## College Fax Numbers:

- Mt. Pleasant Campus: (989) 772-2386
- Administration - Harrison: (989) 386-9088
- ASC - Harrison: (989) 317-4632
- ASC - Mt. Pleasant: (989) 773-0862
- Doan Center - Mt. Pleasant: (989) 317-4634
- SOAR Center - Harrison: (989) 386-6613
- M-TEC/SBTDC - Harrison: (989) 802-0971
- M-TEC - Gladwin: (989) 426-2992
- Library - Harrison: (989) 386-2411
- Nursing - Harrison: (989) 386-6666

### BUSINESS OFFICE

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Location/Room Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>386-6610</td>
<td>HC Administration</td>
</tr>
<tr>
<td>Accounts Receivable/Cashier</td>
<td>386-6611</td>
<td>HC Administration</td>
</tr>
<tr>
<td>Bookstore - Harrison</td>
<td>386-6639</td>
<td>HC Room 215</td>
</tr>
<tr>
<td>Campus Services/Maintenance</td>
<td>386-6697</td>
<td>HC Room 151</td>
</tr>
<tr>
<td>Communications &amp; Computer Services - Harrison</td>
<td>386-6652</td>
<td>HC Room 270</td>
</tr>
<tr>
<td>Computer Services - Mt. Pleasant</td>
<td>317-4611</td>
<td>DC Room 132</td>
</tr>
<tr>
<td>Hospitality/Food Services</td>
<td>386-6688</td>
<td>HC Food Service</td>
</tr>
<tr>
<td>Human Resources/Personnel</td>
<td>386-6621</td>
<td>HC Room 120</td>
</tr>
<tr>
<td>Office of the President</td>
<td>386-6601</td>
<td>HC Administration</td>
</tr>
<tr>
<td>Payroll</td>
<td>386-6609</td>
<td>HC Administration</td>
</tr>
</tbody>
</table>

### INSTRUCTION

- Business & Industry Development Center (BIDC): 386-6629
- Computer Labs Office - Harrison: 386-6653
- Computer Labs Office - Mt. Pleasant: 773-6622
- Dean of Liberal Arts & Sciences: 317-4629
- Dean of Occupational Studies: 386-6655
- Faculty-Harrison: 386-6667
- Health Education: 386-6643
- Vice President of Academic Services: 386-6607
- Vice President of Institutional Services & Technology: 386-6637

