequisite courses. Upon admission to the program, students undergo training in Medical Terminology, Anatomy and Physiology, Chemistry, Computer Information Systems, English, and Basic Algebra. Upon successful completion of prerequisite courses, radiography program students undergo a two year sequence of classroom, laboratory, and clinical education classes. Graduates receive an Associate in Applied Science Radiography degree and are eligible for the American Registry of Radiologic Technologists certification examination.

c. **Medical Assistant Program:** Admission is based on application to the program, completion of OIS 140 (Beginning Word Processing/Keyboarding) or competency and a conference with the Dean of Nursing. Students can only attempt required courses twice and still be eligible for progression in the program.

3. All students admitted into health programs must attain grades of "C" or better in all courses required to complete the program except as follows: For Nursing and Radiography, BIO 141 & BIO 142 must be passed with a "B-" or better. The Medical Assistant program students must attain grades of "C-" or better in all OIS courses while all other grades must be grade "C" or better. If students have taken science courses prior to admission into a specific health program, the courses must have been completed within five years of the date the student formally begins the program.

For further information about any health programs, contact the Admissions Office.

**Operational Policy**

MMCC has an Operational Policy that requires students who wish to enroll in college to have a high school diploma or a GED or must have completed the MEAP High School Assessment exams (or other high school examinations as established by the State Department of Education). The student must be enrolled in the tenth grade or higher and must have written approval for the application (or course enrollment) by the student’s principal, or his/her designee or the superintendent of the pupil’s home district. If home schooled, the student must demonstrate college level basic skills (reading and writing) on an approved and recognized college admission examination. Subject matter testing may be required for specific classes such as math, science, language and technology, to assure that the student has the basic skills appropriate for the level of the course. Requests for an exception to this policy must be in writing to the Dean of Student Services at least eight weeks in advance of the start of the enrollment period for which the exception is being requested.

**International Student Admissions**

1. The Application for Admission must be filled out completely and returned at least six months prior to the semester the student plans to attend.

2. All records of any previous schooling (mark sheets, transcripts, and any documents indicating graduation) must be submitted as official documents issued directly from the institution concerned. They must show course work and grades and must be translated if the originals are not in English. The originals should also be included. Credentials should not be forwarded to the College through relatives or friends in the United States.

3. International students will be required to take either the TOEFL (Test of English as a Foreign Language) or the Michigan Test if English is NOT the native language of the student. They must achieve a minimum score of 550 on the written TOEFL or 213 on the computer-based test or a minimum score of 80% on the Michigan Test. If they do not achieve these scores, they must attend a language center in the U.S. for intensive English study. A minimum score of 80% must be achieved at the language center before admission is granted.

4. International students must demonstrate ability of financial responsibility prior to acceptance into the College. A certified bank statement from a local bank must accompany the application documenting the ability to cover one full year of residency at MMCC. Admission will not be complete until an appropriate certified bank statement is submitted (aprx. $11,000).

5. All international students must carry an approved medical insurance program to cover major medical expenses.

6. Upon admission to MMCC, an I-20 form will be issued to obtain the necessary F-1 Visa.

7. The College will apprise the students of the fact that there is no housing available. The College assumes no responsibility for student housing for any students.

8. International students will be admitted only in the fall semester with few exceptions. Students must be full-time to remain in status.

9. International students will pay the out-of-state tuition rates. International students are not eligible for Title IV Federal Student Aid.
ADVANCED CREDIT OPTIONS

ADVANCED CREDIT

Advanced credit indicates that credit will be received without enrolling in the course provided the student demonstrates expertise as evidenced by successful completion of an equivalent high school course. A per "Billable Hours" recording fee may be charged at the time of transferring the advanced credit, please contact the Business Office for more information on applicable fee.

ADVANCED PLACEMENT PROGRAM

College course credit will be granted to students who participate in the Advanced Placement Program (AP) and pass the Advanced Placement examinations with a score of 3 (qualified), 4 (well qualified), and 5 (extremely well qualified) in College approved AP exams. Only those AP courses approved by MMCC faculty will transfer in as MMCC credit. AP exam scores should be sent directly to the Office of Enrollment Services.

The AP exams measure the college level learning experience that takes place in a high school AP course, honors class, an intensive regular course, or an independent study. Grade comparability studies in various AP subject examinations have compared to college student’s performance in similar courses.

ARTICULATION

Based on mutual concern for the needs of the students pursuing educational experiences or skills gained through non-traditional sources such as military courses, work experience programs, life experience, and so on, may request that such experiences be evaluated for credit. The veteran must produce proper documentation and the documentation will be evaluated by the Office of Financial Services based on the American Council on Education credit recommendations. Veterans planning to transfer from Mid Michigan Community College to another institution should be aware that the institution will not necessarily accept the credit for military training given by the College, but will usually wish to reevaluate the training documentation.

CREDIT BY EXAMINATION

A registered student who has had experience or background comparable to a course offered at Mid Michigan Community College may wish to receive credit for the course through the Credit by Examination procedure. The procedure should be initiated with Student Educational Services in Room 219 on the Harrison Campus or on the first floor of the Mt. Pleasant Campus to complete the Credit by Examination permission form.

The student will then pay the cashier a set fee ($15 per credit for general education courses and $20 per credit for non-general education courses) to cover testing costs, and Student Educational Services will make the necessary arrangements for the examination. After taking the College Board APS Assessment or the MMCC Math Placement Test, students who are placed in MAT 104 or above, will be given a one time opportunity to take the General Education Credit by Examination for MAT 101 free of charge. Those students placed in MAT 101 may opt to take Credit by Examination for a fee. It should be clearly understood that the student will receive credit upon successful completion of the exam and not a grade for the class in which the examination is taken. Students should be advised that MMCC Credit by Examination is unlikely to transfer to another college.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

It is possible for Mid Michigan Community College students to earn academic credit toward program completion through the College Level Examination Program (CLEP). Credit will be given for (CLEP) General Examinations in the mathematics and humanities provided the scores are at or above the 50th percentile. Credit will be given for all CLEP Subject Area Examinations provided they apply to the student’s declared program of study and provided the scores are at or above the 50th percentile.

The exception is that French level 2, the score must be 52 for German level 2 the score must be 63 and for Spanish level 2, the score must be 54.

Students should have their CLEP scores sent directly to the Office of Enrollment Services. Transfer students should also have their original scores sent, since CLEP credit will not be given to a transfer student on the basis of inclusion on another institution’s transcript.

MILITARY TRAINING CREDIT

All veterans having a certified DD Form 214 on file in the Office of Enrollment Services will automatically be given credit for two semester hours of physical education and three semester hours of health and hygiene. Veterans who feel that other training received in the military is applicable to their program of study may request that such training be evaluated for credit. The veteran must produce proper documentation and the documentation will be evaluated by the Office of Financial Services based on the American Council on Education credit recommendations. Veterans planning to transfer from Mid Michigan Community College to another institution should be aware that the institution will not necessarily accept the credit for military training given by the College, but will usually wish to reevaluate the training documentation.

NON-TRADITIONAL CREDIT

Students possessing educational experiences or skills gained through non-traditional sources such as military courses, work experience programs, life experience, and so on, may request that such experiences be evaluated for credit. The student must provide proper documentation and that documentation will be evaluated by the Office of Enrollment Services. A $20 per credit hour recording fee will be charged at the time the non-traditional credit is recorded. Students should be aware that non-traditional credit usually does not transfer to another institution.
TRANSFER CREDIT

Mid Michigan Community College will accept transfer credit from other accredited institutions within the following guidelines:

An evaluation will only be done from an official transcript. An official transcript bears the appropriate signatures and seals and is mailed directly to MMCC from the issuing institution.

Courses completed with a “C” grade (2.0) or better will be accepted.

Courses which are not equivalent to MMCC courses but are in a discipline may be accepted as elective credits.

Credits, not grades, are transferred for “C” or better courses. Grades from transfer courses are not calculated in the Mid Michigan Community College cumulative grade point average.

Transfer credits will be shown on the student’s academic record.

Occasionally courses with less than a “C” average may be accepted at the discretion of the Registrar provided those courses do not conflict with any other program or institutional policies.

A minimum of one-half of the student’s credits toward a program must be taken at MMCC to be eligible to graduate from MMCC with honors.

Students who transfer to MMCC after completing a degree at an accredited institution will be given the following exemptions from MMCC’s General Education requirements:

1. From a Two-Year Institution: Students transferring to MMCC with a two-year degree from an accredited institution will be exempt from 100 Level General Education requirements. 200 Level requirements will be determined in the transcript evaluation process.

2. From a Four-Year Institution: Students transferring to MMCC with a four-year degree from an accredited institution will be exempt from both the 100 and 200 Level General Education requirements.

Normally, evaluation of transcripts takes four to six weeks after the transcript is received by the Registrar; therefore, students planning to transfer into Mid Michigan Community College should have transcripts from other institutions sent to the College well in advance of the first semester of attendance.

ASSESSMENT AND ADVISING

ASSESSMENT

Mid Michigan Community College uses APS (Assessment and Placement Services) as a placement tool. APS is not an admissions test. It is an assessment that helps students identify their present strengths and needs—information that is necessary for accurate placement in the basic areas of language usage, reading, and numerical skills.

All students in the following categories must complete the APS Assessment prior to registration:

1. New full-time students.

2. Students who plan to enroll in a college Mathematics or English course for the first time.

Prospective students having completed the ACT may contact a counselor to waive the MMCC placement test. The ACT scores must be on file at MMCC. Students with ACT scores may be required to complete a writing sample.

ASSESSMENT CENTER

The Assessment Center provides placement testing which assists new students in selecting courses that are neither too difficult nor too easy for them. New students are expected to take placement tests before orientation to assist in academic advising.

In addition to the placement tests, the center also provides assessment relating to career exploration activities. Students who are undecided about a career are strongly encouraged to visit the center for assistance.

Assessment relating to career exploration activities is also available to non-MMCC students for a modest testing and interpretation fee.

The center is normally open from 8:00 a.m. until 4:30 p.m. Monday through Friday, with some evenings scheduled throughout the academic year.

ORIENTATION

All students new to Mid Michigan Community College taking 6 or more credit hours are expected to attend an orientation session before their first registration. During orientation, students are informed about important policies and procedures, given information about services available, and receive academic advising in selecting their first semester courses.

Before orientation, students are expected to attend a placement assessment session or have approved ACT test results on file at MMCC.
ACADEMIC ADVISING

Academic advisors are available to students throughout the academic year and between sessions. They are trained to assist students on a one-to-one basis with career selection, program planning, course reservations, and to provide counseling for students experiencing academic difficulties. New students are generally advised by a licensed counselor or trained Academic Advisor, returning students also have the option to work with an assigned faculty advisor in their field of study. Returning students may see an advisor at scheduled times during each course reservation period to set up a class schedule. Appointments may also be made with academic advisors by stopping in or telephoning the Counseling Center on the Harrison Campus, or at the main desk on the Mt. Pleasant Campus, or setting up an appointment with the faculty advisor. Hours are posted. Faculty advisor's availability varies each semester and session.

The following students are required to see an advisor prior to registration:

1. All full-time students who have accumulated less than 12 MMCC credits (as displayed on the transcript).
2. Students enrolling in entry level English or math courses (exempted: students who have Assessment scores noted on the data base).
3. All academic probation or reentering academically dismissed students.

MMCC is committed to helping all students with academic advising needs. Any student who needs assistance or has a question is encouraged to see an academic advisor.

CAREER PLANNING

Career planning activities are designed to assist students who are undecided at the time of registration or who are considering changing career plans during their enrollment period. Career planning assistance is provided through career planning classes or with the Assessment Center counseling staff. The center has a variety of career assessment instruments designed to assist with career decision making. Activities are centered around career assessment and exploration designed to provide an organized career selection process.

PERSONAL COUNSELING

Personal counseling is available on a limited basis. The College maintains a list for referral to local crisis centers and mental health clinics qualified and available for personal counseling. Personal counseling is helpful in situations where problems are persistent and bothersome to the point that another person is needed to discuss the situation. For information, contact the Counseling Center.

ENROLLMENT SERVICES

REGISTRATION

Registration at Mid Michigan Community College begins by 1) Students must first fill out an application for admission, 2) see an academic advisor, 3) register for the course, and 4) secure the registration by paying the required enrollment fee(s) the day of registration. All students must complete the process by paying tuition in full or activating a financial aid approved charge by the published date in the class schedule.

Returning students may opt to register by telephone, online, or on a walk-in basis. The first week of each registration period permits students who have completed 12 MMCC credits to register. All returning students may register by telephone. New students need to see an advisor and register during orientation with the exception of those new students taking very limited course work of 6 credits or less (they may register by telephone or walk-in).

Students who register during the late registration period will pay the full Enrollment Fee and tuition the day of registration. Advisors are available during the late registration period. Since class selection is more limited, students are advised to register earlier. The late registration period is listed in the course schedule.

Full information regarding tuition and fees is given in the section, “Cost of Attending College.”

STUDENT CREDIT HOUR LOAD

The normal credit hour load for a full-time student consists of 15-17 semester credit hours, including physical education. A student may not elect more than 17 semester credit hours without prior special permission from the Director of Counseling/Advising. A request to enroll for 20 or more semester credit hours must also be approved by the Vice President of Academic Services.

Twelve or more credit hours are considered full-time, 9-11 credit hours are considered three-quarter-time, and 6-8 credit hours are considered half-time.

Students earning 0 through 23 credit hours are designated as “freshmen”; students earning 24 through 62 credit hours are designated as “sophomores”; students earning 63 or more credit hours are designated as “other”.

HONORS SECTION

Students with a minimum of a 3.0 GPA may elect to register for a course in the honors section. Honors classes are intended to challenge highly motivated and academically talented students. Permission of instructor is required.
HONORS OPTION
Students may apply to take a course with an honors option. The student meets with the instructor one additional hour per week in addition to the regularly scheduled class. The student and the instructor will develop an extra project together. Such options will also be marked “Honors” on the student’s transcript. Only a minimum number of honors options will be permitted each year. Students interested in this option should contact both the individual instructor and the Honors Program Coordinator, and must apply and be approved prior to the beginning of the semester the honors option will be taken.

