II. COLLEGE SERVICES AND PROCEDURES

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“OPEN DOOR” ADMISSIONS POLICY

Mid Michigan Community College has an “open door” admissions policy which encourages admissions of all persons 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 may 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.

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, the Admissions Office on the Harrison Campus or Mt. Pleasant Campus or online at www.midmich.edu. 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 for scholarship and grant consideration. A high school diploma is not required for general admission.

GUEST APPLICANTS

Complete and return a Guest Application. This may be obtained from the Admissions Office on either campus, online at www.midmich.edu 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 or online at www.midmich.edu. 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 and orientation if needed, 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. A break in attendance of three years or more requires a new application to be completed. Official copies of transcripts from other colleges or universities attended during the interim should be forwarded to the Registrar's Office.

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.

Students wishing to enroll in this program should complete and return a Dual Enrollment Application that may be obtained from a high school counselor, the Admissions Office, or online at www.midmich.edu.

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.

APPLICATIONS FOR HEALTH PROGRAMS

Students interested in Health Programs must complete a Health Careers Application in addition to completing a regular MMCC admission application. Students are considered for admissions to the program after their prerequisites are completed. In addition all health career applicants are required to have a criminal background check including fingerprinting. By State law, a student who has a felony and certain misdemeanors are NOT eligible for health care programs. Students who are admitted to the program need to be aware random drug screening may be done at any time during the program at the student's expense.

The following programs have a limited enrollment: Medical Assistant, Medical Coder and Biller, Medical Lab Technician, Nursing, Pharmacy Technician, Physical Therapist Assistant, Registered Health Technologist, and Radiography.

For further information about any health program, contact the Health Technologies Department.
CONDITIONAL ADMISSIONS FOR SPECIAL ENROLLMENT STUDENTS

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 High School Assessment exams 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

MMCC only accepts international students in the Fall Semester. International students applying for admission to MMCC must submit all necessary paperwork by June 15. The following steps must be completed by all international students seeking admission:

1. Submit a completed International Application for Admission.
2. Submit original or certified copies, plus English translations of high school and ALL college transcripts.
3. Proficiency in the English language is required. MMCC does not offer an English as a Second Language (ESL) program. The applicant for admission whose native language is not English must take the Test of English as a Foreign Language (TOEFL). A minimum score of 213 is required on the computer-based tests; a minimum score of 79-80 is required for the internet-based tests.
4. Before admission, non-health science applicants must arrange to have at least $15,000 USD for each year to cover expenses. Health science applicants must arrange to have $23,000 USD for each year to cover expenses. Applicants must complete the financial statement and submit official documents indicating the ability to cover all expenses for the entire stay in the United States.

MMCC has NO grants or loans available for international students. Based upon F-1 visa requirements, international students are not eligible to work off-campus and there are NO on-campus jobs available. Students must have enough money to provide for all their needs while attending MMCC. Mid Michigan Community College must be satisfied that the student is financially secure before he/she is admitted.

Upon completion of the steps listed above, international students will receive a letter of acceptance and a Form I-20 Certificate of Eligibility. The Form I-20; paid SEVIS fee of $100 to be paid at http://www.fmjfee.com/index.jhtml; a valid passport; and proof of sufficient finances must be presented to the U.S. Consul abroad by the applicant for entry into the United States on an F-1 student visa.

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 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

Articulation is a term used to describe the process that facilitates the transition of a student from one educational institution to another, or from one level of education to the next with minimum duplication of coursework. High school students successfully completing career/technical training may receive college credit through articulation. For more information please contact the Admissions Office.

CREDIT BY EXAMINATION

Are 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 The Academic Support Center in Room 219 on the Harrison Campus or in Room 135 on the Mt. Pleasant Campus to complete the Credit by Examination permission form. It is recommended to see an advisor if the Credit by Examination process is an option for the specific program.
The student will then pay the cashier a set fee ($15.00 per credit for general education courses and $20.00 per credit for non-general education courses) to cover testing costs. The ASC will make the necessary arrangements for the examination. 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)
The College Level Examination Program (CLEP) sponsored by the College Board affords students the opportunity to demonstrate their academic proficiency in specific subjects. After completing the CLEP exam(s), students should have their scores sent directly to the Office of Enrollment Services for evaluation.

Policies concerning the use of CLEP examinations at MMCC are developed and controlled by the Office of Enrollment Services. The minimum scores for CLEP subject examinations are determined by the department authorizing credit for the subject. Credit will be allowed for specific subjects provided that the score is above 50. The exception is that for French level 2, the score must be 52. For German level 2, the score must be 63. See the Office of Enrollment Services for a detailed list of CLEP subject exams accepted for credit, as well as their critical cut scores.

To be eligible for credit for CLEP scores, a student must have been granted regular admissions at MMCC and an official score report must be sent directly from the College Board. CLEP examination credit may not be used to repeat any course(s) previously taken. Grades for the CLEP examination(s), where credit is granted, will be recorded as credit (CR) on a student’s transcript. MMCC currently does not proctor the CLEP examination. See the College Board website (www.collegeboard.com) for a list of testing centers.

MILITARY TRAINING CREDIT
Veterans are eligible to receive academic credit for their military experience. To have military experience evaluated for credit, veterans should send their certified DD 214 to the American Council on Education (www.acenet.edu). MMCC will follow the American Council on Education’s recommendations for evaluating credits. In addition, MMCC will grant veterans 3 Health and Hygiene (HED 151) and 2 physical education elective credits (PED XXX). Veterans planning to transfer from MMCC should be aware that other colleges/universities may not accept the credit for military training given by MMCC.

NON-TRADITIONAL CREDIT
Students possessing education experiences or skills gained through non-traditional sources (i.e. work experience, life experience, etc.) may request such experiences be evaluated for credit. Students may obtain a Non-Traditional Credit Application in the Office of Enrollment Services. The completed Application should be returned to the Office of Enrollment Services with any and all supporting documentation for evaluation. If credit is granted, a $20 per credit hour fee will be charged at the time the non-traditional credit is recorded. Students should be aware that non-traditional credit typically does not transfer to other colleges/universities.

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 sent directly to MMCC from the issuing institution. Transcripts not sent directly from an issuing institution will be considered unofficial and will not be evaluated.

Credits 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.