### STUDENT SERVICES

- Admissions/Placement: 386-6661
- Assessment: 386-6638
- Counseling - Harrison: 386-6626
- Counseling - Mt. Pleasant: 773-6622
- Dean of Student Success: 317-4301
- Exec. Dir of Enrollment Mgmt.: 773-6622, ext. 236
- Financial Aid/Veterans’ Services: 386-6664
- Graduation: 386-6622, ext. 395
- Academic Support Center (ASC) - Harrison: 386-6677
- Academic Support Center (ASC) - Mt. Pleasant: 773-6622, ext. 226
- Library/Media Center: 386-6617
- Office of Enrollment Services: 386-6659
- Registrar: 773-6622, ext. 230
- Student Educational Services/Tutoring - Harrison: 386-6638
- Student Educational Services/Tutoring - Mt. Pleasant: 773-6622
- Student Government Office (MC²): 386-6634
- Transcripts: 773-6622, ext. 221
<table>
<thead>
<tr>
<th>ACADEMIC CALENDAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Session 2009</td>
</tr>
<tr>
<td>Classes Begin: May 18</td>
</tr>
<tr>
<td>Memorial Day/No Classes: May 25</td>
</tr>
<tr>
<td>6-Week Spring Classes End: June 25</td>
</tr>
<tr>
<td>12-Week Spring Classes End: August 7</td>
</tr>
<tr>
<td>Summer Session 2009</td>
</tr>
<tr>
<td>Classes Begin: June 29</td>
</tr>
<tr>
<td>College Closed/No Classes: July 3</td>
</tr>
<tr>
<td>College Closed/No Classes: July 10</td>
</tr>
<tr>
<td>Classes End: August 7</td>
</tr>
<tr>
<td>Fall Semester 2009</td>
</tr>
<tr>
<td>Classes Begin: August 22</td>
</tr>
<tr>
<td>Labor Day/No Classes: September 7</td>
</tr>
<tr>
<td>Faculty In-service/No Classes: November 25</td>
</tr>
<tr>
<td>Thanksgiving Break/No Classes: November 26-27</td>
</tr>
<tr>
<td>Classes End: December 11</td>
</tr>
<tr>
<td>Winter Semester 2010</td>
</tr>
<tr>
<td>Classes Begin: January 9</td>
</tr>
<tr>
<td>Spring Break/No Classes: March 6-12</td>
</tr>
<tr>
<td>College-In-Service/No Classes: March 24</td>
</tr>
<tr>
<td>Good Friday/No Classes: April 2</td>
</tr>
<tr>
<td>Classes End: May 7</td>
</tr>
<tr>
<td>Commencement: May 8</td>
</tr>
<tr>
<td>Spring Session 2010</td>
</tr>
<tr>
<td>Classes Begin: May 17</td>
</tr>
<tr>
<td>Memorial Day/No Classes: May 31</td>
</tr>
<tr>
<td>6-Week Spring Classes End: June 24</td>
</tr>
<tr>
<td>12-Week Spring Classes End: August 6</td>
</tr>
<tr>
<td>Summer Session 2010</td>
</tr>
<tr>
<td>Classes Begin: June 28</td>
</tr>
<tr>
<td>Classes End: August 6</td>
</tr>
<tr>
<td>Fall Semester 2010</td>
</tr>
<tr>
<td>Classes Begin: August 21</td>
</tr>
<tr>
<td>Labor Day/No Classes: September 6</td>
</tr>
<tr>
<td>College In-Service/No Classes: November 24</td>
</tr>
<tr>
<td>Thanksgiving Break/No Classes: November 25-26</td>
</tr>
<tr>
<td>Classes End: December 10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADMISSIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>“OPEN DOOR” ADMISSIONS POLICY</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Students who have a felony charge on their record will be required to meet with the Dean of Student Success 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. If you have questions, please contact the Dean of Student Success at 989-371-4601</td>
</tr>
<tr>
<td>HOW TO APPLY</td>
</tr>
<tr>
<td>Applicants who have never attended another college or university:</td>
</tr>
<tr>
<td>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 <a href="http://www.midmich.edu">www.midmich.edu</a>. 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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>GUEST APPLICANTS</td>
</tr>
<tr>
<td>Complete and return a Guest Application. This may be obtained from the Admissions Office on either campus, online at <a href="http://www.midmich.edu">www.midmich.edu</a>. This form should be completed and returned to the Admissions Office well in advance of the semester for which the student is applying to allow time for assessment, orientation, academic advising, and class reservations. Guest students are not eligible for Title IV Federal Student Aid.</td>
</tr>
</tbody>
</table>
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.

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.
SPECIAL ADMISSIONS

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 Executive Director of Enrollment Services at least eight weeks in advance of the start of the enrollment period for which the exception is being requested.

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

The MMCC financial aid office encourages all students to apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA). You may apply online at www.fafsa.ed.gov. Approximately 57% of all MMCC students carrying 6 credits or more receive some form of financial assistance. Financial aid programs offer all students the opportunity to pursue their educational goals. MMCC along 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.

HOW TO APPLY FOR FINANCIAL AID

The Free Application for Federal Student Aid (FAFSA) is the first step in the financial aid process. This application can be submitted on the web at www.fafsa.ed.gov or by mailing a paper FAFSA directly to the federal processor. The paper FAFSA may be obtained online at www.federalstudentaid.ed.gov.

Once a student’s financial aid has been completely processed they may charge their tuition, fees and books against eligible financial aid awards. Some types of federal and state financial aid funds are limited. MMCC students who apply by April 1st will be given priority when those funds are awarded by MMCC.

Students selected for verification may be required to submit documents to the MMCC Financial Aid Office. For those students, MMCC must compare the information from the FAFSA to the applicable tax forms and other required documents. Financial aid will not be awarded until all required documents are provided. If it is determined that additional documents are required, financial aid previously awarded may be cancelled. Falsification of income information submitted for the purpose of receiving financial assistance will result in cancellation of all future assistance and repayment of all previously awarded financial aid. If federal and/or state funds are involved, the appropriate government agencies will be notified including the U.S. Department of Education, Michigan Higher Education Assistance Authority, and/or the Office of Inspector General.

Students that are transferring to MMCC must add MMCC’s school code, 006768, to their FAFSA at www.fafsa.ed.gov. Students must renew their FAFSA each year. Contact the financial aid office for spring and summer semester eligibility.