ADDING COURSES
Students may add courses to their schedule after registration by completing the Add Form obtained from the Office of Enrollment Services. A course may be added without permission of the instructor during the 1st week of classes. After this period of time, written permission from the instructor must be obtained.

DROPPING COURSES
Students may drop classes from their schedules after registration by completing a Drop Form obtained from the Office of Enrollment Services. Refund of tuition will be based on the Tuition Refund policy found in “The Cost of Attending College.” If courses are dropped after the official enrollment period and before the last week of the semester, a grade of “W” is assigned with no grade point average penalty and appears on the transcript. If classes are dropped during the last half of the total of class sessions, permission of the instructor must be obtained and the signed Drop Form must be submitted to the Office of Enrollment Services.

The instructor may give permission to withdraw or may refuse such permission. If permission is given, the instructor will assign a grade of “W” (Withdrawal) or may assign a grade of “A”, “B”, “C”, “D”, or “F”. If permission is refused, the instructor will assign a letter grade of “A”, “B”, “C”, “D”, or “F” at the end of the semester or session. All such grades appear on the transcript.

Dropping courses must be initiated by the student through the Office of Enrollment Services and may be initiated throughout the semester with the EXCEPTION of the last week. Students may not drop courses the last week of the semester. Students who stop attending a class but do not initiate a drop will be given a letter grade, not a withdrawal grade, by the instructor at the end of the semester or session. Students receiving financial aid should check with the Financial Aid Office to see if dropping a course will affect their aid amount.

AUDITING A COURSE
A course in which a student enrolls for no grade and no credit is regarded as an Audit. Permission of the instructor must be obtained and the regular tuition and fees paid. Audited courses are not computed into the GPA and do not count toward graduation. A course cannot be changed from audit to credit or from credit to audit after the official drop/add period is over.

REPEATING A COURSE
When a course is repeated for the purpose of improving a grade, the lower grade with its credit hours and points will be removed from the existing GPA; the higher grade with its credit hours and honor points will be computed into the GPA. The Grade Point Average (GPA) is found by dividing the total honor points earned by the hours attempted. Credit cannot be earned more than once for any given course. An equivalent course taken at another institution will not remove the MMCC equivalent from the MMCC transcript.

SAME COURSE RE-ENROLLMENT
In an effort to avoid potential same course re-enrollment abuse, the following conditions apply:
1. Regardless of grade(s) earned in a course(s) previously, a student will be allowed to re-enroll for this same course for a second time without conditions unless it is in a restricted enrollment program which requires written approval to re-enroll by the program director.
2. Regardless of grade(s) earned in course(s) previously, a student will not be allowed to re-enroll for a course for a third time unless the re-enrollment request is written by the student and has a plan for success.
3. For a student to be allowed to re-enroll in a course for a fourth time or more the student must make a request in writing and receive approval of the Dean of Student Services or the Vice President of Instruction, plus agree in writing to pay the complete course cost explained below.

In-District Student:
In-District Tuition X 3 + all Fees = Total Cost*

Out-District Student:
Out-District Tuition X 3 + all Fees = Total Cost*

* The purpose for requiring three times the tuition is to ensure the student pays the total course cost thus, freeing the local and state taxpayers of any financial contribution.

WITHDRAWING FROM COLLEGE
Students who withdraw totally from the College other than at the end of a semester or session must initiate formal withdrawal procedures with the Office of Enrollment Services to claim any possible refunds and avoid the posting of failing grades for all courses not completed.

Students who receive Title IV Federal Student Aid funds and withdraw totally prior to completion of 60% of a semester or session may have to repay a portion of the
INDEPENDENT STUDY COURSE WORK
A student may, at the discretion of the instructor, register for course work independently. All independent study course work must be approved by the appropriate Instructional Administrator.

CHANGE OF PROGRAM
At the time of application, the student is required to declare a program and is given a student program guide to follow, which outlines all courses required for completion of the degree or certificate. If a student decides to change his/her program of study, the Office of Enrollment Services must be notified and a new student program guide should be picked up to assure that the student completes the necessary courses required on the new program.

FINANCIAL AID
Mid Michigan Community College, in conjunction with federal and state programs and private and civic organizations, offers a variety of scholarships, grants, loans, and employment opportunities to assist students in financing their education.

No student should hesitate to apply for admission because of financial circumstances. Approximately 65% of all Mid Michigan Community College students carrying 6 credits or more receive some form of financial assistance. The purpose of financial aid is to make it possible for students of all degrees of financial capability to pursue their educational goals.

The following information is provided to inform prospective and current students of the various alternatives available.

HOW FINANCIAL NEED IS DETERMINED
Need is determined by subtracting a student’s expected family contribution from the student’s school budget. If the Financial Aid Office considers the student eligible for assistance from a source other than the College, it subtracts the estimated amount of this assistance from the student’s estimated total financial need.

Expected Family Contribution: In determining a student’s eligibility for need-based assistance, the College considers the appropriate contributions from the student, student’s spouse, and from the parents of the student if the student is not independent.

The information provided in the Free Application for Federal Student Aid (FAFSA) is used to determine a fair contribution from each family taking into account the family’s income and some net assets, the number of dependents, and other factors.

The office uses federally required and approved computation analysis guidelines and, if necessary, makes adjustments.

FINANCIAL AID ELIGIBILITY FOR FEDERAL & STATE AID PROGRAMS
To be eligible for federal and state gift aid, employment and loan programs, students must meet all of the following requirements:
• be admitted to or enrolled in an academic program leading to a degree or certificate;
• be a U.S. citizen or National, permanent resident or have other qualifying status;
• all adult males between the ages of 18-26 years of age must be registered with Selective Service (if required to register) and sign statements of compliance;
• not be in default on any loan program or in over-payment status on any federally funded aid program at any college or university;
• have a high school diploma, a GED or have the ability to benefit;
• establish and maintain satisfactory academic progress;
• meet any additional requirements established for specific federal and state programs.

Students receiving need-based assistance who have also been awarded non-need-based scholarships will have the scholarship funds included in the financial aid package.

Conviction for drug distribution or possession may make a student ineligible for aid. Contact the Financial Aid Office for additional information about these requirements.

FINANCIAL AID PACKAGE
Normally, the financial aid package consists of a combination of gifts (scholarship and grant) and self-help (job or loan) aid. The proportion is determined annually.

Students receiving need-based assistance who have also been awarded non-need-based scholarships will have the scholarship funds included in the financial aid package.

HOW TO APPLY FOR FINANCIAL AID
The student must submit the Free Application for Federal Student Aid (FAFSA). This application can be submitted over the internet using FAFSA on the web at www.fafsa.ed.gov, or by mailing the proper FAFSA directly to the federal processor.

These forms may be obtained from either a high school counselor or the College Financial Aid or Admissions Offices.
The Financial Aid Office will give priority to students who submit all required documentation by June 1. These students may expect to complete their registration process by charging tuition costs against their estimated financial aid.

Students who submit documentation after June 1 should plan on paying tuition costs from their own funds but will receive any financial aid monies for which they are eligible after all processing is complete.

Please note several types of federal and state funds are limited. Therefore, students who apply early will be given priority when those funds are awarded. Mid-year transfer students who apply for federal aid must change their school code with the Department of Education before aid can be processed.

Most College awards are made for a period of one academic year only. Reapplication must be made each year. There is limited financial aid available for the spring and summer sessions.

The Financial Aid Office reserves the right to request income and asset verification of financial statements submitted for need-based aid. Failure to provide the requested information will result in cancellation of award action. Falsification of income information submitted for the purpose of receiving financial assistance will result in cancellation of all future assistance and repayment of all prior assistance received falsely. If federal and/or state funds are involved, notification of the false information will be provided to the proper agencies (U.S. Office of Education and/or Michigan Higher Education Assistance Authority) for their future disposition.

CHANGES IN AWARDS

The Financial Aid Office notifies students of the types of aid for which the student is eligible and provides estimated amounts of aid in their award letters. It may, however, be necessary for the College either to increase or decrease the award if changes occur in enrollment status, family financial status, or the student’s own financial resources or expenses.

Changes in enrollment status include reduction of the credit hour load or withdrawing from the College before the end of the semester. Such changes normally will result in reduction or cancellation of assistance. Students should consult the Financial Aid staff before making a change of this type.

Changes in family financial status include significant discrepancies between resources described in the FAFSA and those reported in the federal income tax return and unanticipated family financial reverses lasting longer than three months. Students should consult the Financial Aid staff if changes of this nature occur.

Changes in student resources include receipt of educational benefits such as Social Security, Veteran’s benefits, and receipt of awards in amounts that differ from estimates stated in the award announcement or that were not included in the announcement. Students must report receipt of additional resources not considered in the original package.

Changes in student expenses, such as medical or emergency expenses, may be experienced by some students. If expenses change, students should discuss their budget with a financial aid officer. It may be possible to adjust the self-help portion of the award to recognize additional allowable expenses.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

To receive financial aid, students must maintain satisfactory academic progress toward their degree or certificate. The Mid Michigan Community College (MMCC) Standards of Satisfactory Academic Progress governs all federal and state financial aid, grant, loan, and workstudy programs. Financial Aid Student academic records are reviewed each semester for satisfactory academic progress.

There are 3 Elements in the MMCC Standards of Satisfactory Academic Progress:

1. The grade point average (GPA) students must maintain;
2. The number of credit hours students must complete each semester; and
3. The maximum credit hours for which students may receive financial aid.

Element 1

Students must maintain a grade point average (GPA) of a 2.0 or above on a cumulative basis.

Element 2

Students must satisfactorily complete two-thirds of attempted credit hours each semester rounded up to the nearest number as defined in the semester completion table below.

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<thead>
<tr>
<th>Semester Completion Table</th>
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<tr>
<td>Enrolled Credits</td>
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<td>11 - 12</td>
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FINANCIAL AID ACADEMIC PROBATION

Student financial aid recipients will be placed on probation the first time they do not meet the Satisfactory Academic Progress criteria. Students will be allowed one probation-
Any semester of assistance to meet the requirements of Elements 1 and 2.

Students who do not meet the requirements of Elements 1 or 2 after one semester of probation will have aid eligibility suspended. The reinstatement or appeal process described below may be used to regain financial aid eligibility.

REINSTATEMENT

Students can have their financial aid reinstated by attaining the minimum cumulative grade point average and semester credits earned requirements (See Elements 1 & 2). Students seeking reinstatement must then advise the Financial Aid Office in writing that they meet the requirements.

APPEALS

A. Students who have been suspended from financial aid for failure to meet Standards of Academic Progress have the right to appeal. All appeals must be submitted in writing on the Satisfactory Academic Progress Appeal Form to the Financial Aid Office. Students submitting appeals should state the reasons why satisfactory progress was not made and discuss actions that have been or will be taken to meet satisfactory progress requirements in the future. Documentation supporting the reasons for the appeal must be attached. Appeals submitted without documentation will not be considered. Mitigating circumstances beyond the control of students, such as injury, illness, death of an immediate family member, or other special circumstances may be grounds for successful appeals.

If appeals are approved, students will receive one additional semester of aid. During this semester students must complete all courses in which they register with grades of "C" (2.0) or better (no C-, D+, D, E or NC grades), with no withdrawal (W), and no Incomplete (I) grades. Students meeting this criteria will continue on probationary status until the student meets the MMCC Standards of Academic Progress.

Students who fail to meet these requirements will have aid eligibility suspended.

B. If the first appeal is not resolved to the satisfaction of the student, a second appeal may be made in writing to the Director of Financial Aid, who will convene the Financial Aid Advisory Committee to review the second appeal. The Director will inform the student of the Advisory Committee's decision within ten business days. The Committee's decision will be final.

1. The Financial Aid Advisory Committee is made up of the following membership:
   Dean of Student Services
   Financial Aid Director
   1 Financial Aid Officer

2. A minimum of three members is required to review a student appeal.

Element 3

Federal Regulations state that a student cannot receive Title IV funds for more than one and one-half times the required credit hours needed to complete a specific degree or program. In other words, if an Associate Degree normally takes 64 credit hours to complete, a student can not attempt more than 96 credit hours toward that degree and still receive aid (64 x 150% = 96).

Attempted credits hours include incomplete, withdrawals, repeated, and remedial courses and transfer credits.

DISBURSEMENT OF AWARDS

Financial aid monies from scholarships, grants, and loans are usually divided in half and credited directly toward the semester bill. If there are more credits than charges, a check will be issued to the student for the balance. It is the student’s responsibility to verify the accuracy of the billing charges and credits and remaining aid balance.

The availability date of remaining balance checks varies, but they are disbursed prior to the end of each semester. Students should plan to have sufficient funds for meeting their expenses until checks are available. These checks are disbursed through the College Business Office.

STATEMENT OF STUDENT FINANCIAL AID RIGHTS AND RESPONSIBILITIES

Rights of Financial Aid Applicants

1. You have the right to know what financial aid programs are available.

2. You have the right to know the deadlines for submitting applications for each of the financial aid programs available.

3. You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.

4. You have the right to know how your financial need was determined.

5. You have the right to know what resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your need.

6. You have the right to know how much of your financial need as determined by the institution has been met.

7. You have the right to request an explanation of the various programs in your student aid package.

8. You have the right to know the MMCC refund policy.
9. You have the right to know what portion of the financial aid you received must be repaid, the payback procedures, the length of time you have to repay, and when repayment is to begin.
10. You have the right to know how MMCC determines whether you are making satisfactory academic progress and what happens if you are not.

For an explanation of any of the above rights, please review the information in this catalog or come in to the Financial Aid Office and meet with a Financial Aid Representative.