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 Accuplacer as an Advising tool. Accuplacer 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 Accuplacer assessment prior to registration:
1: New 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.

ORIENTATION
All students new to Mid Michigan Community College are expected to attend an orientation session before starting their first semester. During orientation students are given the opportunity to meet with other MMCC students and staff. They are also informed about important policies and procedures, given information about services available, and receive academic advising in selecting their first semester courses.

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. 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 EXPLORATION AND 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 counseling staff. 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 Office at 989-386-6626 or 989-773-6622.

ENROLLMENT SERVICES

REGISTRATION

Returning Students
• Students who have at least 12 credit hours recorded on their transcript and are in good academic standing may register in person or on MidWeb. All others must see an advisor.
• Pay the non-refundable Enrollment Fee ($50 or $25) the day of registration to secure a spot in your classes.
• Pay tuition in full, enroll in the NBS (Nelnet Business Solutions) Tuition Management Plan, or have sufficient Financial Aid awarded by the Tuition due date.

New & First Time Students
• Complete an application in Admissions. (Admissions Application available online at www.midmich.edu)
• Sign up for Orientation/Assessment.
• Pay the non-refundable Enrollment Fee ($50 or $25) when you register.
Pay tuition in full, enroll in the NBS (Nelnet Business Solutions) Tuition Management Plan, or have sufficient Financial Aid awarded by the Tuition due date.

Guest Students

Guest students are those attending other colleges who wish to take courses at MMCC for transfer credit. Note: Financial aid is not available to guest students. Guest students should follow these easy steps for admission and registration:

- Apply for Admission: Obtain a validated Michigan Uniform Guest Application from the Registrar’s Office at your resident college or university. Complete the application, obtain the appropriate signature and seal of your college and submit it to the Admissions Office at MMCC.
- Make an appointment with an MMCC advisor. Bring an official copy of your transcript.
- Register for classes.
- Pay your tuition by the tuition due date.

STUDENT CREDIT HOUR LOAD

The normal credit hour load for a full-time student consists of 15-17 semester credit hours. A student may not elect more than 19 semester credit hours without prior special permission from the Dean of Student 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 Instructional Administrator, 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 during the schedule adjustment period by completing the Drop/Add form obtained in the Office of Enrollment Services or by utilizing the Midweb system (if eligible to do so).

DROPPING COURSES

Students may drop courses from their schedule by completing the Drop/Add form obtained in the Office of Enrollment Services or by utilizing the Midweb system (if eligible to do so). Refund of tuition will be based on the Tuition and Fee Refund Schedule. Courses that are dropped after the schedule adjustment period will be assigned a grade of “W” with no grade point average penalty. Students will not be allowed to drop courses after the posted last day to drop date.

INSTITUTIONAL DROP

MMCC can drop a student who has never attended any classes, or has quit attending classes during a semester. Institutional considerations, including reporting requirements, will guide the utilization of this policy. If a student feels they have been identified in error, contact the Office of Enrollment Services.

AUDITING A COURSE

A course in which a student enrolls for no grade and no credit is regarded as an Audit. Student must pay the regular tuition and fees. 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 schedule adjustment 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 grade point average (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 credit 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.
Regardless of grade(s) earned in course(s) previously, a student will be allowed to re-enroll for a course for a third time but must complete a same course enrollment form in consultation with an advisor prior to registering.

For a student to re-enroll in a course for a fourth time or more the student must make a request in writing and receive approval from 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 must initiate formal withdrawal procedures with the Office of Enrollment Services to 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 aid they received. Please see Return of Title IV Funds Policy.

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

Harrison Campus: Phone 989-386-6664 Fax: 989-386-6613
Pickard Campus (Mt. Pleasant): Phone 989-773-6622, ext. 264 Fax: 989-772-2386
Email: finaid@midmich.edu

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 57% 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 MMCC cost of attendance budget. Additional information regarding MMCC’s cost of attendance and need based aid can be found on the Financial Aid page of college’s website at www.midmich.edu. The college considers all sources of assistance and 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 a qualified 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 overpayment status on any federally funded aid program at any college or university;
• have a high school diploma, a GED or established the ability to benefit;
• establish and maintain satisfactory academic progress;
• meet any additional requirements established for specific federal and state programs.
• have financial need, except for some loan programs;
• have a valid social security number;
• sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that you will use federal student aid only for educational purposes.

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 online at www.federalstudentaid.ed.gov.

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 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 processing. 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. Department 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.

**MMCC FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY**

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 many state financial aid, grant, loan, and work-study programs. Students who have attempted 14 or more credits will have their academic records reviewed yearly for satisfactory academic progress. At the schools’ discretion, a students’ academic progress may be evaluated more frequently than annually. Students on Level 2 Probation are reviewed at the end of each semester.

**Standard of Progress**

There are three elements in the MMCC Standards of Satisfactory Academic Progress:

- The grade point average (GPA) students must maintain,
- The number of credit hours students must complete, and
- The maximum credit hours for which students may receive financial aid.

**Element 1**

Students must maintain a cumulative grade point average of not less than the following:

<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>Minimum Cumulative GPA Required</th>
</tr>
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<tbody>
<tr>
<td>14-29</td>
<td>1.50</td>
</tr>
<tr>
<td>30 and above</td>
<td>2.00</td>
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</tbody>
</table>

**Element 2**

Students, who have attempted 14 or more credits at MMCC, must satisfactorily complete 67% of those credits, whether or not financial aid was received. Any student, attempting 6 or more credits in a semester, who fails and/or withdraws from all credits will be immediately suspended.

2. Grades of W, I, and E are not considered passing, and must be considered attempted credits.
3. The highest grade of a repeated class is used when calculating a cumulative GPA.
4. Remedi al course work is included in the number of attempted credits.

**Element 3**

1. 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 Associates Degree normally takes 62 credit hours to complete, a student cannot attempt more than 93 credit hours toward that degree and still receive aid (62 x 150% = 93). Attempted credit hours include incomplete, withdrawals, repeated and remedial courses and transfer credits. Students who reach the upper limit of attempted credit hours for their program of study will have their aid eligibility suspended.

**Suspension**

Students not meeting Elements 1, 2, or 3 will be suspended and not eligible to receive Financial Aid until they complete a minimum of 6 credit hours and attain the requirements or successfully file an appeal. See the Reinstatement and Appeal Progress below.