ELIGIBILITY FOR FEDERAL & STATE FINANCIAL AID PROGRAMS

To be eligible for federal and state financial aid, employment and student 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 an eligible noncitizen.
- Most males must be registered with Selective Service. Go to www.sss.gov to determine if you are or were required to register between age 18 and 25.
- Students cannot be in default on a federal student loan or owe money back on a federal student grant.
- Have a high school diploma, GED or equivalent or pass an ability to benefit test.
- Make satisfactory academic progress.
- Meet any additional requirements for specific federal and state financial aid programs.
- Have financial need, except for some loan programs.
- Have a valid social security number.
- Complete and sign a Free Application for Federal Student Aid (FAFSA) stating that student financial aid will be used only to pay the cost of attending an institution of higher education.
- Cannot have a conviction for drug possession or sale while receiving financial aid.

HOW FINANCIAL NEED IS DETERMINED

Financial need is determined by subtracting a student’s Expected Family Contribution (EFC) from their 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. MMCC must consider all sources of financial assistance and subtract the estimated amount of all assistance from the student’s estimated total financial need.

To determine a student’s eligibility for need-based assistance, MMCC must consider the student’s EFC. The EFC is calculated by the U.S. Department of Education from the information submitted in the student’s FAFSA. The EFC measures your family’s financial strength and determines your eligibility for federal student aid. The MMCC financial aid office must use the EFC calculated by the U.S. Department of Education. However, when appropriate the MMCC financial aid office may make adjustments. Contact the MMCC financial aid office for more information.

FINANCIAL AID AWARDS AND PACKAGE

A student’s financial aid package includes all awards; scholarships, grants, work-study, and student loans. The awards are determined annually. The MMCC Financial Aid Office notifies students of the estimated financial aid that they are eligible for by mail or email. Financial aid awards are subject to change due to changes in the student’s enrollment or finances. Changes in enrollment status, including a reduction of credit hours or withdrawing from all classes before the end of the semester, may result in a reduction or cancellation of all financial aid. Students should check with the MMCC Financial Aid office before dropping classes. If a student or student’s family experience a change in financial circumstances, the student may contact the MMCC financial aid office to determine if an adjustment may be made to the student’s FAFSA.

DISBURSEMENT OF FINANCIAL AID AWARDS

All financial aid funds, scholarships, grants, and student loans are credited to the student’s account. If the student has any remaining funds, 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 financial aid balance. Refund checks for remaining financial aid are available approximately six to eight weeks after the semester starts. Students should plan their personal finances with this time frame in mind. Checks are mailed by the MMCC Business Office and cannot be picked up on campus.

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) Financial Aid 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 have their academic records reviewed yearly for satisfactory academic progress. Students enrolled in certificate programs or are on Level 2 Probation are reviewed at the end of each semester.

STANDARDS 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>
</thead>
<tbody>
<tr>
<td>14-29</td>
<td>1.50</td>
</tr>
<tr>
<td>30 and above</td>
<td>2.00</td>
</tr>
</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 that 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. Remedial 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 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 attain the minimum cumulative grade point average required and satisfactorily complete 67% of all the credits attempted (see Elements 1 & 2). If the student was suspended for dropping all classes but meets the GPA and completion ratio requirements, the student is ineligible for financial aid for the semester (Fall, Winter, or Spring) immediately following the semester of the total drop. 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: Executive Director of Enrollment Management, Dean of Student Success, 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.

**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. If you purposefully give false or misleading information, you may be fined up to $20,000, sent to prison, or both.
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.

**MID MICHIGAN COMMUNITY COLLEGE FINANCIAL AID PROGRAMS**

**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 should submit their transcript with six completed semesters in order to qualify. 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 should submit their transcript with six completed semesters in order to qualify. Students who qualify for more than one institutional scholarship will be awarded the scholarship with the highest monetary amount.

**Mid Michigan Community College Technical Education 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 Scholastic Incentive Scholarship:** Students are eligible for $300 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 FINANCIAL 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 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 Michigan 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 that took the state assessment test
Loans are insured by a guarantee agency and reinsured by other lenders that participate in the program. Student low-interest Stafford Student Loans are provided by banks, credit unions, and federal guidelines. Student Federal Family Educational Loan Program Federal guidelines. Eligibility section to continue receiving the grant. The FSEOG Federal Supplementary Educational Opportunity Grants (FSEOG) is a federal grant awarded to students with the greatest financial need according to the federal formula. The grants vary from $100 to $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 provides low-interest Stafford Student Loans by banks, credit unions, or other lenders that participate in the program. Student loans are insured by a guarantee agency and reinsured by the federal government. These loans are only to be used to finance the cost of education and must be repaid. Students may select any participating lender of their choice. MMCC does not promote a particular lender and encourages students to evaluate borrower benefits before making a selection.