Responsibilities of Financial Aid Applicants
1. You must complete all application forms accurately and submit them on time to the right place.
2. You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.
3. You must return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.
4. You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
5. You must accept responsibility for all agreements that you sign.
6. You must perform the work that is agreed upon in accepting a Work Study job.
8. You are responsible for reporting the type and amount of any assistance you have received from any source outside of your MMCC aid.

MID MICHIGAN COMMUNITY COLLEGE AID PROGRAMS

Eugene W. Gillaspy Honors Scholarships: These $600 scholarships ($300 per semester) are offered to any high school senior whose cumulative GPA is 3.5 or higher. Application for this award is made through the college Admissions Office. The number awarded is based on early submission of high school transcripts. To receive the award, the student must have a 3.0 GPA in their senior year and must maintain a cumulative GPA of 3.5 or higher. The Gillaspy Scholarships are non-need based and must be used for the semester for which they are awarded and cannot be held for attendance in a different semester.

Mid Michigan Community College Trustees' Scholarships: Recipients of these $400 scholarships ($200 per semester) Application for this award is made through the college Admissions Office. The number awarded is based on early submission of high school transcripts. To be eligible, the student must have a cumulative high school GPA of 3.0 to 3.5. Students should apply for these scholarships through their high school counselors. To retain the scholarships, the student must attend Mid Michigan Community College on a full-time basis (12 or more credit hours) and must maintain a cumulative GPA of 3.0 to 3.5. These non-need based scholarships are renewed on a semester-by-semester basis to a maximum of four semesters and must be used for the semester for which they are awarded and cannot be held for attendance in a different semester.

Mid Michigan Community College Admissions Awards: These $250 awards ($125 per semester) are offered to high school seniors whose GPAs are between 2.0 and 3.0 thus making them ineligible for scholarship assistance, but who show potential to profit from a college education based on the recommendation of their high school counselor and two of their instructors. Application for this award is made through the college Admissions Office. The number awarded is based on early submission of high school transcripts. To retain these awards, the student must attend Mid Michigan Community College on a full-time basis (12 or more credit hours) and must maintain a cumulative GPA of 2.0 or higher. These awards are renewed on a semester-by-semester basis to a maximum of four semesters. The MMCC Admissions Awards must be used for the semester for which they are awarded and cannot be held for attendance in a different semester.

Mid Michigan Community College Technical Education Awards: These $500 awards ($250 per semester) are offered to individuals who plan on taking classes in one of the following programs: Automotive Technology, Heating, Refrigeration & Air Conditioning, Industrial Technology/Drafting & Design, Industrial Technology/Machine Tools, Office Information Systems, Graphic Design, Welding Technology or M-Tec classes. Application for this award is made through the college Admissions Office. The number awarded is based on early submission of high school transcripts. This award can be used for tuition, fees and books. Students must have a 2.0 or higher GPA to receive the award, and if a 3.0 GPA is maintained after the first year, students may receive the award for an additional year.

Mid Michigan Community College Adult & Alternative Education Trustees' Award: Recipients of these $300 scholarships ($150 per semester) are nominated by the Adult Education Director. To be eligible, the student must have a GPA of at least 3.0. Students should apply through their Adult Education Office. To retain the scholarships,
the student must attend Mid Michigan Community College on a full-time basis (12 or more credit hours) and must maintain a cumulative GPA of 3.0. These non-need based scholarships are renewed on a semester-by-semester basis to a maximum of four semesters and must be used for the semester for which they are awarded and cannot be held for attendance in a different semester.

**Mid Michigan Community College Scholastic Incentive Scholarship:** Students are eligible for $250 scholarships after completing a semester at full-time status (12 or more credit hours) with a cumulative GPA of 3.5 through 3.89; or are eligible for $400 scholarships after completing a semester at full-time status with a cumulative GPA of 3.90 through 4.00. To receive the scholarship, students must also be currently enrolled full-time in a regular semester. Application for these scholarships must be made each semester through the Financial Aid Office. These scholarships are non-need based, limited to five semesters, and are made possible through financial gifts from friends of the College and the Scholarship & Grant Commission.

**Ellis VanDeventer Adult Incentive Award:** This award is to assist adult students who are not served effectively by the Federal Pell Grant Program, but still have a relatively low income and high financial need in the Federal Formula. Most of these students are not coming directly out of high school and therefore have limited opportunities to qualify for traditional scholarships. Awards are made for one academic year and are renewable for one additional year if a student has not completed 60 credit hours. An award of $400 per semester with a maximum of $800 per year will be made to qualifying full-time students. An award of $200 per semester with a maximum of $400 per year will be made to qualifying students attending at least half-time but less than full-time.

**Junior High Scholarship:** The scholarship is in the amount of $250 and is presented to outstanding Junior High (8th grade) students that will be graduating into high school. This scholarship is in acknowledgment of academic excellence. To achieve this recognition, the honored recipients must have earned a cumulative GPA of 3.5 or better.

**Senior Citizen’s Discount Awards:** Senior citizens may enroll in any credit or non-credit course offered by the College, except those courses in a program requiring an admissions decision, and receive a 20% tuition discount. To qualify for such a discount, senior citizens must be 62 years of age or older and retired, must have their primary residence in the State of Michigan, and must be participating in U.S. Social Security retirement benefits. Senior citizens must request such a discount at the time of registration. This discount does not apply to fees, books, materials or supplies, trips, or other special events.

**STATE OF MICHIGAN AID PROGRAMS**

**Adult Part-Time Grant:** The Adult Part-Time Grant provides grant assistance for needy self-supporting undergraduate students who have been out of high school (other than GED or adult education) for at least two years. Qualifying students must enroll at an approved public or private degree-granting Michigan college on a part-time basis (3 to 11 credit hours). Grants are available for not more than two years of study.

**Michigan Rehabilitation Services:** Michigan Rehabilitation Services is a division of the Michigan Department of Career Development and provides rehabilitative services to vocationally handicapped or impaired individuals. Any person with an impairment such as an amputation, a cardiac condition, speech problem, deafness, blindness, orthopedic involvements, or epilepsy can make application for service through Michigan Rehabilitation Services.

All services provided are individually planned to meet the established need and could include, for example, tuition, fees, books, prosthetic devices, maintenance, or other services that would be required for the completion of a rehabilitation program.

A student who feels that vocational rehabilitation services are needed may make inquiry and application for assistance by contacting the Office of the State of Michigan Rehabilitation Services serving the student’s local area.

**Michigan Competitive Scholarships:** These scholarships are credited to tuition and fees of Michigan residents of 18 months who are high school graduates, who qualify through a competitive examination, and who show financial need. Awards may be renewed annually for a maximum of four semesters as long as need and at least a 2.0 GPA are maintained.

More information is available from high school counselors and by writing to the Office of Scholarships & Grants, MHEAA, P.O. Box 30462, Lansing, Michigan 48909.

**Michigan Educational Opportunity Grant:** The Michigan Educational Opportunity Grant provides grant assistance for needy undergraduate students who enroll on at least a half-time basis at public Michigan colleges. The grant is awarded by the Financial Aid Office in accordance with federal and state guidelines.

**Michigan Higher Education Assistance Authority Loans:** Acts as a guarantee agency and in some cases as a direct lender for the Stafford Loan Program. For details see the Federal Family Educational Loan Program section of this catalog.

**Tuition Incentive Program (TIP):** The Tuition Incentive Program (TIP) pays community college tuition and fees for students from families determined by criteria set by
the State of Michigan to be lower-income. Students must apply for and be determined eligible for TIP prior to graduation from high school.

**Michigan Work-Study Program:** The Michigan Work-Study Program provides work opportunities for needy undergraduate, graduate, or professional graduate students who enroll at approved public or private degree-granting, Michigan colleges on at least a half-time basis.

**FEDERAL AID PROGRAMS**

**Federal Pell Grants:** Students may apply for Pell Grants by filing a Free Application for Federal Student Aid (FAFSA).

Eligibility for Pell Grants is based on financial need as determined by a federal formula applied to all applicants. Currently awards range from $200 to $4,050. The amount of the award will be affected by costs of attendance and enrollment status.

Students must continue to meet the standards of satisfactory academic progress in the program in which enrolled. Students must not owe refunds on Pell Grants or other awards or be in default on repayment of any student loans.

Before receiving payment, the student must sign a Statement of Educational Purpose/Registration Compliance Form certifying that all money received will be used for the cost of attendance only.

**Federal College Work-Study Program (FCWS):** These work opportunities are awarded to students who meet requirements included in the Financial Aid Eligibility section. Job placement extends to most areas of College activity. Every effort is made to refer students to positions compatible with their interest and qualifications, although this is not always possible. Pay rates are commensurate with federal wage guidelines. The number of hours worked per week is limited in order to prorate the award amount a student is eligible to receive over the entire semester. Students are paid once every two weeks for hours worked. Placement of students in FCWS employment is handled through the College Employment Information Office. Application for FCWS is made through the Financial Aid Office.

**Federal Supplementary Educational Opportunity Grants (FSEOG):** These are federal grants awarded to students with the highest need according to the federal formula. The grants vary from $200 to not more than $1,000 per year for MMCC students. Students must be making satisfactory progress; and meet all other conditions outlined in the Financial Aid Eligibility section to continue receiving the grant. The FSEOG is awarded by the Financial Aid Office in accordance with federal guidelines.

**Federal Family Educational Loan Program:** These low-interest, educational loans are made by a lender such as a bank, credit union, or savings and loan association. They are insured by the guarantee agency in each state and reinsured by the federal government. You may apply for a Federal Family Educational Loan after the Financial Aid Office has determined any other financial aid for which you may be eligible. These loans are only to be used to finance the cost of education and must be repaid.

**Subsidized Stafford Loan:** Depending on financial need, first year students may borrow up to $2,625 a year and second year students may borrow up to $3,500 a year. The interest rate on your loan could change each year of repayment but, by law, it will never exceed 8.25%.

Interest on a Subsidized Stafford Loan is paid by the Federal Government while the student is in school, during a 6-month grace period following cessation of at least half-time enrollment, and for any periods of authorized deferment after the student begins repayment.

Loans will be made in multiple disbursements within the loan period. The lender will deduct up to 4% in fees from each loan check.

Students may be entitled to a temporary postponement of payments called a “deferment.” The lender has a complete listing of all authorized deferments and time limitations. (This information is also listed on the promissory note.)

If a student applies for an additional loan, the applications must be made to the original lending institution.

Six months after ceasing to be at least a half-time student, the borrower must make formal arrangements with the lending institution to begin repayment. The following regulations apply:

1. The minimum monthly payment will be $50. Under unusual circumstances the lender may permit reduced payments.

2. The maximum standard repayment period is 10 years, however there are other repayment options available for up to 30 years.

3. Repayment in whole or in part may be made at any time without penalty.

Default will occur if the borrower:

1. Fails to make scheduled loan payments; or

2. Fails to meet other terms of the promissory note.

If the student defaults on the loan, the guaranty agency will purchase the loan(s) from the student’s lender, add collection costs, report the default to national credit bureaus, and may pursue collection in the following manner:

1. Assign the student’s loan to a collection agency;

2. File suit against the student to recover the amount owed, plus court costs and fees;

3. Garnish the student’s wages; and/or

4. Withhold federal and state income tax refunds.
A defaulted loan is immediately due and payable in full. Student’s credit rating will be adversely affected and may seriously jeopardize chances for qualifying for any future loans (auto, mortgage, etc.) Students who have defaulted on loans will not be eligible to receive any additional Title IV funds (which includes Pell Grants).

**Unsubsidized Stafford Loan:** This program is for borrowers who do not qualify for a Subsidized Stafford Loan, or who qualify for a Subsidized Federal Stafford in an amount less than the annual federal limit.

By combining both subsidized and unsubsidized loans, borrowers can receive up to their maximum annual Federal Stafford limit.

For independent students or students whose parents cannot borrow under the PLUS program, the amount a student can borrow under the unsubsidized loan program is increased up to an additional $4,000 per year.

An Unsubsidized Federal Stafford loan has all the same terms as the Subsidized Federal Stafford including deferments and interest rates. The only difference is that the student is responsible for the interest payments while in school, during periods of authorized deferment and during grace and repayment periods. Prior to repayment, this interest may be paid monthly or quarterly if agreed to by the borrower.

**PLUS Loan:** PLUS loans are for parents or legal guardians, who want to borrow to help pay for their dependent children’s education. The child’s dependency status will be determined by completing a Free Application for Federal Student Aid. Lenders must perform credit checks on PLUS borrowers. Those parents with no adverse credit history are eligible to borrow.

Parents may borrow up to the remaining need of the dependent student (cost minus aid) with no cap. PLUS loans are issued at a variable interest rate. This new rate is adjusted annually but can not exceed 9%.

Checks will be disbursed to the school at equal intervals within the loan period. Repayment on the PLUS loan normally begins within 60 days of disbursement. Repayment terms will be scheduled by the lender and usually extend from 5 to 10 years. In general, the minimum monthly payment is $50.

**Eligibility:** Students may be eligible for a Federal Family Educational Loan if the student meets the requirements included in the Financial Aid Eligibility section and is enrolled on an at least a half-time basis, and maintaining an overall GPA of at least a 2.0.

**Applying:** To apply for a Federal Family Educational Loan a student must:

1. File a Free Application for Federal Student Aid and provide the college all necessary forms to complete the financial aid file requirements. An award packet will be mailed to the student.

2. Obtain a loan application from a participating lender.

3. Complete the Borrower’s section and submit the application to the Financial Aid Office with required forms.

4. Fulfill all mandated federal and school requirements such as completing an Entrance Loan Counseling session for new borrowers.

If the loan is approved, the borrower will receive a Notice of Loan Guarantee and Disclosure Statement listing the approved amount of the loan and the approximate date(s) the loan check(s) will be sent to the school.