**Reinstatement**

Students will be ineligible for further financial aid until they complete a minimum of 6 credit hours and attain the minimum cumulative grade point average required and satisfactorily complete 67% of all the credits attempted (see Elements 1 & 2). Students seeking reinstatement must then advise the Financial Aid Office when they meet the requirements.

**Appeals - Level 2 - Financial Aid Academic Probation**

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. Appeals are generally limited to one per student.

**Elements 1 & 2**

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. 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. Documentation supporting the reasons for the appeal may be required by the reviewing Financial Aid Officer.

If appeals are approved students will receive one additional semester of aid. Conditions of probation may include limiting the number of credits or classes the student can attempt, requiring the student to develop an educational plan, meeting with staff for the approval of a class schedule, etc., or other conditions that may be appropriate.

During this probationary semester students will be required to attain all required satisfactory academic progress standards. Failing to do so will result in the reinstatement of the suspension status unless the student has completed at least 2/3 of their semester attempted credits and obtained a minimum semester GPA of 2.0. Students meeting these criteria will continue on probationary status until the student
meets the Mid Michigan Community College Standards of Academic Progress. Students who fail to meet these requirements will return to a suspended status.

**Element 3**

A student with mitigating circumstances may file a written request for an extension of eligibility. Transfer credits and program changes will be considered when approving an appeal and will be used in determining the amount of credits eligible for financial aid. If an extension is granted, the student will be allowed to receive aid for the additional number of approved credits. It is the student’s responsibility to complete the classes required to obtain their degree.

**Appeal Committee**

All appeals are reviewed by the Financial Aid Committee. The student will be notified in writing of the committee’s decision.

If the first appeal for Elements 1, 2, or 3 is denied and the student feels there are circumstances that were not considered in the first appeal, a second appeal may be made. Second appeals must be made in writing to the Director of Financial Aid, who will convene the Financial Aid Advisory Committee to review the appeal. The Director will inform the student of the Advisory Committee’s decision within ten business days. The Committee’s Decision will be considered to be final. The Financial Aid Advisory Committee is made up of the following membership: Dean of Student Services, Financial Aid Director, one Financial Aid Officer, one Admissions Office Representative, and one Faculty Member. A minimum of three members is required to review a student appeal.

**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 and what resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your need.
5. You have the right to know how much of your financial need as determined by the institution has been met.
6. You have the right to request an explanation of the various programs in your student aid package.
7. You have the right to know the MMCC refund policy.
8. 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.
9. 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.
9. You must be attending your classes in order to be eligible for Federal Aid funding.


Eugene W. Gillaspy Honors Scholarships: Students who are returning for their second consecutive year of college and received either the Admissions, Trustee’s or Technical Education scholarship will be awarded this $800 ($400 fall/winter semesters) scholarship if they have attained a 3.0 to 4.0 GPA and are a full-time student. This scholarship is good for one year (fall and winter semesters) and will automatically be assigned to the student’s financial aid account.

President’s Scholarship: This scholarship for $1,600 ($800 fall/winter semesters) will be awarded for one year (fall and winter semesters) to one student from each in-district high school with the highest GPA. The President’s Scholarship is non-need-based and must be used for the semester for which it was awarded and cannot be held for attendance in a different semester. Students should submit their transcript with six completed semesters by April 1 in order to be considered.

Mid Michigan Community College Trustees’ Scholarships: High school or alternative education seniors will be awarded this $600 ($300 fall/winter semesters) scholarship based on their high school GPA of 3.0 to 4.0. This scholarship is for one year (fall and winter semesters) and the student must attend full-time (12 credit hours or more). The Trustee’s Scholarship is non-need-based and must be used for the semester for which it was awarded and cannot be held for attendance in a different semester. Selection for this scholarship is on a first come first serve basis. Students who qualify for more than one institutional scholarship will be awarded the scholarship with the highest monetary amount.

Mid Michigan Community College Admissions Scholarship: High school and alternative education seniors will be awarded this $400 ($200 fall/winter semesters) scholarship based on their high school alternative education GPA of 2.0 to 2.9. This scholarship is for one year (fall and winter semesters) and the student must attend full-time (12 credit hours or more). The Admissions Scholarship is non-need-based and must be used for the semester for which it was awarded and cannot be held for attendance in a different semester. Selection for this scholarship is on a first come first serve basis. Students who qualify for more than one institutional scholarship will be awarded the scholarship with the highest monetary amount.

Mid Michigan Community College Scholastic Incentive Awards: Students who enroll in one of the following programs: Automotive Technology; Heating, Refrigeration & Air Conditioning; Industrial Technology/Drafting & Design; Industrial Technology/Machine Tool; Business Information Systems; Graphic Design; Welding Technology; or M-TEC classes will be awarded this $500 ($250 fall/winter semesters) scholarship based on their GPA of 2.0 or higher. This scholarship is for one year (fall and winter semesters). The Technical Education Award is non-need-based and must be used for the semester for which it was awarded and cannot be held for attendance in a different semester. Selection for this scholarship is on a first come first serve basis. High school senior or alternative education students should submit their transcript with six completed semesters in order to qualify. Current MMCC students should pick up a scholarship application in the Financial Aid Department. Students who qualify for more than one institutional scholarship will be awarded the scholarship with the highest monetary amount.

MidMichigan Community College Scholaristic 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 independent 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 Labor and Economic Growth and provides rehabilitative services to vocationally handicapped or impaired individuals. Any person with an impairment can make an application for service by contacting the Office of the State of Michigan Rehabilitation Services serving the student’s local area.

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.

**Michigan Competitive Scholarships:** These scholarships are credited to tuition and fees of Michigan residents of 12 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 ten 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 Student Loan Authority/ Michigan Guaranty Agency:** 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 for most of the community college tuition and fees for students from families determined by criteria set by the State of Michigan to be lower-income. High school students are notified of eligibility by the office of scholarships and grants.

**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.

**Michigan Promise Scholarship:** The Michigan Promise scholarship provides up to $4,000 to high school graduates for successfully completing two years of postsecondary education beginning with the high school graduating class of 2007. All students who took the state assessment test (MEAP for class of 2007 and Michigan Merit Exam (MME) for class of 2008 and beyond) have the opportunity to receive up to $4,000 if they meet all eligibility requirements. Students who receive qualifying scores (Level II or above) in each of the required components on the test are eligible to receive up to half of their scholarship in the first two years (in installments of $1,000 in the first year and $1,000 in the second year of enrollment).