Subsidized Stafford Loans are based on financial need and the interest is paid by the government while the student is in school, for the first six months after leaving school, and during any periods of approved deferment. Unsubsidized Stafford Loans are for students who do not qualify for Subsidized Stafford Loans or are borrowing more than the subsidized limits. Students are responsible for the interest from the time the loan is dispersed until the loan is paid in full. The interest rate is determined by federal regulation and may be paid monthly, quarterly, or capitalized. Capitalizing interest will increase the amount of loan the student will have to repay.

Loans are made in multiple disbursements throughout the academic loan period. The lender may charge up to 3% in fees on each loan disbursement. Students can receive a subsidized loan and an unsubsidized loan for the same enrollment period as long as the annual loan limits are not exceeded.

The annual loan limits for dependent students are:
- $5,500 for students with less than 24 completed credit hours. No more than $3500 can be in Subsidized Stafford Loans.
- $6,500 for students with 24 or more completed credit hours. No more than $4500 can be in Subsidized Stafford Loans.

Dependent students whose parents cannot borrow under the Federal PLUS loan program can borrow up to an additional $4,000 in additional unsubsidized loans.

The annual loan limits for independent students are:
- $9,500 for students with less than 24 completed credit hours. No more than $3500 can be in Subsidized Stafford Loans.
- $10,500 for students with 24 or more completed credit hours. No more than $4500 can be in Subsidized Stafford Loans.

For either type of Stafford loan, students must first fill out a FAFSA and provide the college all necessary forms to complete the financial aid file requirements. Students may be eligible for a Federal Family Educational Loan if they meet the requirements included in the Financial Aid Eligibility section and are enrolled at least half-time (6 credits). Students must complete all federal and school requirements such as completing Entrance Loan Counseling and a Master Promissory Note (MPN). If the loan is approved, the borrower will receive a Notice of Loan Guarantee and
Disclosure Statement from their lender listing the approved amount of the loan and the approximate date(s) the loan funds will be sent to the school.

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 are enrolled less than half-time;
2. Change their name or address; and/or
3. Transfer schools.

In their last semester of attendance, students must complete Exit Counseling. Six months after a student is no longer enrolled at least half-time, payment arrangements must be set up with the lending institution. Payment arrangements are subject to all of the following regulations:

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

Students may be entitled to a temporary postponement of payments called a "deferment." Lenders have a complete listing of all authorized deferments and time limitations. This information may also be found on the student's master promissory note.

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 Financial Aid.

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 FAFSA. Parent Plus loan eligibility is contingent upon credit history. Parents may borrow up to the remaining need of the dependent student cost of attendance minus other financial aid. PLUS loans are issued at a fixed interest rate and cannot exceed 8.5%. Parent Plus loan funds are disbursed to the school at equal intervals within the loan period. Repayment on the PLUS loan normally begins within 60 days of disbursement, however payment deferment is available. Repayment terms are scheduled by the lender and usually range from 5 to 10 years. In general, the minimum monthly payment is $50.

Veterans Administration Benefits are available to veterans of the armed services. To qualify for VA benefits, veterans must apply online at www.gibill.va.gov. 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 full time each semester. Students enrolled less than full time are eligible for prorated payments. 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. Veterans who have previously received VA benefits at other institutions must complete the “Change of Study/Program” form.

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 FINANCIAL AID PROGRAMS

Scholarship applications are available in the MMCC financial aid office and on the MMCC website. Students may apply for any and all scholarships they believe they may be eligible for. Information about other scholarships is available through the MMCC Financial Aid Office.

Beaverton Alumni Association Award: This $500 scholarship ($250 per semester for 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:** This scholarship is awarded to applicants who have been accepted into an accredited clinical health care curriculum and maintain a cumulative GPA of 3.0 or higher. Recipient must be a resident of the mid-Michigan area: Arenac, Bay, Clare, Gladwin, Gratiot, Isabella, Midland, Montcalm, Ogemaw, Osceola, Roscommon, or Saginaw County. Applications are accepted from November 1 to March 15 and applicants 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.