**Borrowing Responsibilities:** The lender will be making a financial commitment to the borrower by helping to finance the student’s education. Borrowers will be responsible for contacting their lender immediately if they:

1. Withdraw, graduate or be enrolled less than half-time;

2. Change their name or address; and/or

3. Transfer schools.

Borrowers must complete Exit Counseling in their last semester of attendance.

**Veterans Administration Benefits:** Veterans should contact the Financial Aid Office to be certified for VA benefits. This should be done at least two months before the beginning of each semester to ensure prompt receipt of VA payments. Veterans must carry at least 12 credit hours during each of the fall and winter semesters to be eligible for maximum benefits; however, prorated payments are made for less than full-time enrollment. Veterans should contact the VA Regional Office for full information pertaining to VA benefits.

Veterans must make academic progress maintaining a 2.0 or better GPA. If the GPA falls below 2.0 for two consecutive semesters, as determined by the Dean of Student Services, the veteran will no longer be able to be certified for benefits. The Financial Aid Office will notify the veteran and the Veterans Administration of termination.

Veterans who have attended other schools beyond high school must have an official transcript from their previous school(s) sent to the Office of Enrollment Services for evaluation of possible transfer credit. The Financial Aid Office will notify the U.S. Department of Veterans Affairs, with a copy to the veteran, of the credit granted. This must be done during the student’s first semester or the student will no longer be certified.

**Michigan Children of Veterans Tuition Grant:** Dependents of deceased or disabled veterans whose injuries were a result of military service may be eligible for VA benefits. Applications may be obtained from the Financial Aid Office. Children must be between the ages of 18 and 23.

Children of deceased or disabled Michigan veterans whose injuries were a result of military service may be eligible...
for tuition and fees waiver from the Michigan Veterans. Eligible students must be between the ages of 18 and 23 and attend full time. Applications may be obtained from the Financial Aid Office.

Students covered under any of the veteran’s programs must contact the Financial Aid Office each semester.

OTHER AID PROGRAMS

Unless otherwise noted, persons who feel they are eligible for any of the funds listed below should contact the Financial Aid Office. In addition to the listed scholarship information regarding other scholarship may be obtained through the Financial Aid Office.

Beaverton Alumni Association Award: This $500 scholarship ($250 per semester for 2 semesters) will be awarded to Beaverton High School graduating seniors who has a parent or grandparent who also graduated from Beaverton HS. The student must have earned a minimum 2.5 high school GPA and demonstrate some financial need. The student must also be enrolled in an associate degree program at MMCC for the upcoming Fall semester.

Bureau of Indian Affairs: Grants for qualified students of at least one-quarter American Indian descent are available through the U.S. Department of the Interior, Bureau of Indian Affairs. Information can be obtained by contacting: Scholarship Officer, B.I.A., Higher Education Grant Program, Michigan Intertribal Education Association, Inc., Baraga, Michigan 49908.

Central Michigan Community Hospital Auxiliary Scholarship: Scholarships of differing amounts are awarded to selected applicants accepted into a health career program. Recipients must be residents of Isabella County, have a GPA of at least 2.75, and exhibit financial need. Applicants who are employees of Central Mi Community Hospital will be given first priority if all other qualifications are equal.

Chemistry Scholarships: Two different scholarships are awarded for two consecutive semesters to students who are majoring in Chemistry. Stipends of $250 or $800 per year are awarded to two different students. Criteria for awarding is based on GPA and the number of Science/Math courses successfully completed.

Computer Service Technician Award: Awards a $50 reimbursement toward the cost of the CompTIAA+ Service Technician Certification Examination to students of CIS 245 who present official evidence of successfully passing both the Core Examination and the DOS/Windows Examination of the A+ Certification Program. Official evidence consists of a copy of the test results endorsed by the testing site. Such evidence must be presented on or before the starting date of the Fall semester following the semester of successful completion of CIS 245. Successful completion of CIS 245 is a minimum 2.0 GPA.

Dan & Genevieve McDonald Excellence in Nursing Scholarship: This $1,000 one academic year scholarship ($500 per consecutive semesters/sessions) will be awarded to a MMCC student who is enrolled in the full-time Associate in Nursing program. Scholarships will be awarded to student applicants beginning with the highest GPA then in descending order. At least half of the awards will be given to in-district students.

Eric C. Schneider Award: This $2,400 award, $600 per semester for up to four semesters, is awarded to a recent Clare H. S. graduate and a recent Farwell H.S. graduate with a minimum 2.0 high school grade point average or better. Additionally, the candidates must demonstrate some financial need and enroll full-time in an associate degree program at MMCC. This award of $600 per semester or session is renewable for up to a total of 4 consecutive semesters provided the student maintains a 2.0 grade point average and attends MMCC full-time.

Federal Broach Company Scholarship: These $500 scholarships ($250 per semester) are offered to one Harrison High School student and one Farwell High School student whose cumulative GPA falls between 2.8 and 3.5. Students must also demonstrate financial need and be enrolled in one of the following programs at MMCC: Accounting, Computer Information Systems, Management & Marketing, Office Information Systems, Computer Assisted Drafting, or Machine Tool.

Fine Arts Scholarship: This scholarship is awarded to a new or returning student who is enrolled in at least one fine arts class and has displayed an active interest in the fine arts program. Students must maintain a 3.0 GPA and take at least one fine arts class per semester in order to be eligible for a maximum of four semesters.

Genevieve Sweeney Memorial Scholarship: A $400 ($200 per semester) scholarship is awarded to a Harrison H. S. senior. Preference will be given to students who are not recipients of other financial aid and who are students of theater or literature. Students maintaining a minimum 2.0 GPA may receive the scholarship for two consecutive semesters or one semester and one summer session. This scholarship is made possible by family and friends of the Sweeney family.

Geoffrey A. Cotter Memorial Scholarship: This $1,200 scholarship, $300 per semester for up to four semesters, is awarded to a high school graduate from Isabella County with a cumulative GPA of 2.0 or better who is a full-time student in an allied health program.

HRA Academic Scholarship: This $500 or $250 scholarship ($250 per consecutive semesters/sessions) will be awarded to a MMCC HRA student who has a minimum of a 3.0 GPA and has completed at least a minimum of 12 credits. In order to maintain the scholarship, the student must maintain full-time enrollment status in the HRA program and a minimum of a 3.0 GPA.
Isabella Bank & Trust Scholarship: This $500 award ($250 per semester) is offered to women pursuing an Associate degree in Business Administration, Management & Marketing, Small Business Management, or Accounting and who reside in Isabella, Clare, or Mecosta County. These awards are non-renewable.

Janice A. Langdon Scholarship: This $1,000 scholarship ($500 per consecutive semester/session in one academic year) will be awarded to a MMCC student who has a minimum 3.0 GPA and has been accepted into the LPN program. The recipient shall receive $500 per semester or session provided he/she maintains full-time status and an overall 2.7 GPA.

Janice E. Haskin Memorial Award: These (2) $1,000 awards ($500 per semester for up to four semesters) will be awarded to a Clare County high school graduate with a minimum 2.0 high school grade point average or better who is residing in Clare County. Additionally, the candidate must enroll full-time in an associate degree program in any health related field at MMCC. This award of $500 per semester or session is renewable for up to a total of 4 consecutive semesters provided the student maintains a 2.0 grade point average and attends MMCC full-time.

J. Dean & Betty L. Eckersley Scholarship: This scholarship will be awarded to a full-time student in an associate degree program who demonstrates some financial need. Preference will be given but is not limited to students majoring in an allied health field and who reside in Isabella County. Since the scholarship funds are drawn from an endowment given by J. Dean and Betty L. Eckersley, the amount of the award may vary each year and can be used up to 6 consecutive semesters provided a 3.0 GPA is maintained. Students transferring to Central Michigan University may qualify for the CMU Eckersley Scholarship depending on a major.

James & Sharon Manning Scholarship: This scholarship ($500 per semester) for a total of four consecutive semesters is awarded to students majoring in Small Business Management, Business Administration, Management & Marketing, Automotive Technology, or a related degree. The recipient must have a minimum 3.0 high school or college GPA to qualify. Applications must be submitted before June 15 for the upcoming year.

Mark E. Wilson Scholarship: This $400 scholarship ($200 per semester) will be awarded to a student who has a 3.0 high school or college GPA. Preference will be given to Farwell School District residents and/or a student who intends to be enrolled in the accounting program. The recipient must maintain a 3.0 GPA and be enrolled as a full-time student (12 credit hours or more) at MMCC. Family and friends of the late Mark E. Wilson, a former MMCC Accounting Instructor, make this scholarship possible.

MidMichigan Regional Medical Center-Gladwin Tuition Reimbursement Program: This program provides tuition reimbursement for the final year of the RN program for 3 students who are recommended by the College, have a cumulative GPA of 3.0 or higher, pass a personal interview with the Dir. of Nursing and/or established Scholarship Reimbursement Committee, and meet all criteria for employment at MRMC-Gladwin. Recipients of the tuition reimbursement must graduate from the program, pass the State Board licensure exam, work 15 hours per month at the Hospital during their final year as a Nursing Assistant or an LPN, if already licensed, and remain in the employ of MRMC-Gladwin for two years after graduation.

Ralph Myers Memorial Scholarship: A $250 scholarship will be awarded to a full-time student enrolled in an associate degree program who is a graduate of Gladwin H.S. and has a minimum 3.0 GPA from high school or college. This one time $250 scholarship may be applied toward the fall or winter semesters or sessions. The Myers Memorial Scholarship is donated by the Myers Corporation to honor the memory of Ralph Myers, a former MMCC Board of Trustees member.

Michigan Army and National Guard Tuition Waiver (MIANG/MIARNG): Eligibility criteria for this tuition waiver will be 25% of base tuition. This will include MIANG and MIARNG members, prior and non-prior service members. Member is certified to be in good standing in the MIANG or MIARNG. Member is admitted to an under graduate degree-granting program at Mid Michigan Community College. Member meets MMCC’s in-district or out-of-district residency requirements. Member maintains satisfactory academic progress as determined by MMCC. Member is responsible for the cost of tuition for courses that are repeated and the MMCC tuition waiver will not apply to the number of credits for the repeated course(s). The student is responsible for turning in the application to the Financial Aid Office prior to the end of the semester that the student is attending MMCC.

Vocational Education Assistance Program: For several years, the Michigan Department of Career Development has made available to community colleges of Michigan occupational education tuition grants for special population groups. These groups include single heads of households; displaced homemakers who have lost their means of support and must now seek employment and training; persons who wish to be trained in a field usually considered for the opposite sex; economically disadvantaged or academically disadvantaged individuals requiring special services or assistance to succeed; limited English proficiency; and persons who have a disability as defined in the ADA. These grants may be used in occupational programs only. Certain funds for educational expense (e.g. tuition, fees, books, transportation, child care) are available to allow students to enroll or continue in occupational programs.
**Phi Theta Kappa (PTK) Scholarships** for distinguished PTK members only: The purpose of these $250 awards (provided PTK funds are available) is to annually recognize and reward the scholarly achievements of two Phi Theta Kappa members. To be eligible for nomination, a student must be currently enrolled at MMCC and should expect to be enrolled in the following Fall semester at MMCC. The nominee must have completed at least 12 semester hours in pursuit of an Associate in Arts, Associate in Science or Associate in Applied Science degree, prior to being nominated; and must currently post a cumulative GPA of not less than 3.25 out of a possible 4.0 in all credit course work taken at MMCC. The nominee must be a PTK member in good standing who has earned at least 100 points. Awards will be used in the Fall semester at MMCC.

**Pre-Engineering Scholarship:** A full-time incoming freshman who is majoring in Pre-Engineering and has a high school GPA of 3.5 may be awarded this $600 scholarship ($300 per semester) for two consecutive semesters. The recipient must take MAT 124 or higher the first semester and the sequential math courses thereafter each semester to continue the scholarship. The recipient must also maintain a 3.5 college GPA to receive the scholarship the second semester.

**Rebecca & Harry Goldberg Scholarship:** One $1,000 scholarship ($500 per semester or session) for a full-time student and one $500 scholarship ($250 per semester or session) for a part-time student who is pursuing studies in Early Childhood Education to be used for tuition, fees and books. To be eligible, a student must be enrolled part-time to full-time in an Early Childhood Education program at MMCC and have a minimum of a 3.0 college or high school GPA. Recipients may apply for one additional year provided they maintain a 3.0 GPA and attend at least half-time in the ECE program.

**Thomas Grabmeyer CSAS Memorial Award:** The purpose of this one-time award is to grant relief to students who encounter unusual circumstances while attending MMCC (pending availability of funds). Students should apply to the Financial Aid Director using the MMCC Scholarship/Grant Application and provide a written explanation of their education and/or financial circumstances. A committee consisting of the Financial Aid Director, Dean of Student Services, and the CSAS President or CSAS Advisor will make award decisions. This scholarship honoring the memory of Thomas Grabmeyer, a former MMCC Librarian, is sponsored by the Commission for Student Activities and Services (CSAS).

**The Christopher Smith & Estell Bergey Smith Veteran’s Award:** This scholarship provides funding for a unique award to assist first time veterans with education related expenses for up to 6 credit hours. Candidates must have been honorably discharged from active duty within the last 12 months, have completed a minimum of 12 months active duty in a branch of the military (other than Reserves or National Guard), and be in the process of applying for Veteran’s Education Benefits eligibility, and demonstrate financial need. This award is only for one semester.

**Witbeck Award:** These awards are offered to two residents of Beaverton, Clare, Farwell, Gladwin or Harrison School district who possess either a high school diploma or GED. Both awards are for full tuition (12 credit hours), fees and required books for one year (two semesters). To renew this award for the second semester, students must maintain a 2.0 GPA or higher and be enrolled at MMCC full-time. Candidates will be selected by random drawing each year during mid May at Witbecks Family Foods in Clare, Michigan.

### **THE COST OF ATTENDING COLLEGE**

#### **TUITION RATES**

In-District Resident, Out-District Resident, and Out-of-State Resident rates are printed in the current schedule of classes, and are charged per "Billable Hour(s)".