**FEDERAL AID PROGRAMS**

**Academic Competitiveness Grants:** Academic Competitiveness Grants are available to students for up to $750 in their first year and $1300 in their second year of college. Students must have completed a recognized rigorous secondary school program of study. In addition, students must be eligible for Federal Pell Grants, United States citizens, and enrolled full time in a degree granting program. To receive this scholarship in the second year students must have at least a cumulative 3.0 grade-point average during their first year of college.

**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 $890 to $4,731. 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.

**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. Applications can be obtained through the Employment Portal online at www.midmich.edu.

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 a guarantee agency 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.

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 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 letter will be mailed to the student.
2. Fulfill all mandated federal and school requirements such as completing an Entrance Loan Counseling session for new borrowers and Master Promissory Note.

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.

Subsidized Stafford Loan: Depending on financial need, first year students may borrow up to $3,500 a year and second year students may borrow up to $4,500 a year.

The interest rate is governed by federal regulations. 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 may 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.)

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 or servicer, 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 or federal funds; 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 Federal or State Aid.
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 or capitalized.

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 fixed interest rate. This new rate can not exceed 9%.

Funds 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.

Veterans Administration Benefits: To be initially certified for VA benefits, veterans need to apply online at (www.gibill.va.gov). Veterans who have been previously certified must complete the “Change of Study/Program” form. All students must complete the MMCC Admissions Application and then contact the MMCC VA Certifying Official. To ensure prompt receipt of VA payments, veterans must be registered for classes at least 30 days prior to start of each semester. To be eligible for maximum benefits, veterans must enroll in a full time course load each semester. However, prorated payments are made for less than full-time enrollment.

Veterans who have attended other schools beyond high school must have an official transcript from their previous school(s) sent to the MMCC Office of Enrollment Services for evaluation of possible transfer credit(s). MMCC will notify the US Department of Veterans Affairs and the veteran, of the credit(s) granted.

In accordance with VA guidelines, veterans must make satisfactory academic progress towards their degree. Veterans not meeting the minimum standards of the MMCC Financial Aid Satisfactory Academic Progress Policy will no longer be eligible to receive VA benefits.

Michigan Children of Veterans Tuition Grant: Dependent children of deceased or disabled veterans whose injuries were a result of military service may be eligible for VA Benefits. Children must be between the ages of 18 and 23. They must be enrolled at least half-time and the amount will depend on enrollment. Applications may be obtained from the Financial Aid Office. Students that are 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 scholarships, information regarding other scholarships may be obtained through the Financial Aid Office.

Beaverton Alumni Association Award: This $500 scholarship ($250 per semester or 2 semesters) will be awarded to a Beaverton High School graduating senior who has a parent or grandparent who also graduated from Beaverton High School. 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 where he or she will be a full-time student (12 credit hours or more).

Bernard F. & Melissa Ann Bailey Family Fund: Scholarship is awarded to applicants who have been accepted into an accredited clinical health care curriculum, must maintain cumulative GPA of 3.0 or higher. Must be a resident of the mid-Michigan area (Arenac, Bay, Clare, Gladwin, Gratiot, Isabella, Midland, Montcalm, Ogemaw, Osceola, Roscommon and Saginaw county). Applications are accepted from November 1 to March 15 and must apply each year.

Bureau of Indian Affairs: Grants and tuition waivers 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 Information Systems Academic Scholarship:** A $500 ($250 per consecutive semester in one academic year) scholarship will be awarded to a MMCC student pursuing a Associates Degree in Computer Information Systems who has a minimum 3.0 GPA and has completed a minimum of 12 MMCC credits. Preference will be given but is not limited to students from Harrison High School. The student shall receive $250 per semester provided a full-time status and overall 3.0 GPA is maintained.

**Dan & Genevieve McDonald Excellence in Nursing Scholarship:** This $1,000 one academic year scholarship ($500 per consecutive semester) 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 High School graduate and a recent Farwell High School graduate with a minimum 2.0 or better high school GPA. Additionally, the candidates must demonstrate some financial need and enroll in an Associate degree program at MMCC. This award of $600 per semester is renewable for up to four consecutive semesters provided the student maintains a 2.0 GPA & attends MMCC full-time (12 credit hours or more).

**Federal Broach Scholarship:** This $500 scholarship ($250 per semester) is 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 full-time (12 credit hours or more) in one of the following programs at MMCC: Accounting, Computer Information Systems, Management & Marketing, or Business Information Systems.

**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 scholarship ($200 per semester) is awarded to a Harrison High School senior. Preference will be given to students who are not recipients of other financial aid and who are students of literature or theater. Students maintaining a minimum 2.0 GPA may receive the scholarship for two consecutive semesters.

**Geoffrey A. Sweeney Memorial Scholarship:** This $200 scholarship will be awarded to a high school senior from Coleman High School who has a minimum 2.0 GPA and enrolls at MMCC for the following fall semester. Depending on the fund balance up to two scholarships may be awarded per year.

**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. The recipient of this scholarship must be a full-time student (12 credit hours or more) and enrolled in an allied health program.

**HRA Academic Scholarship:** This scholarship, in the amount of $250 per semester/session (for up to two semesters/sessions) is awarded to students who are in the HRA program, have a minimum 3.0 GPA and have completed at least 12 credit hours. To maintain this scholarship, the student must have a full-time enrollment status (12 credit hours or more), & continue in the HRA program with a minimum 3.0 GPA.

**Isabella Bank & Trust/Cynthia A. Brownson Scholarship for Women in Business:** This scholarship, in the amount of $500 is offered to women pursuing an Associate degree in Business Administration, Management and Marketing, Small Business Management or Accounting and who reside in Isabella, Clare, or Mecosta County. To be eligible, the student must have a current college GPA of 2.5 or higher. This scholarship is not renewable.

**Janice A. Langdon Scholarship:** A $1,000 scholarship ($500 per consecutive semester in one academic year) will be awarded to an MMCC student who has a minimum 3.0 GPA and has been accepted into the LPN program. The recipient shall receive $500 per semester provided he/she maintain full-time status (12 credit hours or more) and an overall 2.7 GPA.