**Bicknell Family Nursing Scholarship:** This $1,000 per year scholarship is awarded to a full-time student pursuing a Nursing degree. Additionally, the student must demonstrate financial need, have a minimum GPA of 3.3, and live in either Clare, Gladwin, or Midland Counties.

**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 Michigan Community Hospital will be given first priority if all other qualifications are equal.

**Chemistry Catalyst Scholarship:** This scholarship is awarded for two consecutive semesters to a student who is majoring in Chemistry. Stipends of $250 per year are awarded. 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 is awarded to a high school graduate with a minimum 2.0 GPA and has completed a minimum of 12 credit hours or more. The student must have a full-time enrollment status (12 credit hours or more) in the HRA program 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/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 for up to four semesters) will be awarded to an MMCC student who has a minimum 3.0 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.

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 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 who reside in Isabella County, attend full time, and major in a health career program. 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.

Jean Willis BIS Scholarship: A $300 scholarship to a full time student who resides in the College’s district. The student must have a minimum GPA of 3.0 and be majoring in Business Information Systems, Medical Secretary, Legal Secretary, Medical Transcriptionist.

Lickly Chemistry Scholarship: This scholarship is awarded for two consecutive semesters to a student who is majoring in Chemistry. Stipends of $800 per year are awarded. Criteria for awarding is based on GPA and the number of Science/Math courses successfully completed.

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 GPA and be enrolled as a full-time student (12 credit hours or more).

Michael A. Stuart Scholarship: The Stuart Endowment was established to support scholarships for deserving students. The fund is designated toward a scholarship for a full or part time student who is likely to use their education to succeed after graduation.

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.

North Woods Nursing Center Memorial Scholarship: This $250 scholarship is awarded each semester to an employee of North Woods Nursing Center pursuing a health-related degree at MMCC. The student must be currently taking 4 or more credits and have a GPA of 2.5 or higher.

Vocational Education Assistance Program: 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. Funds may be available for educational expenses including tuition, fees, books, transportation, child care, etc.

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

**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 Success, 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 MMCC’s Campus Council (MC²).

**The Christopher Smith & Estell Bergey Smith Award:** This award amount varies and 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. Students who possess 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 Witbeck’s 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.

In-state tuition will be granted to an active duty armed forces member, spouse or dependent child. Once the student qualifies for in-state tuition, that status will continue while the student stays enrolled in the same degree program at MMCC. The in-state tuition rate would remain in effect even if the student’s military spouse or parents are transferred out of Michigan.

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 Activity Fee:** A $20 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.

**PERCENT OF TUITION AND FEE REFUND SCHEDULE**

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<th>Calendar days beginning with and including first day of classes.</th>
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The date the drop is initiated will be counted as the date of refund. **ENROLLMENT FEE IS NON-REFUNDABLE**

**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

Students that 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 withdrawing and completes 30% of the semester will have “earned” only 30% of any Title IV aid they are entitled to. The school and/or the student must return the remaining 70%. Students considering withdrawal from all classes PRIOR to completing 60% of the semester are strongly encouraged to contact the Financial Aid Office to determine how withdrawal will affect current and future financial aid.

1. This policy applies to all students who withdraw, drop out, unofficially withdraw, receive all F’s, receive all F’s and/or W’s, or are expelled from MMCC and receive financial aid from Title IV funds:

A. Title IV Funds include Federal financial aid programs authorized under the Higher Education Act of 1965, as amended, and includes the following programs: Family Federal Education Loans including Stafford Unsubsidized, Stafford Subsidized, and PLUS Loans, Federal Pell Grants, Federal SEOG, and Academic Competitiveness Grant.

B. A student’s official withdrawal date is the date the student began the institution’s withdrawal process as defined in the MMCC Catalog and Class Schedule Booklet, officially notified the institution of intent to withdraw, or the midpoint of the period for a student who leaves without notifying the institution, or the student’s last date of attendance at a documented academically related activity.

2. 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 60% of the semester is complete.

A. When the total amount of unearned aid is greater than the amount returned by MMCC from the student’s account, the student is responsible for returning unearned aid to the appropriate program(s) as follows:

1. Unsubsidized Stafford Loan*
2. Subsidized Stafford Loan*
3. PLUS - Parent Loans to Undergraduate*
4. Federal Pell Grant
5. Academic Competitiveness Grant
6. Federal SEOG

*Loan amounts are returned within the terms of the promissory note.