Students are considered in-district residents if they meet one of the following criteria:

1. They are dependent students (according to the Department of Internal Revenue regulations) residing with a parent or guardian and the parent or guardian maintains their primary residence within one of the public school districts of Beaverton, Clare, Farwell, Gladwin, or Harrison.

2. They have resided within the State of Michigan for at least 6 months and within the College district for at least 30 days following their 18th birthday and prior to the start of the semester.

3. The student, the student’s spouse, or the parents of a dependent student hold real property within the College district against which real property taxes have been assessed in support of the College for the tax year immediately preceding registration; the tax receipt must show proof of payment of taxes which support the College.

4. The students are employees of businesses or industrial firms or governmental agencies or are members of professional organizations within the College district and the employers or organizations, by written agreement, agree to pay directly to the College all tuition and/or fees of students for employer-approved courses.


*Tuition rates are subject to change without notice by action of the Board of Trustees.*
Pursuant to current state appropriation laws, students must verify residency at the time of each official registration period by providing an appropriate document such as driver’s license, voter registration card, Secretary of State identification card, or property tax receipt for the tax period immediately preceding registration.

To accommodate returning students and telephone registration, registration confirmations are mailed using the "POSTMASTER DO NOT FORWARD" label on the envelope. If a registration confirmation is returned to the College because the mail is undeliverable, the registration will not be completed until the student proves residency in person by any of the above stated methods.

**Billable Hour(s):** The "Excess Contact Hour Fee" has been modified. Students will no longer be charged a separate Excess Contact Hours fee. As of the summer 2002 session students will be charged tuition on "Billable Hours" instead of Academic credit hours.

Billable hours are computed by totaling the lecture + lab hours. For example:

BIO.101 4 credits (3 lecture + 2 lab) \(3+2 = 5\) Billable hours

This charge will be implemented over a three year period. The exceptions are: 1) a cap of 15 billable hours per class; 2) Co-op students at worksites are exempt; and 3) adjustments were made to out of formula classes such as CIS and OIS. For example: CIS.100 formerly reported 3 credits (3 lecture + 3 lab) now is adjusted to \(3(3 + 1.5)\).

Please refer to your schedule for billing credits on current course offerings.

**FEES**

**Assessment Fees:** Anyone who is not a registered MMCC student will be charged an Assessment Fee when making use of the services of the Assessment Center. (A complete listing of fees is available in the Assessment Center). Non-MMCC students who have been assessed and subsequently enroll in courses within one year of testing will be reimbursed in full upon presenting the assessment receipt to the Dean of Student Services.

**Enrollment Fee:** An Enrollment Fee is required for each session with the amount based upon total credit hours taken. This fee reserves classes but does not apply to tuition. The enrollment fee covers the costs of enrolling as well as providing enrolled students access to computer labs for academic pursuits.

<table>
<thead>
<tr>
<th>Enrollment Fee</th>
<th>$50 (6 contact hours or more)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$25 (5.9 contact hours or less)</td>
</tr>
</tbody>
</table>

**Non-Resident Student Facility Fee:** Funding for MMCC physical facilities and equipment for the main campus is supported by an approved levy of property taxes with the College district. Thus MMCC resident and non-resident (non-district) students alike enjoy the benefit of quality facilities supported by district taxpayers. To bring greater equity to the situation and to support facilities for off-campus as well as on-campus instruction a $10 per credit hour facility fee is charged to non-resident MMCC students. The Tuition Refund Schedule will apply to the facility fee for any drop/withdrawals.

**Student Service Fee:** For the fall and winter semesters only, a $10 fee is charged all students enrolling in 3 or more credit hours provided the classroom site is within 30 miles of Harrison or Mt. Pleasant. The fee is non-refundable unless a total withdrawal is made within the 100% refund period. Upon payment of the fee, students are issued I.D. cards. Exceptions: 1) theater and music performance classes when the student is enrolled on an audit basis and receiving a Board of Trustees Drama or Music Scholarship; 2) students receiving Board of Trustees Public Service Awards; 3) students enrolled solely in Academic Support Center (ASC) reading improvement classes and receiving Board of Trustees ASC Scholarships. Students with such exceptions shall have the option of paying the $5 fee and receiving a student I.D. card. PLEASE NOTE: No Student Activity I.D. Card will be issued to students under the age of 16.

*Fees are subject to change without notice by action of the Board of Trustees.

**PERCENT OF TUITION AND FEE REFUND SCHEDULE**

<table>
<thead>
<tr>
<th>Calendar days beginning with and including first day of classes.</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Semester</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
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<td>14 Week Classes</td>
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<td>100</td>
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<td>100</td>
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<td>100</td>
</tr>
<tr>
<td>13 Week Classes</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>12 Week Classes</td>
<td>100</td>
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<td>100</td>
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<td>100</td>
</tr>
<tr>
<td>11 Week Classes</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>10 Week Classes</td>
<td>100</td>
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<td>100</td>
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<td>100</td>
<td>100</td>
</tr>
<tr>
<td>9 Week Classes</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>8 Week Classes</td>
<td>100</td>
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<td>100</td>
<td>100</td>
</tr>
<tr>
<td>7 Week Classes</td>
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<td>100</td>
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<td>100</td>
</tr>
<tr>
<td>6 Week Classes</td>
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<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>5 Week Classes</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>4 Week Classes</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
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<td>100</td>
</tr>
<tr>
<td>3 Week Classes</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>2 Week Classes</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>1 Week Classes</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

**TUITION REFUND POLICY**

Mid Michigan Community College has an established schedule for the refunding of tuition and course fees based upon the date when a student withdraws from a course. During a 15-week semester, a full refund is...
allowed through the first 7 calendar days of the semester. There is no differentiation between partial and total withdrawals in terms of percentage of refund of tuition and fees. Sessions containing less than 15 weeks are prorated, as are classes that vary in length. ASC courses and Independent Study courses shall be considered to be 15 weeks in length.

RETURN OF TITLE IV FUNDS POLICY

The Higher Education Amendments of 1998 (Section 484B) changed the formula for calculating the amount of aid a student and school can retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing more than 60% of a semester will have their eligibility for aid recalculated based on the percent of the semester completed. For example, a student who withdraws completing only 30% of the semester will have "earned" only 30% of any Title IV aid received. The school and/or the student must return the remaining 70%. The Financial Aid Office encourages students to read this policy carefully. Students considering withdrawal from all classes PRIOR to completing 60% of the semester, should contact the Financial Aid Office to see how withdrawal will affect financial aid.

1. This policy shall apply to all students who withdraw, drop out or are expelled from MMCC, and receive financial aid from Title IV funds:
   a. The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) & includes the following programs: all Family Federal Education Loans including Unsubsidized, Subsidized, & PLUS loans, also Federal Pell Grants, & Federal SEOG.
   b. A student's withdrawal date is:
      i. the date the student began the institution's withdrawal process (as described in the MMCC Catalog and Schedule of Classes Booklet) or officially notified the institution of intent to withdraw; or
      ii. the midpoint of the period for a student who leaves without notifying the institution; or
      iii. the student's last date of attendance at a documented academically related activity.

2. Refunds on all institutional charges, including tuition and fees, will be calculated using the refund policy published in the MMCC Catalog.

3. Title IV aid is earned in a prorated manner on a per day basis up to and including the 60% point in the semester. Title IV aid and all other aid is viewed as 100% earned after that point in time.
   a. The percentage of Title IV aid earned shall be calculated as follows:
      \[ \frac{\text{# of days completed by student}}{\text{Total number of days in (percent earned) semester/session}} = \text{Percent completed} \]

The percent of semester/session completed shall be the percentage of Title IV aid earned by the student. The percent not completed is the percentage of unearned aid by the student.

* The total # of calendar days in a semester/session of enrollment shall exclude any scheduled breaks of more that five days.

b. The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) shall be 100% minus the percent earned.

c. Unearned aid shall be returned first by MMCC from the student's account calculated as follows:
   \[ \text{Total institutional charges} \times \text{unearned aid} = \text{amount returned to Financial Aid Programs} \]

Unearned Title IV aid shall be returned to the following programs in the following order:
1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Parent Loans to Undergraduate Students (PLUS)
4. Federal Pell Grant
5. Federal SEOG
6. Other Title IV grant programs

Exception: no program can receive a refund if the student did not receive aid from that program.

d. When the total amount of unearned aid is greater than the amount returned by MMCC from the student's account, the student is responsible for returning unearned aid to the appropriate program(s) as follows:
   1. Unsubsidized Stafford Loan *
   2. Subsidized Stafford Loan *
   3. Parent Loans to Undergraduate Student (PLUS) *
   4. Federal Pell Grant **
   5. Federal SEOG **
   6. Other Title IV grant programs **

* Loan amounts are returned with the terms of the promissory note.
** Amounts to be returned by the student to federal grant programs will receive a 50% discount.

4. Refunds and adjusted bills will be sent to the student's home address following withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.

5. Institutional and student responsibilities in regard to the return of Title IV funds.
   a. MMCC responsibilities include:
      i. providing each student with the information given in this policy;
ii. identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;

iii. returning any Title IV funds that are due the Title IV programs.

b. The student’s responsibilities include:

i. becoming familiar with the Return of Title IV policy and how complete withdrawal affects eligibility for Title IV aid;

ii. returning to the Title IV programs any funds that were disbursed directly to the student that the student was determined to be ineligible for under the Return of Title IV Funds calculation.

6. The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time.

7. Any notification of a withdrawal or cancellation of classes should be in writing and addressed to the Enrollment Services Office.

If you would like examples of the refund policy, contact the Financial Aid Office.

FACTS TUITION MANAGEMENT PLAN

All students are expected to pay 100% of all assessed charges at the time of registration. Students may opt to use a convenient tuition budget plan offered by FACTS Tuition Management Company for a $25.00 per semester NON-REFUNDABLE fee.

Brochures explaining the program are available at the Office of Enrollment Services on either campus, on the MMCC web site www.midmich.edu, or you may call Mid Michigan Community College Student Accounts Office at (989)386-6611 or FACTS Tuition Management Company at (800) 609-8056.

OUTSTANDING BILLS

Any student with outstanding bills in the College Business Office from any previous semester will not be allowed to use any charge system, will not be allowed to re-enroll, and will not be able to obtain grades, transcripts, or diplomas until such time as their bill is paid in full.

COLLEGE BOOKSTORE PURCHASES

All College Bookstore purchases must be paid in full by cash or check (or Financial Aid approved charge slip) unless documented, guaranteed 100% payment by an outside agency has been provided to Mid Michigan Community College.

GRADES AND GRADUATION

ACADEMIC HONESTY

Students have an obligation to abide by accepted standards of academic honesty which dictate that all scholastic work shall be original in nature.

GRADING SYSTEM

<table>
<thead>
<tr>
<th>Grade</th>
<th>Significance</th>
<th>Points Per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td></td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
</tr>
</tbody>
</table>

I      Incomplete
Z      Deferred Grade
AU     Audit
W      Withdrawal
CR/NC  CR="C" or better
      NC="C-" or below
CR     Transfer credit, Advanced credit, Articulation credit, Credit by Examination and Non-Traditional credit

Not included in computing hours and points
The Grade Point Average (GPA) for students is found by dividing the total honor points earned by the hours attempted.

Instructors may choose whether or not to use the +/- option for their students.

**INCOMPLETE GRADES**

In order to qualify for an incomplete contract the student must have completed at least 75% of the course work. It is at the discretion of the instructor to grant an incomplete grade (I).

Upon completion of the following course requirements, said instructor will change the student’s grade from an “I” (Incomplete) to the regular letter grade earned by the student in the course. Failure of the student to comply with these requirements by the due date will result in an automatic change of the incomplete grade to a grade of “F” (Failure).

The following is the maximum timeline for completing an incomplete contract. If the incomplete is for the Fall semester, it must be completed by the end of the next Winter Semester. An incomplete for Winter semester, must be completed by the end of the next Fall semester. An incomplete for the Spring/Summer semester must be completed by the end of the next Fall semester.

**CREDIT / NO CREDIT**

A student may take courses on a Credit/No Credit basis subject to regulations summarized here. The option is elected (or removed) by submitting a Credit/No Credit Request on a Drop/Add form to the Enrollment Services Office during the official drop/add period for a semester.

The instructor is not notified when a course is taken credit/no credit and assigns the student a letter grade. The grade is converted to credit or no credit according to the following guidelines. The student earns credit (CR) for the course and credit toward graduation when a grade of “C” or better is assigned. No credit (NC) is recorded when the assigned grade “C-” or below. The course appears on the student’s permanent records with the CR or NC grade, but the grade has no effect on the grade point average.

Departments designate which of their courses may be taken on a credit/no credit basis. A department may offer certain courses exclusively on a credit/no credit basis after approval by the appropriate curricular authorities and publication in the schedule.

A maximum of 12 semester hours of credit earned under the credit/no credit option may be applied toward a degree. Courses exclusively offered on this basis are not included in the 12-hour restriction.

Procedures and deadlines for registering for courses on a credit/no credit basis can be found in the current class schedule booklet. A student who officially elects the credit/no credit option for a course may not change the registration to a letter grade designation after the deadline.

**GRADE REPORTS**

Students receive official grade reports at the end of each semester or session of enrollment showing grades, hours attempted, hours completed, honor points, and GPA. Grade reports can be obtained on the Mid Michigan Community College MidWeb website @ www,midmich.edu or can be obtained through our touch-tone phone system @ (989) 802-0225.

Grade reports will not be released for students who have outstanding bills in the Business Office or who have overdue books in the Media Center.

**GRADE CHANGE AND REVIEW PROCEDURES**

Responsibility for resolving grading disputes is shared among the instructor, the student, the faculty, and the Vice President of Academic Services.