**Janice E. Haskin Memorial Award:** This $1,000 award ($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 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 $1,000 per year scholarship ($500 per semester) is awarded to a student pursuing an Associate degree program at MMCC. Additionally, the student must demonstrate financial need, have a minimum 3.0 high school or college GPA & maintain a minimum 3.0 college GPA. Preference will be given to students residing in Isabella County & who are full-time (12 credit hours or more) at MMCC. This scholarship is renewable for an additional five consecutive semesters.
**James & Sharon Manning Scholarship:** This scholarship, in the amount of $1,000 per year ($500 per semester) 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. Preference will be given to Gladwin or Clare County Residents.

**Mark E. Wilson Scholarship:** This $500 scholarship ($250 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 enrolls in MMCC’s accounting program. The recipient must maintain a 3.0 high school or college GPA and be enrolled as a full-time student (12 credit hours or more).

**Ralph Myers Memorial Scholarship:** This scholarship, in the amount of $250 per year will be awarded to a graduate of Gladwin High School who has a minimum 3.0 GPA from high school or college and is a full-time (12 credit hours or more) student enrolled in an Associate degree program. This one time $250 scholarship may be applied towards any semester.

**MMCC Retiree’s Scholarship:** This $500 scholarship provides assistance to academically promising students who are involved in their community and have a demonstrated financial need.

**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 Carl D. Perkins Grant 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 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.

**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 to continue this scholarship & must also maintain a 3.5 college GPA to receive the scholarship for a second semester.

**Rebecca & Harry Goldberg Scholarship:** One $1,000 scholarship ($500 per semester) is awarded to one full-time student and a $500 scholarship ($250 per semester) is awarded to one part-time student who is pursuing studies in Early Childhood Education. This scholarship may be used for tuition, fees and books. To be eligible, a student must be enrolled part-time (6 to 11 credit hours) to full-time (12 or more credit hours) in an Early Childhood Education program at MMCC and have a minimum 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.

**Tandem Transport Scholarship:** A $500 scholarship ($250 per semester) is awarded to a new student to MMCC who demonstrates financial need for one year (students may reapply for a 2nd year). Student must be a resident of the Clare-Gladwin Regional Education School District, have a background in agriculture and or 4-H participation. Student must maintain a minimum 2.5 overall GPA and be enrolled full-time. Application to this scholarship requires a composition (no more than 500 words). In your composition, please address each of the following: Educational, Community, Career goals and interests, and Agricultural and/or 4-H affiliation.

**Technical Education Award:** Students who enroll in one of the following programs: Automotive Technology; Heating, Refrigeration & Air Conditioning; Industrial Technology/ Drafting & Design; Industrial Technology/Machine Tool; Business Information Systems; Graphic Design; Welding Technology; or M-TEC classes will be awarded this $500 ($250 fall/winter semesters) scholarship based on their GPA of 2.0 or higher. This scholarship is for one year (fall and winter semesters). The Technical Education Award is non-need-based and must be used for the semester for which it was awarded and cannot be held for attendance in a different semester. Selection for this scholarship is on a first come first serve basis. High school senior or alternative education students should submit their transcript with six completed semesters in order to qualify.

**Thomas Grabmeyer MC2 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 MC² President or MC² Advisor will make award decisions. This scholarship honoring the memory of Thomas Grabmeyer, a former MMCC Librarian, is sponsored by Mid’s Campus Council (MC²).

The Christopher Smith & Estell Bergey Smith Veteran’s Award: This award provides funding for students with unique circumstances that are not always accounted for in federal and state aid programs as follows:

1. First time Veterans: A one semester award for recently discharged veterans who are enrolling at MMCC but do not have their Veterans Education Benefits established yet. To qualify the veteran must have been honorably discharged from active duty in the last 12 months and demonstrate financial need.

2. Exceptional circumstances. A one semester award for students who have met with obstacles that prevent them from qualifying for sufficient aid to cover expenses. The award is limited to a maximum of 6 credits hours of tuition expense and students must demonstrate financial need.

Amounts of these awards vary.

Witbeck Award: This award is offered to one resident of Beaverton, Clare, Farwell, Gladwin or Harrison School district who possesses either a high school diploma or GED. The award is for full tuition (12 credit hours per semester), 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 contact hour.

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 appropriations laws, a student’s residency must be verified each semester. To accomplish this, informational postcards will be mailed to the student’s address on our system using the “POSTMASTER DO NOT FORWARD” label. If a postcard is return to MMCC because the mail is undeliverable, future registrations will be billed at the out-of-district rate until the student proves residency.

Contact Hour(s): As of the summer 2002 session students will be charged tuition on contact hours instead of academic credit hours.

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

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

The exceptions are: 1) a cap of 15 contact 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 BIS. For example: CIS.100 formerly reported 3 credits (3 lecture + 3 lab) now is adjusted to 4.5(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 Academic Support Center (ASC). (A complete listing of fees is available in the ASC).

Course Fees: Such fees are charged for selected courses to defray the cost of special equipment, facilities, materials and/or malpractice insurance.

Enrollment Fee: An Enrollment Fee is required for each session with the amount based upon total contact 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.

Enrollment Fee: $50 (6 contact hours or more)
Enrollment Fee: $25 (5.9 contact hours or less)

Non-Resident Student Facility Fee: A $10 per contact hour facility fee is charged to non-resident students.

Student Service Fee: A $10 fee is charged all students enrolling in 3 or more credit hours. The fee is non-refundable unless a total withdrawal is made within the 100% refund period.

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

**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 Reconciliation Act of 2005 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, unofficially withdraw or are expelled from MMCC and receive federal financial aid from Title IV Funds.
   a. If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course they are enrolled in, the college will assume that the student has unofficially withdrawn, unless it can be documented that the student completed the semester.
   b. The term “Title IV Funds” refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Family Federal Education loans including Unsubsidized, Subsidized and Plus loans, Federal Pell Grants, Academic Competitiveness Grant, and Federal SEOG.

2. Refunds on all institutional charges, including tuition and fees, will be calculated using the required refund formula established by the U.S. Department of Education.

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. When the total amount of unearned aid is greater then 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. Academic Competitiveness Grant *
(6. Federal SEOG *
  * Loan amounts are returned with the terms of the promissory note.