3. A notice of refund calculation and a detailed statement of charges owed to the college and/or the federal aid program will be sent to the student’s home address following the withdrawal.

A. Students are responsible for any portion of their institutional charges that the college has to return to the federal aid program. Repayment arrangements may be made with the MMCC Business Office within thirty days to avoid further action.

B. Students who owe unearned grant aid directly to the federal program may repay the college within thirty days to avoid losing Title IV eligibility and being turned over to the U.S. Department of Education (FSA) Collection Division.

4. If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you must notify MMCC that you which to receive the loan funds. MMCC may automatically use all or a portion of your post-withdrawal disbursement including loan funds, if you accept them for current year tuition and fees. For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow MMCC to keep the funds to reduce your debt.

5. 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.

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

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

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 web site 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.

COLLEGE PROGRAMS

Mid Michigan Community College offers training credentials, certificates and associate degrees. Also available are transfer programs and career programs. Transfer programs are planned for students intending to transfer credits earned at Mid Michigan Community College to baccalaureate-degree-granting institutions. Transfer guides for many institutions are available in the counseling/advising offices. Students planning to transfer are strongly encouraged to consult early with the transfer receiving institution for specific course selection.

The College is a signatory to the Michigan Association of Collegiate Registrars and Admissions Officers agreement (MACRAO). Students may meet requirements without obtaining an Associate degree.

Career programs are designed to provide students with the necessary skills and related knowledge to qualify for skilled, technical, and semi-professional positions in business, industry, and the allied health fields.

In addition to the above programs, Mid Michigan Community College offers a variety of continuing education and community service courses, workshops, and seminars.

GENERAL EDUCATION REQUIREMENTS

In August of 1993 the MMCC Board of Trustees approved a new General Education program that reflects the college’s commitment to providing our students with a first-class education to meet the challenges of tomorrow. Any student who enrolls in an associate degree program at MMCC is required to fulfill the competencies of the General Education program. General Education requirements may be met by completing the required course work, meeting equivalent competency (as stated below) or through Credit by Examination.

Students may not register for 200 Level General Education Core courses until all of the 100 Level competencies are met. Students should consult with counselors or faculty advisors to plan their academic program.

All students entering MMCC from summer 1993 session and beyond must meet the General Education Requirement.

LEVEL I: CIS 100, ENG 111, MAT (as specified on the degree) & SPE 101 or 257

LEVEL II: HUM 200, SCI 200, and SSC 200
Prerequisites: LEVEL I General Education courses
SCI 200 -or- 8 hrs in Science; 1 of which is a natural science & 1 in physical science (one class w/lab required)
SSC 200 -or- 9 hrs in 2 Social Science disciplines.
HUM 200 -or- 9 hrs of Humanities with at least 3 credits at 200 level -or- 6 hrs of Humanities & 3 hrs Fine Arts one of which is at the 200 level

Students who transfer to MMCC after completing a degree at an accredited institution will be given the following exemptions:
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 with the exception of math. 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 with the exception of math.

Assessment of student academic achievement is an institutional requirement and may be required in General Education courses.

DISTRIBUTION GROUPS

All regular college courses offered by Mid Michigan Community College which apply toward associate degrees and certificate programs are arranged into Distribution Groups. Many of the programs specify a certain number of prescribed and elective courses in the various groups.

The groups are as follows:

I Communication Skills
English 104, 110, 111, 222, 225, Journalism, Speech

II Science and Mathematics
Mathematics: Mathematics
Natural Science: Biology, Environmental Science
Physical Science: Chemistry, Computer Science, Geology, Physical Science, Physics, Science

III Social Science
Anthropology, Economics, Geography, History 211, 212, 223, 251, 252, MID 103, Political Science, Psychology, Social Science, Sociology

IV Humanities and Fine Arts
Fine Arts: Art, Music, Theatre (except MUS 275, TAI 275)
Humanities: English 112, 201, 202, 205, 206, 211, 212, 213, 281, French, German, History 101, 102, Humanities, Japanese, MUS 275, Native American Language, Philosophy, Spanish, TAI 275
V Applied Arts & Sciences

VI Health/Physical Education
Health Education, Physical Education

VII Education
Elementary Education, Secondary Education

VIII Professional Development

MACRAO AGREEMENT

The College is a signatory of the Michigan Association of Collegiate Registrars and Admissions Officers Agreement (MACRAO), which allows students completing the MACRAO requirements to transfer into 4-year institutions which are also signatories* with 30 hours of general education requirements met.