Under Mid Michigan Community College policy, it is the instructor’s prerogative to determine student grades. If a question is raised by a student with regard to a grade, the student should discuss the matter with the instructor. The instructor should discuss the matter willingly and, giving evidence, make clear the basis for determining the student’s grade. In turn, the student should recognize the need to demonstrate a valid basis for a grievance.

If the instructor agrees to change the grade, a Change of Grade form must be completed by the instructor, approved by the Instructional Administrator, and filed with the Dean of Student Services. Change of Grade forms may be obtained from the Office of Enrollment Services.

If, after discussion with the instructor, the student feels there is a valid justification for a grade grievance, the student should contact the Vice President. The Vice President shall arrange an informal conference with the instructor, the student, and other appropriate administrative instructional personnel for the purpose of resolving the grievance.

If, after such a conference, the student still believes there is valid justification for a grade grievance, a written grade grievance should be filed with the Vice President explaining fully all rationale and information concerning the grievance.

Upon receipt of the written grievance from the student, the Vice President shall call the Grade Review Committee into session. This committee is composed of three faculty members, the Dean of Student Services or his/her designee, and the Instructional Administrator from the Instructional division involved. The Vice President shall chair the committee and appoint a recording secretary.

The grievance session shall be informal in nature with all facts being presented by the instructor and the student. After the presentation of facts, the Grade Review Committee will deliberate in closed session with the Vice President. The Vice President shall consider the assessment of
the Grade Review Committee in rendering a decision to maintain or change the grade in question.

Prior to informing the student of the decision, the Vice President shall review the details of the grade grievance with the President or his/her designee. Within seven days of the conclusion of the hearing, the student shall be notified in writing of the decision. This written decision provided to the student is the final institutional disposition of any grade grievance. No additional appeals are available.

Grade grievances must be initiated within 60 days after the last day of the class in which the grade was received.

ACADEMIC ALERT

Academic Alert is a system designed for the early identification of students experiencing academic difficulty. The intent of this system is to notify the students that they are not meeting class expectations and to provide support, if needed. Support services that can be provided are educational including advising, remediation, and tutoring; and developmental including career planning, self-concept enhancement, and personal counseling.

ACADEMIC PROBATION & DISMISSAL POLICY

Academic Probation or Academic Dismissal occurs when a student’s cumulative grade point average falls below the following scale:

<table>
<thead>
<tr>
<th>Attempted GPA Hours</th>
<th>Academic Probation GPA</th>
<th>Dismissal Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 - 17</td>
<td>0.00 - 1.99</td>
<td></td>
</tr>
<tr>
<td>18 - 37</td>
<td>1.00 - 1.99</td>
<td>less than 1.0</td>
</tr>
<tr>
<td>38 - 50</td>
<td>1.50 - 1.99</td>
<td>less than 1.5</td>
</tr>
<tr>
<td>51 - 63</td>
<td>1.60 - 1.99</td>
<td>less than 1.6</td>
</tr>
<tr>
<td>64 or more</td>
<td>1.70 - 1.99</td>
<td>less than 1.7</td>
</tr>
</tbody>
</table>

Students who are on Academic Probation will be required to see a counselor for assistance and must follow the prescribed procedure(s) prepared by the counselor. The intent is to assist students in improving their GPA, thereby enabling students to experience academic success.

It is the intent of MMCC to provide assistance and support to those students with unique academic needs. If students choose not to participate or fail to make academic progress, they can no longer expect the institution to provide them with educational and support resources. A student will be subject to academic dismissal if there is scholastic evidence that he/she can no longer benefit from or successfully work toward the completion of a program at MMCC. When this happens, they will be dematriculated for a minimum of one enrollment period or until such time as they demonstrate a willingness to participate in activities that are designed to improve their academic records.

ACADEMIC PROBATION & DISMISSAL PROCEDURES

1. Academic Probation/Dismissal notification letters are mailed to students after grades are submitted from the Dean of Student Services with specific instructions required for each student. The student must call the identified College Counselor by the date as listed in the letter. Students are prevented from registering until contact is made with a College Counselor.

2. The procedure(s) for working with students on Academic Probation are:
   a. If a student has completed only one semester (12 credit hours), the counselor may make specific recommendations per “b.” below, but not necessarily limited to them.
   b. If a student is placed on Probation, the counselor will, in consultation with the student, identify specific activities designed to assist academic progress. These activities are not limited to, but may include:
      1) additional assessment
      2) registering for a specific class (i.e. Life Skills, ASC)
      3) repeating courses
      4) reducing credit hour load
      5) career exploration
      6) program change
      7) workshops
      8) tutoring

3. Students on Academic Probation who fall below the dismissal level as stated will be dismissed and will not be allowed to register for a minimum of one enrollment period.

4. Students who are dismissed may appeal the decision to the Dematriculation Committee.* The appeal must be initiated by the student within three weeks of the dismissal notification date.

5. Students who continue on Academic Probation can re-enroll, but will be required to meet with the same counselor to determine the schedule for subsequent semesters.

6. A dematriculated student who wishes to register for any future semester(s) must first meet with the counselor. The counselor, in consultation with the student, will determine readiness and/or appropriate activity.

Students in allied health programs must receive grades of “C” or better in all classes to remain in good standing in their particular program except as follows: For Nursing and Radiography, BIO 141 & BIO 142 must be passed.
with a "B-" or better. The Medical Assistant program students must attain grades of "C-" or better in all OIS courses while all other grades must be grade "C" or better. If students have taken science courses prior to admission into a specific health program, the courses must have been completed within five years of the date the student formally begins the program.

* The Dematriculation Committee shall be composed of two faculty members, one counseling faculty member, the Vice President of Academic Services or designee, and the Dean of Student Services.

MMCC POLICY ON ACADEMIC DISHONESTY
AND PLAGIARISM

Students have an obligation to abide by accepted standards of academic honesty which dictate that all scholastic work shall be original in nature.

Academic Dishonesty: No student shall:
1. Share or obtain exam questions or material not authorized by the instructor.
2. Complete exams or performance elements of a course for another student or have someone else complete it for them.

Plagiarism: Plagiarism is using another’s ideas as one’s own. Plagiarism has two forms, unintentional and intentional. Unintentional plagiarism is usually the result of students being unfamiliar with the academic conventions of citation and documentation. Intentional plagiarism is the result of students knowingly submitting the work of others as their own. This includes, but is not limited to:
1. Copying someone else’s work
2. Using exact quotations without proper citation.
3. Buying papers (e.g. on the internet).
4. Including paraphrased material without acknowledging its source.

All acts of plagiarism and academic dishonesty will first be dealt with by the instructor. Penalties may range from revision to failing the assignment or the course. Instructors must report all acts of intentional dishonesty or plagiarism, or any penalty resulting in failure of the course, to the Vice President of Academic Services and the Dean of Student Services. Repeated violations may result in further discipline, up to and including dismissal.

Students may appeal any grade affected by a charge of academic dishonesty or plagiarism through the Grade Grievance Procedure.

ACADEMIC AMNESTY

Mid Michigan Community College understands that a student may “get off to a bad start” due to circumstances beyond his/her own control. Academic Amnesty is an action of forgiveness provided to certain students who have experienced poor academic performance at MMCC. Through Academic Amnesty, a student will be awarded a “second opportunity” to achieve success at MMCC by removing the negative impact of less than “C” grade courses on the student’s academic transcript.

To be eligible for Academic Amnesty, a student must have:

1. A cumulative grade point average (GPA) of less than 2.0 for the period in question.
2. Recently completed at least 6 credit hours or more and have maintained a current 2.00 GPA or higher.
3. Allowed five (5) years to elapse between the poor academic performance and requirement number 2 listed above.

Once eligible, a student may petition the Academic Amnesty Committee by submitting a completed Application for Academic Amnesty form to the Office of Enrollment Services. The applicant must meet with the Director of Counseling and Assessment and agree to the conditions of Academic Amnesty. The applicant must sign a release form empowering the Dean of Student Services to release his/her records to the Academic Amnesty Committee.

The Academic Amnesty Committee will review all requests. If Academic Amnesty is granted by the Committee it must be for one continuous enrollment period in a program at MMCC, as indicated by the courses taken by the student that are directly attributable to that program.

Once Amnesty has been approved by the committee and applied by the Dean of Student Services to the student’s (petitioner’s) transcript, the student will not be permitted to rescind the application of Amnesty on his/her academic record. Other conditions include:

1. No course work will be removed from the transcript.
2. A special notation explaining Amnesty approval will be placed on the student’s transcript.
3. Honor points and credit hours attempted during the amnesty period will be subtracted from the current cumulative honor points and credit hours attempted. A new cumulative grade point average will then be established.
4. Courses successfully completed with a grade of “C” or better during the amnesty period can be used toward the student’s certificate or degree requirements.
5. A student receiving Academic Amnesty will not be allowed to graduate with honors.
6. Academic Amnesty, when granted, applies only to Mid Michigan Community College courses. There is no guarantee, expressed or implied, that Academic Amnesty will be recognized by any other college or university.
7. Courses previously counted to fulfill degree requirements on a completed degree cannot be considered for Academic Amnesty.

8. Academic Amnesty can be granted only once to any student.

The Dean of Student Services has the responsibility of implementing Amnesty as stated in the Academic Amnesty Policy when it is granted to a student.

**COURSE SUBSTITUTIONS**

Students are expected to take the required courses prescribed on the program of study they have declared. Occasionally, however, circumstances necessitate a substitution. If this should become necessary, the student should obtain a Waiver/Substitution form from the Office of Enrollment Services, or the counseling/advising office. This form should be completed by the student in consultation with an academic advisor, giving the required course to be waived, the course to be substituted, and the rationale for such an action. This substitution must then be approved by the instructor of the course to be waived, by the Instructional Dean, and by the Dean of Student Services. If any of the three disapproves the action, it will be necessary for the student to take the required course.

Substitutions are not encouraged and should be considered only under the most unusual circumstances. Students should be aware that course substitutions may not transfer to another institution. Students planning to transfer are strongly encouraged to consult with the transfer receiving institution for specific course requirements.

**GRADUATION REQUIREMENTS**

Graduation requirements for a certificate or associates degree are based on the regulations and requirements printed in the Mid Michigan Community College catalog in effect at the time of a student's initial registration. A catalog published after initial registration may be chosen by the student when it is to his or her advantage, provided that the student has attended at least 1 semester per academic year. There is a seven year time limitation on the use of a selected catalog; the time limitation on this is so that no student may graduate under the requirements of a catalog published more than seven calendar years prior to the date of graduation. Candidates for degrees or certificates must meet all five of the following requirements to be eligible for graduation:

1. Complete the number of credit hours of prescribed and elective courses required in the student’s declared program of study—a minimum of 62 for an associate degree and a minimum of 31 for a certificate;

2. Maintain a GPA of 2.0 or higher (students enrolled in allied health programs must receive grades of “C” or better in all course work except as follows: Nursing and Radiography, BIO 141 & BIO 142 must be passed with a “B-” or better. The Medical Assistant program students must attain grades of “C-“ or better in all OIS courses while all other grades must be grade “C” or better. required in their programs in order to be eligible for graduation);

3. Earn a minimum of 12 semester hours of credit while enrolled at Mid Michigan Community College;

4. Make application for graduation.

5. General education requirements must be completed as stated on the program guides.

Degrees are not awarded automatically upon completion of scholastic requirement. You must apply for graduation prior to the end of your last semester. Students are urged to apply for graduation early. Recommended dates are October 1 for Winter graduation (May), and March 1 for Spring/Summer/Fall graduation. This allows the Dean of Student Services to certify eligibility for graduation and inform the students of the courses which must be taken during the final semester to meet graduation requirements. If a student has taken classes from another college, the transcript must be received by MMCC six weeks after the scheduled graduation date in order to allow the student to graduate in said semester.

**GRADUATING WITH HONORS OR HIGH HONORS**

Graduation with honors or high honors is determined by the student’s cumulative GPA at the end of the last semester prior to graduation.

A student must have a cumulative GPA of 3.5 through 3.89 to graduate with Honors and cumulative GPA of 3.9 through 4.0 to graduate with High Honors.

Students who transfer credit into Mid Michigan Community College should note that a minimum of one-half of the student’s credits toward a program should be taken at MMCC to be eligible to graduate with honors.

**SUPPORT SERVICES**

**CAMPUS BOOKSTORE**

MMCC has bookstores at both the Mt. Pleasant and Harrison campuses.

The Harrison bookstore is open year-round. Bookstore hours may vary. Please check the Mid Michigan Community College website for hours @ www.midmich.edu.

The Mt. Pleasant Bookstore hours vary throughout semesters. Please check the Mid Michigan Community College website for hours @ www.midmich.edu.

Please call (989) 386-6639 for more information.
The MMCC Bookstore stocks all required textbooks and supplies for college courses. In addition, the Bookstore carries a variety of items including MMCC printed clothing, supplies, and gifts. The Bookstore sells many office supply items such as pens, pencils, folders, paper, computer discs, and calculators. Backpacks and specialty book totes are stocked year-round. Many snack items including candy, chips, gum, and pop are also available.

COLLEGE FOOD SERVICE

The Cafeteria is located on the south end of the Harrison Campus building in the Student Union. It serves a large variety of menu items, including breakfast and lunch entrees. Soups, luncheon specials, and fresh-baked breads and desserts are produced in the food service kitchen each day.

Food service is offered daily for students, staff, and visitors from 8:00 a.m. until 5:30 p.m. Monday through Thursday and Friday from 8:00 a.m. until 1:30 p.m. Summer hours vary from the academic year schedule.

New to the Harrison Campus is the "Books-N-Beans Espresso Bar", located in the media center. Hours are Monday through Thursday 8:00 a.m. to 5:30 p.m., and Friday 8:00 a.m. to 1:30 p.m.

A wide variety of on-campus catering and banquet services is offered year-round. The Community Room just off the Student Union and the Michigan Room on the second floor can accommodate from 10 to 300 guests comfortably. For further information about catering services, contact the Hospitality Services Manager at (989) 386-6688.