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

6. 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. Financial Aid is located at:
Harrison Campus -- Room 104 -- 989-386-6664
or
Mt. Pleasant Campus -- Room 100 -- 989-773-6622, ext. 224

TUITION PAY 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 Nelnet Business Solutions 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 website www.midmich.edu, or you may call Mid Michigan Community College Student Accounts Office at (989)386-6611 or NBS at (800) 609-8056.

OUTSTANDING BILLS
Any student with an outstanding bill with the College 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
MMCC Bookstore purchases are payable by using cash, check, credit card or by using Financial Aid. Financial Aid includes: Federal Pell Grants, student loans, third party sponsorships, Michigan Works, VA funding and others. All aid will be verified by MMCC’s Financial Aid Office before any bookstore charges will be allowed.

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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

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 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, all course requirements 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 Office of Enrollment Services during the official schedule adjustment 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 is a "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.

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**

Grade reports can be obtained on the Mid Michigan Community College's website at www.midmich.edu.

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 final semester grade disputes is shared among the instructor, student, faculty, appropriate Instructional Administrator, and Vice President of Academic Services.

Under Mid Michigan Community College policy, it is the instructors’ prerogative to determine student grades. If a student has a question about a grade, the student should discuss the matter with the instructor. The instructor should discuss the matter willingly and provide clear evidence for assignment of the student’s grade. The student should be able to demonstrate a valid basis for the grievance.

If the instructor agrees to change the final grade, he or she must complete a change of grade form including the appropriate Instructional Administrator’s signature and file the form with the Registrar.

If, after discussion with the instructor, the student feels there is a valid reason for a grade grievance, he or she should contact the appropriate Instructional Administrator with a written justification for the grade change. The Instructional Administrator will arrange an informal conference with the instructor and the student for the purpose of resolving the grievance.

If, after such a conference, the student wishes to pursue a grievance, a grade grievance form must be filed with the Instructional Administrator explaining the rationale for the grievance and providing supporting information.

After receiving the grade grievance form from the student, the Instructional Administrator will call a Grade Review Committee into session. This committee shall be composed of three faculty members, the Dean of Students Services, or his/her representative, and the appropriate Instructional Administrator. The Vice President of Academic Services or his/her representative will serve as chair of the committee and will appoint a recording secretary.

After the presentation of the facts, the Grade Review Committee will meet privately to come to a consensus decision on the grievance. Before telling the student the committee’s decision, the Chair of the committee will review the details of the grade grievance with the President or his/her representative. The final decision rests with the Vice President of Academic Services. The student will be notified in writing of the decision within seven days of the conclusion of the hearing. This written decision is the final institutional determination of the grade grievance. No additional appeals are available.

Grade grievances must be initiated within 60 days of the last day of the semester in which the grade was received. Please note: individual academic programs may have grade grievance policies that supersede this one.

**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>less than 1.0</td>
</tr>
<tr>
<td>18 - 37</td>
<td>1.00 - 1.99</td>
<td>less than 1.5</td>
</tr>
<tr>
<td>38 - 50</td>
<td>1.50 - 1.99</td>
<td>less than 1.6</td>
</tr>
<tr>
<td>51 - 63</td>
<td>1.60 - 1.99</td>
<td>less than 1.7</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 HONESTY

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

MMCC POLICY ON ACADEMIC DISHONESTY AND PLAGIARISM

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
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 lapse 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 an advisor 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. This form should be completed by the student in consultation with the Department Chair, 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 Instructional Dean, and by the Registrar. 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 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 health programs must receive grades of “C” or better in all course work. The Medical Assistant program students must attain grades of "C-" or better in all BIS 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 credit hours for an associate degree and 6 credits for a certificate from Mid Michigan Community College;

4. Make application for graduation.

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 time 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.

BOOKS & BEANS ESPRESSO CAFÉ

Books & Beans Espresso Café is located on the Harrison Campus in the Library. Specialty coffee drinks, iced smoothies, bottled soft drinks, juices and waters are available. Also available are quick snacks including: prepackaged sandwiches, muffins, bagels and yogurt. Please check the information sign located outside the library regarding Books & Bean’s hours of operation.

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 entrées. 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.

A wide variety of on-campus catering and banquet services is offered year-round. The Houghton 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 with locating full or part-time employment related to their fields of study. Position vacancies received by the Placement Office are posted on the website at www.midmich.edu. Job search preparation is also available; including, (but not limited to) resume development/evaluation and effective interviewing techniques. More information can be obtained by calling (989) 386-6623.

MEDIA CENTER
The Charles A. Amble Library/Media Center at Mid Michigan Community College provides services that are designed to meet the academic, general and technical needs for students, faculty, and administration at MMCC. In addition to servicing the college’s academic community, the library is proud to offer information services and programs to members of the general public as well.

The Harrison campus library contains a collection of over 30,000 volumes of informational material. All of the information that is housed in the library is cataloged under the Library of Congress Classification System. Other resource holdings include a collection of numerous periodicals, 10 newspaper subscriptions, along with an audio and video collection that is approaching 2,000 titles.

In the fall of 2006, a library service desk was created in the Pickard (Mt. Pleasant) campus Academic Support Center in order to better serve the expanding student population in the Mt. Pleasant area. During the traditional academic year, students on the Pickard (Mt. Pleasant) campus can get library assistance Monday-Friday from 8:00 a.m. until 4:30 p.m.

The library staff at both campus locations can provide upon request, bibliographic instruction, library tours, and research tutorials for instructional purposes. In addition to this, staff members strive to satisfy any other informational needs for members of our academic and non-academic community.

Both campus library locations provide the most up to date technology and services. Some of the technical services include, free wireless internet, check-out laptops for both in house and take home use, viewing facilities for students who need to watch a DVD for course related purposes, and a pay-for-print copy machine. The Mt. Pleasant location offers 12 desktop computers while the Harrison location houses 20 for both student and community member use.

The Harrison campus library is equipped with satellite capabilities that can satisfy the need for potential on campus satellite seminars. Other technical services that can be found at the Harrison campus library location are audio, DVD, and CD duplication, a fax machine, and lamination.