To satisfy MACRAO requirements at Mid Michigan Community College, students must complete:

1. ENG 111 and ENG 222;
2. Eight hours of science and mathematics (Group II) electives in more than one discipline, with one course being a laboratory science. CPS and MAT courses do not fulfill laboratory requirements;
3. Eight hours of social sciences (Group III) electives in more than one discipline; and
4. Eight hours of humanities and fine arts (Group IV) electives in more than one discipline.

AND

At Least 12 of these credit hours must be taken at MMCC.

Students graduating with an Associate in Arts, Associate in Science, or Associate in Business Administration transfer degrees will automatically have the statement “MACRAO Requirements Satisfied” affixed to their transcripts provided they have fulfilled the courses required on these programs.

Students not graduating, or graduating with a degree other than arts or sciences who wish to have their transcripts reflect that they have met MACRAO requirements must request in writing on the "Application for Graduation" form that this be done.

*Some signatories have qualifications to the MACRAO agreement. Transfer students are advised to check with their transfer receiving institution for specific course selection.

CANCELLATION OF COURSES AND PROGRAMS

The courses and programs listed in this publication generally represent those presently available through Mid Michigan Community College; however, new courses are being developed continuously and occasionally unavoidable circumstances necessitate the removal of courses and programs from the College’s current offerings. In addition, not all courses and programs are available during any given semester. Please check the College’s current schedule for offerings.
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 and/or applicable exam. 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

A registered student who has had experience or background comparable to a course offered at Mid Michigan Community College may wish to receive credit for the course through the Credit by Examination procedure. The procedure should be initiated with 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 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 courses with a grade of "C" or better. 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 with the exception of math. 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 with the exception of math.

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.

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. Students may take the Accuplacer test in the Academic Support Center on either campus.

ORIENTATION
All students new to Mid Michigan Community College are expected to complete an online orientation before starting their first semester.

Students will discover the various resources available to them, how to register for classes, and apply for financial aid. The orientation also contains many ideas on how to be successful at college.

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. There are 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 989-386-6659 or 989-773-6622.

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 aides, 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 989-386-6659.

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.

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
1. Complete an application in Admissions. (Admissions Application available online at www.midmich.edu)
2. Complete the Online Orientation.
3. Schedule an Assessment for English and Math
4. Pay the non-refundable Enrollment Fee ($50 or $25) when you register.
5. 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: Complete the Guest Application.
  - Make an appointment with an MMCC advisor. Bring an unofficial copy of your transcript.
  - Pay the non-refundable Enrollment Fee ($50 or $25) when you register.
  - Pay your tuition by the tuition due date.

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 of 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.
2. 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.
3. 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 Success or the Vice President of Instruction, plus agree in writing to pay the complete course cost explained below.
   In-District Student:
   \[ \text{In-District Tuition} \times 3 + \text{all Fees} = \text{Total Cost}^* \]
   Out-District Student:
   \[ \text{Out-District Tuition} \times 3 + \text{all Fees} = \text{Total Cost}^* \]

* 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.

STUDENT CREDIT HOUR LOAD
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.

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 Success.

Students earning 0 through 23.9 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.

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.

GRADES

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>
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<td></td>
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</tr>
<tr>
<td>B</td>
<td>Above Average</td>
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<tr>
<td>F</td>
<td>Failure</td>
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</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, 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 grade change, the student must write a formal letter of grievance to the Instructional Administrator explaining the rationale for the desired change and providing detailed 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 day 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
At the time of publication this policy is under review. Please contact the Enrollment Services Office on either campus for the current policy.

ACADEMIC PROBATION & DISMISSAL PROCEDURES
1. Academic Probation/Dismissal notification letters are mailed to students after grades are submitted. Students are prevented from registering until contact is made with an advisor.
2. The procedure(s) for working with students on Academic Probation are:
   a. If a student has completed only one semester (12 credit hours), the counselor may make specific recommendations per “b.” below, but not necessarily limited to them.
   b. If a student is placed on probation, the counselor will, in consultation with the student, identify specific activities designed to assist academic progress. These activities are not limited to, but may include:
      1) additional assessment
      2) registering for a specific class
3) repeating courses
4) reducing credit hour load
5) career exploration
6) program change
7) workshops
8) tutoring

3. Students on academic probation who fall below the dismissal level as stated will be dismissed and will not be allowed to register for a minimum of one enrollment period excluding Spring and Summer.