COMPUTER LABORATORIES

All enrolled students have free access to an open computer lab for academic pursuits.

HOUSING

Mid Michigan Community College does not maintain housing for students on the campus, but it does make available a housing contact list from local newspapers. This list is available through the Admissions Office. The College assumes no responsibility for the supervision or administration of off-campus housing.

JOB PLACEMENT SERVICES

The Placement Office assists current students and alumni to find full or part-time employment related to their fields of study. Position vacancies received by the Placement Office are posted on the Placement Website. More information on these openings is available at (989) 386-6634.

Students interested in using Placement services must register with the Placement Office. The office will then establish a credential file for referral to prospective employers. If students need assistance in preparing a resume, informational packets are available through this office. Students should register with the Placement Office early in their final semester before graduation.

MEDIA CENTER

The Charles A. Amble Library provides services that are designed to meet the classroom-related and general information needs of students, faculty, administration, and MMCC's service area at large.

The Library contains a book collection of over 20,000 volumes, which are arranged by the Dewey Decimal Classification System. Other resource holdings include collections of 120 current periodicals, 14 newspaper subscriptions, 94 titles in microform, and 1,550 titles in the audio and video collection.

The Media Center staff provides bibliographic instruction, library tours, electronic database searches, interlibrary loans of books and periodical articles, and assistance to students and faculty in using library resources.

Telecommunication services are provided for MMCC students, faculty, and staff, i.e. receiving satellite programming and teleconferences. Viewing facilities are available to enable those who do not have access to cable or video equipment at home to review telecourse or satellite materials on campus. Telefacsimile services are provided to share resources and transmit correspondence worldwide. Students have access to the World Wide Web for internet research.

The Media Center houses a copy machine, microfilm reader/printer and many pieces of audiovisual equipment for student and faculty use. Other services available are audio and video tape duplication and lamination of instructional material.

New to the Harrison Campus Media Center is "Books-N-Beans Espresso Bar". Operating hours are Monday through Thursday 8:00 a.m. to 5:30 p.m. and Friday 8:00 a.m. to 1:30 p.m.

Library services are supported by new technologies that provide better and faster document delivery. ProQuest's online subscription provides students access to databases with over 3,000 journals, most of which are available in full text. FirstSearch and InfoTrac, other online services, provide access to the full-text of millions of newspaper and magazine articles, citations to some 30 million books, and articles from more than 15,000 journals and newspapers. FirstSearch and InfoTrac are provided by funding from a federal Library Services and Technology Act grant. All three database services may be used on or off campus. (Note: off campus access is restricted to library cardholders).

MMCC's Charles A. Amble Library is a member of the Valley Library Consortium. This computerized network links the library to Delta College, Northwood Institute, and the public libraries of the Bay City, Midland and Saginaw...
region. Computers, both on and off campus can search
the database of over 600,000 items held by these librar-
ies by author, title, subject, and keyword.

Hours for the Harrison Campus Media Center are Monday
through Thursday from 8:00 a.m. until 8:00 p.m., Friday
from 8:00 a.m. until 4:30 p.m., and Saturday from 9:00
a.m. until 1:00 p.m. during the academic year. Between
academic sessions the library hours are 8:00 a.m. until
4:30 p.m. Monday through Friday.

STUDENTS WITH DISABILITIES
Mid Michigan Community College is committed to mak-
ing accommodations and providing services to students
with documented disabilities, which interfere with the
learning process. The following support services and ac-
occommodations are available to these students: readers,
writer/scribes, notetakers, interpreters, instructional aides,
visual aids, books-on-tape, alternative testing methods,
assistance with accessibility, and referrals to college and
community resources. To inquire about these services,
please contact the Special Populations/Disability Services
Counselor located in Room 114 on the Harrison Campus.
For services on the Mt. Pleasant Campus, please contact
Student Educational Services in Room 135.

Students must provide written verification of their dis-
ability before accommodations can be made. In addition,
students must register for services and re-apply each
semester for continued support.

SPECIAL POPULATIONS
The Carl D. Perkins Act is a federal program that is funded
through the Michigan Department of Career Development.
This grant is designed to help qualified MMCC students
who are enrolled in two-year state approved occupational
programs. Special population students are those students
who have academic or economic disadvantages, limited
English skills, physical, emotional or learning disabilities,
or are involved in non-traditional training, are a single
parent, or displaced homemaker. Targeted services offer-
ed to these students include all SES program services
plus additional support such as: personal, academic and
career counseling, college and community agency referr-
als, communication and liaison with instructors, needs
assessment, remediation of student’s basic academic
skills, registration assistance, financial assistance, and
other services as needed to meet the individual student
needs.

ACADEMIC SUPPORT CENTER
The Academic Support Center (ASC) is available to all
MMCC students for a host of success-oriented services. ASC
classes give students the option of taking entry-level
Math and English in a more personalized and collaborative
environment. In addition, if students are having difficulty
in a class, they may take advantage of our additional
support services. ASC writing assistance is designed
to help students with their writing needs in any class. Whatever stage of the writing process a student may be
at (ideas, drafts, finals), he/she may set up an appoint-
ment or drop-in for consultation.

Any MMCC student may use all Math Lab services, mul-
timedia, and self-instructional materials, even if he/she
is not enrolled in an ASC Math course. Videotapes with
lectures are available for Math 101, 104, and 105. They
may be viewed in the lab or at home. Also, students
from any math class may go to the lab for assistance
with assignments from lecture classes; simply bring an
assignment and textbook for help.

Peer tutoring and Supplemental Instruction (free services
to students) are also set up through the Academic Sup-
port Center. If students are falling behind in their course
work, they are encouraged to talk to their instructors first.
Instructors are usually very eager to help students. At
peak times, tutoring is provided on a first-come/first-serve
basis, but our goal is to provide assistance to all students
needing help. If we cannot provide you with a tutor, please
talk to the ASC staff for other types of assistance.

In addition to these services, the Academic Support
Center is also the testing center for make-up and Internet
classes, Credit by Exam classes, and the media site for
research.

STUDENT ACTIVITIES

STUDENT IDENTIFICATION CARDS
During the fall and winter semesters, students carrying 3
or more credit hours are assessed a $5 Student Service
Fee and are issued a Student Identification Card. These
cards may be used to participate in many College and
community events free of charge or at reduced rates. A
replacement ID card will cost $5.00. For exceptions to the
Student Identification Card Policy, see the section: “The
Cost of Attending College.”

COMMISSION FOR STUDENT ACTIVITIES AND
SERVICES (CSAS)
CSAS functions as an advisory body to provide activities
and services to students of the College. The Commission,
composed of interested student leaders and College per-
sonnel, has offered activities such as the College picnic,
dances, coed sports nights, dinners, scholarship fund-
raisers, and many other assorted activities and services.
Meetings are held every other week. Announcements of
meetings are posted.

PHI THETA KAPPA International Honor Society
Alpha Omicron Omicron Chapter
Phi Theta Kappa is an international honors organization
for two-year college systems. Phi Theta Kappa has recog-
nized academic excellence since 1918 and has become
the largest and one of the most prestigious honor societ-
ies in higher education. More than 1.2 million members have been inducted at 1,200 colleges. Distinguished alumni include businessman H. Ross Perot, former UN Ambassador Jeanne Kirkpatrick, Apollo 13 Astronaut Fred Haise, Grammy-winning entertainer Rudy Gatlin and Emmy Award-winning actress Sela Ward.

Membership is primarily based upon academic achievement. Invitations to membership are extended twice a year to MMCC students who have completed at least twelve hours of coursework at MMCC leading to an associate degree program with a GPA of 3.5 or better. Letters of recommendation from two MMCC faculty members are also required.

Involvement with Mid's PTK chapter offers a myriad of opportunities for intellectual enrichment, fellowship, community service, personal development and development of leadership skills. In addition, members are eligible for scholarships on the campuses of most four-year colleges and universities.

MMCC's PTK chapter is an extremely active one that is committed to the society's four Hallmarks: Scholarship, Leadership, Service and Fellowship, and to serving the college and surrounding communities.

BUSINESS AND INDUSTRY DEVELOPMENT CENTER

Through the College's Business & Industry Development Center (BIDC), MMCC is able to reach out and build close and meaningful working relationships with local employers. MMCC can be a valuable resource in helping community members build and maintain an efficient, smooth-running operation.

With the College as a partner in progress, community members’ businesses can draw from a pool of many knowledgeable people with a broad range of talents and experience. The BIDC is located in the Michigan Technical Education Center (M-TEC) on the Harrison campus.

Business & Industry Development Center: The point is simply this: MMCC has a deeply vested interest in seeing that local businesses and industries stay healthy and prosperous. Contact the College’s Business and Industry Development Center to get a more complete picture of how MMCC can help businesses train for the present, and develop for the future.

Seminar Planning: An experienced staff will work with area businesses in establishing goals, format, and outcomes. Well-informed speakers are readily available. Hospitality services, audiovisual equipment, and lodging can be arranged.

Continuing Education: More and more associations and agencies are requiring their employees to enroll in continuous learning activities to retain licensure. Educational programs can be arranged either on or off campus for up to 250 people.

Personal Development: Activities in this area address professional and personal development. Lifelong learning opportunities are available in recreation, fitness, special events, and trips.

CONTINUING EDUCATION NON-CREDIT COURSES

Mid Michigan Community College also offers a wide variety of non-credit courses*. Some course offerings include:

- Professional Development courses including topics on use of the computer, Windows, the Internet, E-Mail, Digital Cameras and Scanners, Microsoft programs such as Word, Access, Excel, Powerpoint, and much more;
- Personal Interest courses including topics on Basket Weaving, Puppy and Dog Obedience, Photography, Furniture Restoration, Kardio-Kickboxing, Karate, and more;
- Fire Officer Training, Law Enforcement, Aromatherapy, Herbology, Massage, and the list goes on. Please refer to the current Schedule of Classes for course offerings and registration details.

(*Note: some non-credit offerings may also be offered for credit)

STUDENT REGULATIONS

CAMPUS CRIME PREVENTION & SECURITY REGULATIONS

Mid Michigan Community College also pledges to comply with the regulations as specified by the Crime Awareness and Campus Security Act of 1990, as amended by Public Law 105-244 under the Department of Education’s Student Assistance General Provisions 34 CFR Part 668. It should be noted that several provisions of this law are printed in MMCC’s Schedule of Classes.

Crime Prevention

Mid Michigan Community College asks that students consider CAMPUS CRIME PREVENTION as a shared responsibility between the College and its campus community members. Public apathy is a criminal’s ally. You cannot assume that someone else has reported criminal activity. Suspicion is the only reason needed for calling the police. Students are advised to call Campus Security at Ext. 696 or alternate Ext. 698 to report a crime, suspicious activity or other emergencies on Campus.

Access to Campus Facilities

The College will post its official hours for its buildings each enrollment period. Students and non-College employees shall have access to the building only during
these hours, unless an approved (by the Chief Financial Officer or Vice President of Institutional Services) written exception is in effect.

During times when the College is not officially open, employees or individuals entering the facility should ensure that all entries are secured.

**Campus Law Enforcement**

Students and staff on the Harrison campus should notify the Physical Plant Director, Ext. 696 or alternate Ext. 698, whenever a crime or potential crime is observed. The Mt. Pleasant Campus should call the front desk at Ext. 221 or 223, or alternate Ext. 237.

Since the College is not large enough to support its own police department, the Clare County Sheriff's Department (539-7166) or the Isabella County Sheriff's Department (772-5911) will be notified immediately by Campus Security for any crimes reported.

**Crime Reporting Procedures**

**IF YOU ARE ASSAULTED:** Call the Physical Plant Director at Ext. 696 or alternate Ext. 698, or the Isabella County Sheriff's Department (772-5911) as soon as possible. Try to remember as much about the person as possible. Important characteristics to include: sex, race, hair color (length and texture), body size, clothing description, scars and other noticeable markings, mode of travel, type of vehicle, color and license number. The Campus will be searched immediately for suspects and neighboring police agencies will be notified. In many incidents, the victim may already know the name of the person committing the assault.

**IF YOU SEE A SUSPICIOUS PERSON:** If you see anyone acting suspiciously, call the Physical Plant Director at once. Do NOT approach the person yourself. Report the type of suspicious activity and give a general description of the subjects (number of persons, sex, race, dress, vehicle, and location). The Physical Plant Director will investigate your report immediately. If all members of the campus community become security conscious and report suspicious activity, thefts and related incidents will be minimal. Remember—it is your responsibility, too!

**IF YOU RECEIVE A BOMB THREAT:** If you receive a bomb threat, it is important to obtain as much information from the caller as possible. Things to ask include: 1) location of bomb; 2) time of explosion; and 3) type of bomb. Observe the caller's voice and any background noises you may hear. Such information may assist in identifying the caller. Call the Physical Plant Director immediately. DO NOT PANIC! The Sheriff will be notified immediately and will search the area involved and, if a device is found, notify trained personnel for removal. College authorities will determine if evacuation is required.

**DRUG ABUSE POLICY AND REGULATIONS**

**Philosophy**

The MMCC Board of Trustees certifies and pledges it will provide a drug-free workplace and learning environment for employees and students. This pledge is in compliance with the Federal Drug-Free Schools and Communities Act Amendment of 1989.

MMCC recognizes that clear evidence exists that the misuse and abuse of alcohol and other illicit drugs can erode the foundation of the College's goals and objectives and can diminish the attainment of intellectual, social, physical, and moral growth and development. MMCC is committed to a healthy and productive college climate through referral and rehabilitation when possible.

**Standards of Conduct**

The MMCC Board of Trustees prohibits the possession, use, distribution, and unlawful manufacture of illegal drugs, narcotics or controlled substances on MMCC's Campus. The College also abides by all local, state, and federal laws. Alcohol is prohibited on campus with the exception of the Campus house.