In order to meet the research needs of our student population, an array of online academic databases are available. Some of the academic databases that can be found at both campus locations are ProQuest, FirstSearch, Ebsco, CINAHL, ECO, The Gale Reference Library, Info Trac, MEDLINE, and the NetLibrary. Other online services include the Oxford English Dictionary Online, The Routledge Encyclopedia Online, online tutorials for all of the academic styles of writing, and tutorials on how to effectively avoid plagiarism.

MMCC’s Charles A. Amble Library is a member of the Michigan Electronic Library (MEL) and the Valley Library Consortium. These partnerships give both students and community members Inner Library Loan (ILL) access to the majority of college, university, and public libraries around the state of Michigan. This computerized resource sharing system allows users to navigate the databases of over 1 million items held by these various libraries by author, title, subject and keyword searches. All of MMCC’s ILL and online services are available for on or off campus users. (Note: off campus access is restricted to library card holders).

Hours for the Harrison campus library location 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., during the academic year. Library hours between academic sessions and summer are 8:00 a.m. until 4:30 p.m. Monday through Friday. Hours for the Mt. Pleasant library service desk are Monday through Friday 8:00 a.m. until 4:30 p.m. during the Fall and Winter semesters. Hours between academic sessions and summer are as posted inside the Mt. Pleasant campus Academic Support Center.

STUDENTS WITH DISABILITIES
Mid Michigan Community College is committed to making accommodations and providing services to students with documented disabilities, which interfere with the learning process. Accommodations will vary and depend on the specific disability. Services may include: readers, writer/scribes, notetakers, interpreters, instructional aids, visual aids, books-on-tape, adaptive equipment, assistive technology, 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 at 989-386-6626.

Students must provide written verification of their disability 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 Grant is a federal program designed to help qualified MMCC students who are enrolled in two-year state approved occupational programs. Special population students are those students who have 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 offered to these students include all ASC program services plus additional support such as: personal, academic and career counseling, college and community agency referrals, 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 appointment for consultation.

Any MMCC student may use all Math Lab services, multimedia, 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 Support 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

Student ID cards are issued for students carrying 3 or more credits. Your original ID card is free but a replacement ID card will cost $5.

MID’S CAMPUS COUNCIL (MC²)

MC² functions as an advisory body to provide activities and services to students of the college. It is also the student council and programming board of MMCC. The council, composed of 9 elected students, strives to offer student activities that meet a variety of interests. It also funds and supports student groups. Announcements of meetings are posted. Students and employees of the college may present proposals requesting funding or council support for activities or groups on campus. All proposals will be reviewed and voted on by the council. Students interested in being elected to MC² should contact the advisor at 989-386-6634 or a council member. Elections take place yearly or as needed to fill vacancies.

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY ALPHA OMICRON OMICRON CHAPTER

Phi Theta Kappa is the international honor society of the two-year college. Phi Theta Kappa has recognized academic excellence since 1918 and has become the largest and one of the most prestigious honor societies in higher education. More than 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 and have a GPA of 3.5 or better.

Involvement with Mid’s Phi Theta Kappa 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 Phi Theta Kappa 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.

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 Vice President of Finance and Administrative Services 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.

CONTINUING EDUCATION NON-CREDIT COURSES

In an effort to meet special interests and needs of the non-academic and academic community, MMCC provides an array of continuing education classes, lectures, and special events. Courses and events falling under the following major headings – professional development, personal interest, educational and Fire Office Training - are offered each enrollment period at both campus locations.

CAMPUS CRIME PREVENTION AND SECURITY REGULATIONS

Mid Michigan Community College 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.

CAMPUS LAW ENFORCEMENT

Campus law enforcement is provided by the Clare County Sheriff’s Department. All deputies are certified police officers.

CRIME REPORTING AND EMERGENCY PROCEDURES

If you are a victim of a crime or suspect a crime, notify the campus police officer located in Harrison at the Information Desk in the main entrance or in the main office on the Mt Pleasant Pickard Campus. If they are not available call 989-539-7166 (Clare County) or 989-773-1000 (Isabella County).

DISCIPLINARY ACTION

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 occur. Students are expected to respect the laws governing the community, as well as the MMCC rules and regulations governing student conduct as set forth in this catalog and other policy manuals. All rules and regulations apply on all College property and at all College sponsored events.

DRUG ABUSE POLICY REGULATIONS

The MMCC Board of Trustees complies with the Federal Drug-Free Schools and Communities Act Amendment of 1989, and pledges it will provide a drug-free workplace and learning environment for all employees and students. The possession, use, distribution, or unlawful manufacture of illegal drugs, narcotics, or controlled substances on all College property is prohibited. Alcohol is also prohibited on Campus with the exception of the Campus house.

ALCOHOL AND DRUG REHABILITATION/COUNSELING

All MMCC students and employees will have access to substance abuse awareness literature, workshops, seminars and classes offered at the College. A student or employee who voluntarily seeks assistance to overcome substance abuse problems will receive counseling services on a confidential and non-punitive basis. When necessary, referral will be made to a community agency for assessment, prescribed treatment and follow-up.

LEGAL SANCTIONS

Any person who illegally sells, provides, transports, possesses or consumes alcoholic beverages or controlled substances on college property may face immediate arrest and prosecution under applicable federal, state and local laws. Penalties under these laws may include fines, imprisonment or both. More information is available at www.dea.gov/agency/penalties.htm

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, may be 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 is available in the MMCC library and through the Counseling Office or various substance abuse agencies.

**STUDENT'S RIGHTS AND RESPONSIBILITIES**

As a member of this academic community, each student enjoys the right to learn. Mid Michigan Community College has a duty to promote this 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 act in a responsible manner that promotes the environment for learning. 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.

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

Administrative implementation of the disciplinary action 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.

The following represent but are not limitations of examples that would constitute unacceptable student behavior and could result in disciplinary action:

1. Willful destruction, injury, or disruption of College property or operations.
2. Possession of alcoholic beverages, illegal drugs, or being 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, physical characteristics, or marital status.
8. Aggressive, hostile and/or disruptive behavior directed toward any College employee, student, or guest.
9. Bringing a dependent child (children) to class/open lab or leaving a child (children) unattended in College facilities.

**STUDENT DISCIPLINE**

The following principles and procedures shall govern cases in which a student is alleged to have violated the "College Rules and Regulations".