4. Students who are dismissed may appeal the decision. The appeal must be initiated by the student prior to the start of the next semester.

5. Students who continue on academic probation can re-enroll, but will be required to meet with a counselor.

6. A dematriculated student who wishes to register for any future semester(s) must first meet with a counselor.

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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 Success. 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.

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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 Success 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 Success 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 Success has the responsibility of implementing Amnesty as stated in the Academic Amnesty Policy when it is granted to a student.

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.

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.

**SUPPLEMENTAL SERVICES**

**CAMPUS BOOKSTORES**

MMCC owns and operates two bookstores, one at the Pickard Campus (Mt. Pleasant) and one at the Harrison Campus. The Bookstore’s web site is www.bookstore.midmich.edu. Information regarding hours of operation, textbook info and bookstore announcements can be found on this website. You may also call 989-386-6640 to reach the Harrison Bookstore or 989-773-6622 x 235 to reach the Pickard Bookstore.

The MMCC Bookstore stocks all required textbooks and supplies for college courses. In addition, the Bookstore carries a variety of items including MMCC printed clothing, supplies, and gifts. The Bookstore sells many office supply items such as pens, pencils, folders, paper, computer flash drives and calculators. Backpacks and specialty book totes are stocked year-round. Many snack items including candy, chips, gum, and pop are available at both campus bookstores. In addition, the Pickard Bookstore also sells coffee and prepackaged sandwiches.

**BOOKS & BEANS ESPRESSO CAFÉ**

Books & Beans Espresso Café is located on the Harrison Campus in the Student Union. 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 entrees. Soups, luncheon specials, and fresh-baked breads and desserts are produced in the food service kitchen each day.

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

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.

**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 InterLibrary 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.

ACADEMIC SUPPORT CENTER (ASC)

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 and reading assistance is designed to help students with their writing and reading 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. Students can also get help with academic and textbook reading.

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 assessment testing, make-up and Internet classes, Credit by Exam classes, and the media site for research.

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.

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.

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.

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 (MC^2)

MC^2 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 is composed of an executive board and any student who wishes to participate is eligible to attend. The Board strives to offer student activities that meet a variety of interests. It also funds and supports student groups and club sports. 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 MC 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.

**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 and personal interest 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 SST Security.

**CRIME REPORTING AND EMERGENCY PROCEDURES**

If you are a victim of a crime or suspect a crime, notify the campus security 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.

**SUBSTANCE ABUSE POLICY AND PROCEDURE**

The following information is presented in accordance with the Drug-free Schools and Communities Act Amendments of 1989.

**STANDARDS OF CONDUCT**

The Mid Michigan Community College (MMCC) Board of Trustees prohibits the possession, use, distribution, and unlawful manufacture of illegal drugs, narcotics or controlled substances on MMCC’s campuses. Alcohol is prohibited on campus except when a written exception request is submitted to, and approved by MMCC’s Board of Trustees for consideration.

**LEGAL SANCTIONS**

MMCC abides by all local, State and Federal laws and will ask an appropriate agency to impose any necessary sanctions should a violation of any stated law take place on MMCC campuses. 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 Substance Abuse Contact Counselor as well as various Substance Abuse Agencies.

AVAILABLE COUNSELING AND TREATMENT PROGRAMS

All MMCC students 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.

Local Assistance is available from:
Ten Sixteen, Inc. (989) 631-0241 or (989) 773-9655 or (989) 802-0742 or (989) 426-8886

Additional support services may be obtained by contacting the MMCC Counseling Office at (989) 386-6659.

Students and employees participating in counseling or a prescribed program are not exempt from college policies, procedures or rules.

DISCIPLINARY SANCTIONS

Students and employees who illegally use alcoholic beverages or controlled substances on college property face disciplinary action, suspension from the college, and/or prosecution under the law.

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.

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) 317-4602
• 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) 386-6643
• 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 Success (989) 317-4601. 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.

STUDENT 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.
10. Violation of the acceptable use policy in regard to on campus computers.

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

        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.

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.
ACCESS TO RECORDS

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

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

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

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

   Students should submit to the Executive Director of Enrollment Management written requests that identify the record(s) they wish to inspect. The Executive Director of Enrollment Management 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:

   Executive Director of Enrollment Management
   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 Executive Director of Enrollment Management; 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.