**Health Risks**

Various health risks are associated with the use of illicit drugs and the abuse of alcohol. Addiction to alcohol or other drugs is a progressive disease which, if untreated, is fatal. Health risks of alcohol and drug abuse have a wide range of consequences including but not limited to liver damage and disease, psychosis, brain damage, and heart disease. The physical consequences of such abuse are serious and can be life threatening.

The psychological and social consequences of substance use and abuse can be equally devastating. Loss of friends, loss of job, divorce, and the creation of a dysfunctional family system are common consequences of substance abuse. Substance abusers often experience feelings of depression, anxiety, low self esteem, guilt and loneliness. Additional information about the physical and psychological consequences of substance abuse are available in the MMCC library and through the Substance Abuse Contact Counselor as well as various Substance Abuse Agencies. The Substance Abuse Contact Counselor can also make referrals to other agencies.

**MMCC and Legal Sanctions**

Mid Michigan Community College abides by all local, State and Federal laws and will ask an appropriate agency to impose any necessary sanctions should a violation of any stated law take place on the MMCC campus and satellite centers.

Faculty and staff who are in violation are subject to sanctions as outlined in the appropriate collective bargaining
agreement and MMCC Policy Manual. Students who are in violation are subject to sanctions as outlined in the MMCC Social Probation Policy.

Employees convicted of any criminal drug statute violation which has occurred in the workplace (campus property, vehicles, or sponsored activity) must notify the Director of Human Resources in writing within five (5) days of the conviction. In the same instance, students must notify in writing the Dean of Student Services within five (5) days.

MMCC Sanctions include: warning, censure, restitution, suspension, and immediate dismissal (should the behavior be both improper and a potential threat to the College or the College Community).

Violations by faculty, staff or students could result in disciplinary action up to and including termination or expulsion.

In addition to, or in lieu of, discipline, violators may be required to complete an appropriate rehabilitation program. Violations by faculty, staff or students may also result in referral for criminal prosecution.

### Alcohol and Drug Rehabilitation/Counseling

Realizing that substance abuse is a serious and complex, but treatable condition/disease that negatively affects the productive, personal, and family lives of employees and students, MMCC is committed to addressing the problem of substance abuse.

The President of the College has a designated representative, an MMCC counselor, as the Campus Substance Abuse Contact Counselor. The Campus Substance Abuse Contact Counselor provides information, literature, and supportive services to inform students and employees of the dangers of drug abuse and to provide assistance and referral if a problem exists.

College officers, employees or students who show signs of drug misuse or abuse will be supported, educated, and aided in reversing the disease process. Those so diagnosed shall receive the same consideration and opportunity for treatment that is extended to persons with other types of illness. No adverse effects to the officer’s, employee’s, or student’s status shall result based upon diagnosis itself or request for treatment; however, if the officer, employee, or student refuses to accept diagnosis and treatment, or fails to respond to treatment, and the result of such refusal or failure is such that job performance, appropriate behavior, or learning ability is affected, that person shall be considered in violation of College policies and will be subject to discipline in the same manner & magnitude as violators of other College policies.

The MMCC Board of Trustees has also authorized the establishment of an Employee Assistance Program for College employees. Drug counseling is available through the Program.

MMCC utilizes local Substance Abuse Assistance Agencies. Sources may be obtained by contacting the MMCC Counseling Office at 989-386-6626.

### SOCIAL PROBATION

In joining the academic community, the student enjoys the right of freedom to learn and shares the responsibility in exercising that freedom. The student is expected to conduct her/himself in accordance with standards which are designed to perpetuate the educational purposes of the College. A student’s most essential right is the right to learn, and the College has a duty to promote learning. The student, in turn, has duties and responsibilities to other members of the Mid Michigan Community College community. The most important is to refrain from interfering with the rights and responsibilities of others to learn, teach, and effectively manage the institution.

Students are expected to respect the laws governing the community as well as the rules and policies of the College. Students should be familiar with all of the rules and regulations governing student conduct as set forth in this catalog and other official policy manuals. All rules and regulations pertain to the campus which is defined as any location where the College conducts classes.

Students are expected to act in a responsible manner that promotes an environment for learning. The following represent but are not limitations of examples that would constitute unacceptable student behavior and could result in the application of this policy:

1. Willful destruction, injury, or disruption of College property or operations.
2. Possession of alcoholic beverages, illegal drugs, or under the influence of these substances on campus.
3. Smoking in unapproved areas.
4. Possession of firearms, knives, or other weapons on campus.
5. Academic dishonesty, plagiarism, and cheating.
6. Sexual harassment as defined by the Michigan Civil Rights Act.
7. Discrimination on the basis of race, creed, color, sex, national origin, age, height, weight, arrest record, physical characteristics, or marital status.
8. Aggressive, hostile and/or disruptive behavior directed toward any College employee, student, or College guest.
9. Bringing a dependent child (children) to class/open lab or leaving a child (children) unattended in College facilities.
DISCIPLINARY ACTION AND SOCIAL PROBATION

The three forms of misconduct subject to disciplinary action are 1) violations of civil/criminal law, 2) disruption of the educational process and 3) violation of College rules, regulations and policies.

If a student’s conduct on Campus is improper and deemed a potential threat to the College or the College community (employees, students, or visitors), the College reserves the right to take any action that is appropriate including immediate and permanent dismissal from the College.

Persons officially associated with the College who willfully destroy or cause destruction of College property, or cause injury to a student or College employee or who disrupt the operation of the College will face immediate suspension. Please note:

Act No. 26, Public Acts of 1970, approved by the Governor June 2, 1970, and effective August 1, 1970, provides penalties for certain conduct at public institutions of higher education. No person shall enter or remain on the college property or premises, in buildings or other structures if it is determined by the chief administrator of the college or his/her designee that the person constitutes a clear and substantial risk of physical harm or injury to other persons or of damage to or destruction of the property of the institution, or an unreasonable prevention or disruption of the customary and lawful functions of the institution by occupying space necessary therefore, or by use of force or threat of force.

Administrative implementation of the social probation procedures involving students is the responsibility of the Dean of Student Services unless there is a conflict of interest. In these cases, the Vice President of Academic Services will designate a hearing officer.

STUDENT DISCIPLINE PROCEDURES

1. Within three days after the student has been apprised of the incident, a written notice from the Dean of Student Services or his/her designee will be sent to the mailing address of a student charged with violating the rules of conduct, advising of procedural due process. The Dean shall investigate the incident and meet with the student. An informal agreement on a disciplinary matter may be arrived at by consultation between the student and the Dean or appointed designee. The consultation may include the person making the charge but his/her presence shall be at the discretion of the Dean or appointed designee. The student will be advised of his/her rights (as outlined in the catalog) regarding the formal procedures available to him/her as follows:

a. The student may plead no contest or admit the alleged violation and request that the hearing officer take whatever action the officer deems necessary.

b. The student may deny the alleged violation, in which case the hearing officer can investigate and take appropriate action. The hearing officer may refer him/her to the Judicial Board which shall meet within three school days of the referral. Should the hearing officer choose not to refer the case to the Judicial Board, the student may request a hearing with the Judicial Board. The Judicial Board shall consist of two representatives from faculty, the VP of Academic Services, two students, and the hearing officer.

c. The student will be notified of the misconduct, its consequences, and the arranged time for a hearing. Notice shall be given by first class mail to the student’s address as it appears on the student’s registration form. It will be the responsibility of the student to notify the Dean or the Judicial Board of any change in address.

2. Hearings shall be conducted in such a manner as to ensure full due process.

a. Hearings shall be private. If more than one student is involved, each has the right to request a separate hearing.

b. Procedural due process does not guarantee students the right to be represented by counsel in disciplinary cases, since campus proceedings are civil, not criminal. The institution may allow counsel if requested on a case-by-case basis. Counsel will also be allowed if it is determined by the hearing officer that counsel is necessary to ensure that a student receives a fair hearing.

c. Any party may present written affidavits, exhibits, or witnesses who may be subject to cross examination by the other parties excluding counsel.

d. The student who is charged bears all cost if he/she wishes a verbatim record or audio taping of the hearings.

3. The sanctions imposed by the Dean of Student Services or the Judicial Board may be as follows:

a. Warning: Notice given, orally or in writing, that continuation or repetition of such conduct may be the cause for more severe sanction in the event of a violation of any College regulation or policy within a stated period of time.

b. Censure: Written reprimand for violating specified regulations, including the possibility of receiving a more severe sanction in the event of a violation of any College regulation or policy within a stated period of time.

c. Restitution: Reimbursement for damage to and/or misappropriation or misuse of College property. This may take the form of appropriate community service or other compensation.
d. Suspension: Exclusion from class and/or other privileges or activities as set forth in the notice for a definite period of time, or as deemed appropriate.

4. The Judicial Board’s decision will be sent to the student within three days of the hearing. If the student wishes to appeal the Judicial Board’s decision, a written appeal must be submitted to the President within five days of the hearing. The President shall review the record to this point and may elect to meet with the student. The President shall render a decision within five school days. The President’s decision is the last step in the institution’s appeal process and is final.

**STUDENT COMPLAINT POLICY**

Mid Michigan Community College is committed to helping students. Should a student have a concern/complaint, he/she is encouraged to discuss it with appropriate MMC personnel. Students should use available informal means to have decisions reconsidered before filing a grievance or complaint. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance. If you have a concern, here are the numbers to contact: Billing Office (989) 386-6611, Distance Education (989) 773-6622 ext.234, Equal Opportunity/Affirmative Action: Human Resources Department (989) 386-6664. More information may be found on page 8 of the College catalog, www.midmich.edu, Financial Aid Office: (989) 386-6664. Additional information may be found on page 19 in the College catalog. www.midmich.edu, Grade Grievance Procedure: can be found on page 31 of the College catalog or on the MMCC website. www.midmich.edu. If you have a complaint or concern regarding an instructor: you should first discuss the matter with the instructor. If you do not feel comfortable discussing the issue with the instructor, please contact the appropriate Instructional Administrator. Nursing/Allied Health (989) 386-6645, Liberal S Arts, Science/Math (989) 386-6642 Occupational Studies (989) 386-6655, Radiography, PED, ECE (989) 386-6646. To contact the MTEC Director (989) 386-6624, For Non-Instructor problems contact the Dean of Student Services (989) 386-6626. The Dean will direct your call to the appropriate department. For Registration problems contact The Registrar’s Office (989) 773-6622 ext. 230. Sexual Harrassment: Human Resources Department (989) 386-6621.

**SMOKING POLICY**

To promote the health and well-being of its students, faculty and staff, the College has established a smoke-free environment in all its facilities and college-owned vehicles. Smoking is not permitted within fifty feet from doorways so marked; nor within ten feet of unmarked doorways, nor within any college building or college vehicle.

**EMERGENCY PROCEDURES**

For immediate emergency attention:

Harrison Campus: 911 or (989) 539-7166
(Clarke County Sheriff)

Mt. Pleasant Campus: 911 or (989) 772-5911
(Isabella County Sheriff)

Should a student become seriously ill or injured while on Campus during the normal workday (8:00-5:00), the Business Office on the Harrison Campus or the Main Office on the Mt. Pleasant Campus should be notified immediately. If possible, the instructor should stay with the injured (ill) student and send someone to the Business or Main Office to report the incident. The instructor should try to make the injured (ill) student as comfortable as possible.

If the emergency is after regular business hours, the night administrator on either campus (Rm. 268 in Harrison and the Main Desk in Mt. Pleasant) should be notified of any serious injury or illness. If no administrator can be found, the instructor will make the determination of whether the student should be transported to an Emergency Room. The instructor should give emergency care based on their training (First Aid/CPR, ACLS). Improper care can exacerbate a serious condition.

Note: While it is always possible to make a judgement error during an emergency, it is better to err in behalf of safety. Hence, **IF IN DOUBT, CALL AN AMBULANCE IMMEDIATELY.** Special Note: While the College has a number of instructors and staff qualified to give emergency care, there is a good possibility that they will not be on Campus when an emergency arises. Hence, an instructor can send a student to seek help from the College health staff but should handle the emergency situation from the standpoint that no qualified emergency caregivers are on Campus. Even if there is a qualified emergency care person at the scene, **THE COLLEGE IS NOT A HOSPITAL OR EMERGENCY CENTER AND THE OBJECTIVE OF IMMEDIATE TRANSPORTING TO A PROPER EMERGENCY SETTING MUST NOT BE DELAYED.**

**HEALTH CARE SERVICES**

At present, Mid Michigan Community College does not provide or operate any health care services. The student’s responsibility is to maintain their own health care support services. Health care services are limited to Basic First Aid. If an injury or illness should arise during the operating times of the college, refer to the Emergency Procedures above.

**ACCESS TO RECORDS**

Mid Michigan Community College policy grants access by students to their educational records under conditions which conform to the Family Education Rights and Privacy
Act of 1974 as amended, regulated by the appropriate federal guidelines. A copy of this policy may be obtained upon request from the Office of Enrollment Services.

Directory information will be routinely released unless a student informs the Office of Enrollment Services in writing during the first two weeks of each semester or summer session that any or all items should not be released without the student’s prior consent. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially-recognized activities and sports, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended.

THE 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. They are:

1. The right to inspect and review the student's education records within 45 days of the day that MMCC receives a request for access.

Students should submit to the Dean of Student Services written requests that identify the record(s) they wish to inspect. The Dean of Student Services will make arrangements for access and notify the student of the time and place where the records may be inspected. Such requests should be sent to:

   Dean of Student Services
   Mid Michigan Community College
   1375 S. Clare Avenue
   Harrison MI 48625

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Student/parents may ask the college to amend a record that they believe is inaccurate or misleading. They should write the Dean of Student Services; clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student/parent, the college will notify the student/parent of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is 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 (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance 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 responsibility.

   Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)

4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by MMCC 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
   600 Independence Avenue, SW
   Washington, DC 20202-4605