I. **Procedural Due Process**

Procedural due process appropriate to the specific case must be followed prior to the imposition of discipline for violation of the "College Rules and Regulations" listed in MMCC catalog. Some elements of due process, such as timely and specific notice of charges, are almost always appropriate regardless of the gravity of the violation alleged. Other elements, such as a written transcript of the hearing or representation by a lawyer, are only appropriate in cases where the discipline is severe (dismissal from the College and criminal charges, for example). Prior to hearing, the student shall be informed of the elements of due process to be followed in the case. Among the elements of due process that may be provided are:

A. Timely and specific notice of the charges
B. Right to a hearing before the Dean of Student Services
C. Right to appeal the decision of the Dean of Student Services to the Judicial Board
D. Right to present evidence on the student's behalf
E. Right to rebut adverse testimony
F. Right to a written transcript of the hearing (at the student's expense)
G. Right to request representation by a lawyer

Other procedural safeguards may be followed as required by the circumstances.

II. **Burden and Standard of Proof**

The burden shall be on the College to show by a preponderance of the evidence that the student violated the "College Rules and Regulations".
III. Status of Student Pending Hearing

A student's status shall not be changed prior to a hearing unless there is reasonable cause to believe that the student's status (for example, his or her continued presence in the classroom or on campus) poses a danger to persons or property or will disrupt the educational process. The decision to alter a student's status pending hearing will be made by the Dean of Student Services or his/her designee.

IV. Forms of Discipline

Disciplinary action must be proportionate to the violation, and depending on the nature of the violation, may take the form of a reprimand; restrictions on activities or privileges; restitution; temporary or permanent suspension from a class or program; dismissal from the College; or other measures appropriate under the circumstances of the case.

V. Procedures for Classroom Misconduct

The following procedures shall govern cases wherein violation of any rule or regulation regarding classroom conduct is alleged.

Immediate Removal From Class

If misconduct warrants an immediate removal from the class for the remainder of the class period, the instructor may do so without a prior hearing. If the student resists, the instructor may ask for assistance from campus law enforcement. The instructor shall as soon as practical provide written certification to the Dean of Student Services that the student has violated "College Rules and Regulations" and has refused to leave the classroom.

Additional or Different Discipline

If an instructor believes misconduct warrants additional or different discipline, the instructor may consult with their Instructional Administrator first, then the Dean of Student Services or his/her designee who may elect to:

• Take no action;

OR

• Change the student's status pending a meeting with the student; AND

• Notify the student in a timely fashion of his/her change of status, the specific charges, and the due process to be afforded under the circumstances; AND do one of the following:

• Meet with the student and contact other appropriate persons to explore and adopt non-disciplinary solutions, including the establishment of guidelines for returning the student into class;

• Meet with the student and contact the instructor and other persons appropriate to the case, make a written determination of the facts, take disciplinary action if such action is warranted, and notify the student of his/her decision and the right to appeal to the Judicial Board.

VI. Procedures for Other Misconduct

Violations of any rule or regulation, except those regarding classroom conduct, may be reported to the Dean of Student Services, who may elect to:

• Take no action;

OR

• Change the student's status, if appropriate, pending a meeting with the student; AND

• Notify the student in a timely fashion of any change of his/her status, the specific charges, and the due process to be afforded under the circumstances; AND do one of the following:

• Meet with the student and contact other appropriate persons to explore and adopt non-disciplinary solutions;

OR

• Meet with the student and contact other persons appropriate to the case, make a written determination of the facts, take disciplinary action if such action is warranted, and notify the student of his/her decision and the right to appeal to the Judicial Board.

VII. Appeal

The student, instructor, or charging party may appeal the decision of the Dean of Student Services to the Judicial Board. Written Notice of Appeal shall be filed with the Dean of Student Services. The Notice of Appeal shall state with specificity why the Dean's decision should not stand.

Upon receipt of a timely filed Notice of Appeal, the Dean of Student Services shall schedule the appeal for hearing before the Judicial Board and notify the student of the date, time and place of the hearing and of the due process to be afforded in the appellate process. The hearing may be adjourned at the request of any party for good cause.

The Judicial Board may affirm, modify or reverse the decision of the Dean of Student Services. The decision of the Judicial Board shall be final.
VIII. Judicial Board

The Judicial Board shall be composed of the Vice President of Academic Services or his/her designee, an Instructional Administrator or his/her designee, and a faculty member appointed by Mid Michigan Community College Faculty Senate.

IX. Timelines

Disciplinary action, if any, should be imposed within 30 days of the date the student receives notice of the charge(s); notice of appeal should be filed with the Dean of Student Services within 20 days of the date disciplinary action is imposed; and the final decision of the Judicial Board should be made within 30 days of the date Notice of Appeal is filed with the Dean of Student Services. These timelines are intended as guidelines and may be extended by the Judicial Board if the circumstances of the case justify an extension.

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 MMCC 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) 386-6621
- Financial Aid Office: (989) 386-6664

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/Health Technologies (989) 386-6645
- Liberal Arts, Science/Math (989) 386-6642
- Occupational Studies (989) 386-6655
- Radiography, PED, ECE (989) 386-6646
- M-TEC 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 Harassment: 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.

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.

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 educational records. They are:

1. The right to inspect and review the student’s educational 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

SOCIAL SECURITY NUMBER DISCLOSURE STATEMENT

Federal law recognized the student's Social Security Number (SSN) as personally identifiable information under the Family Education Rights and Privacy Act of 1974 (FERPA). However, the law allows Mid Michigan Community College to require and to use this information in compliance with state and federal guidelines. While you are not required to provide you SSN to be considered for admission to Mid Michigan Community College, you are strongly encouraged to do so, if you have one. Providing a SSN will speed up matching material such as transcripts and test scores with your application. A SSN is required if you are applying for financial aid or federal tax benefits, or for employment; it may be required for other purposes. The information may be disclosed only under certain circumstances, including the following:

- To other institutional officials
- To representatives of state and local educational authorities
- In connection with financial aid
- For research purposes to improve instruction
- To collection agents in connection with university-related businesses
- Pursuant to an order from the court of law
- Other circumstances are required by state or federal law

Mid Michigan Community College is committed to ensuring the privacy and confidentiality of student records.

VOTER REGISTRATION

Applications are available on both the Harrison campus and Mt. Pleasant Pickard location in the Office of Enrollment Services.