



<b>Policy Number and Title:</b>	<b>400.400 BMCC Student Handbook</b>		
<b>Approval Authority:</b>	President	<b>Date Effective:</b>	June 21, 2016
<b>Responsible Office:</b>	Student Success Center	<b>Responsible Office Contact:</b>	Dean of Student Services

**1. POLICY STATEMENT/REASON FOR POLICY**

This Handbook is intended to provide Bay Mills Community College (BMCC) students with the information and policies they should be aware of while attending BMCC. It should be kept handy and referred to whenever you have a question during your time with BMCC.

**2. ENTITIES AFFECTED BY THIS POLICY**

All BMCC students.

**3. WHO SHOULD READ THIS POLICY**

All BMCC employees and students.

**4. WEB SITE ADDRESS FOR THIS POLICY**

-This policy can be found at:

<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

**5. FORMS/INSTRUCTIONS**

No forms required.

**6. HISTORY**

-Amended: June 21, 2016; 12/6/2017 Replaced COMPASS test with ACCUPLACER test, Updated and Amended Non-Discrimination Complaint Policy, Minor formatting improvements.

-Next Review Date: June 21, 2018

-BMCC reserves the right to revise policies at any time.

## 7. THE POLICY

### **BAY MILLS COMMUNITY COLLEGE STUDENT HANDBOOK**

#### **GENERAL INFORMATION**

##### ***INTRODUCTION***

This Handbook is intended to provide Bay Mills Community College (BMCC) students with the information and policies they should be aware of while attending BMCC. It should be kept handy and referred to whenever you have a question during your time with us.

While this student handbook was prepared on the basis of the best information available at the time of publication, all information, including statements of policy and procedure, is subject to change without notice or obligation.

##### ***BAY MILLS COMMUNITY COLLEGE MISSION AND OBJECTIVES***

As a tribally controlled community college and land grant institution, the mission of Bay Mills Community College is to provide quality educational opportunities, promote research, and facilitate individual development in an accessible, community-based, and culturally diverse environment that supports and maintains the Anishinaabek culture and language.

In carrying out this mission, the BMCC Board of Regents stresses a positive, student-centered atmosphere, which promotes the preservation of the customs and beliefs of Native Americans. The curriculum is designed to integrate traditional Native American values with higher education as a way of preparing students to assume responsible roles in their respective communities.

The objectives of the college are articulated as follows:

- To provide the Native American communities of Michigan with educated and trained human resources
- To provide educational opportunities, including academic, research, vocational, basic skill building, cultural and in-service programs leading to appropriate certificates, degrees, and diplomas
- To foster a spirit of pride in Native American language, culture and history through participation in classes and cultural activities
- to provide qualified, dedicated, student-centered staff and faculty
- to help students attain the necessary skills and self-esteem for personal and career growth
- to prepare and encourage students to pursue advanced degrees
- to provide continuing and community education

##### ***BAY MILLS COMMUNITY COLLEGE VISION STATEMENT***

With learning as its central mission, BMCC will prepare students to become productive and responsible members of an increasingly diverse workforce by providing them with academic, technical, work and life skills, as well as the self-confidence needed for successful transfer into baccalaureate programs or directly into the workforce. By establishing itself as an effective partner, alongside other academic institutions, private and public sector employers, and neighboring communities, BMCC will ensure its long-term viability and positive impact on the Upper Great Lakes region. BMCC is dedicated to supporting the viability and sustainability of the Anishnaabe people's language, culture and way of life while promoting and emphasizing life-long learning for all students.

##### ***STUDENT RESPONSIBILITY***

As a student and a member of this educational community, you are responsible for becoming familiar with and abiding by the regulations contained in this handbook. These regulations are intended to support and further the educational mission of Bay Mills Community College. They may not be unreasonable, or interfere with any rights guaranteed by the Constitution of the United States or any other relevant governing body.

## ***AUTHORITY FOR REGULATING STUDENT CONDUCT***

The Board of Regents sets policy for Bay Mills Community College and has the final say in all matters concerning the operation of the college. This responsibility includes the regulation of student conduct. The actual process for adjudicating misconduct complaints is delegated by the Board of Regents to administrative officers.

## ***TOBACCO***

Bay Mills Community College believes in offering a healthy, safe, and clean campus environment to its students, employees, and visitors. In accordance with this policy, smoking cigarettes, E-cigarettes, and the use of chewing tobacco are not permitted in any campus buildings.

## ***ALCOHOL/DRUG FREE CAMPUS POLICY***

All persons entering BMCC must comply with the Alcohol/Drug Free Campus Policy as required by Public Law 101-226, "The Drug-Free Schools and Communities Act Amendments of 1989."

No person may bring, keep or drink alcoholic beverages on college premises or at college functions. Possession of stimulants, depressants, narcotics or hallucinogenic drugs, including marijuana and other agents having potential for abuse, is strictly prohibited. Drugs prescribed by a physician must be in the original container in which they were received from the pharmacist. Any person found to be possessing, using or distributing such drugs or alcohol will be subject to disciplinary action, which could include prosecution for violation of tribal, state or federal law (see Student Conduct Code for Bay Mills Community College Substance Abuse Prevention Policy).

## ***GAMBLING***

Gambling on the campus or in any college-affiliated building or sponsored activity is prohibited unless approved by the Tribal Gaming Commission.

## ***SEXUAL HARASSMENT POLICY***

It is the policy of Bay Mills Community College that no employee, staff member, or student shall be subject to sexual harassment while on college premises or in connection with or related to his or her education or employment at Bay Mills Community College. Sexual harassment has absolutely no place in an academic environment and will not be tolerated by the college.

Any employee, staff member, or student engaging in such prohibited activity shall be subject to disciplinary action up to and including termination from this institution, as determined by administrative or board action. This policy applies to acts of sexual harassment against any member of the college community.

## ***SOLICITING***

Soliciting funds, clothes, books, subscriptions, tickets, or similar items on campus or in college buildings must be approved in writing by the president.

## ***ASSEMBLY***

Bay Mills Community College recognizes the right of the individual or of groups to disagree with national, state, local, and college policies and positions. The college prohibits and will not tolerate the actions of any person or persons who assemble in a manner which obstructs the normal operations of the college.

Picketing, obstruction of ingress or egress, sit-ins and other forms of demonstration will not be tolerated on the college-owned, leased, or rented property. Banners and other visible material may not contain obscene language or expressions. Students distributing or posting vulgar printed or written notices are subject to disciplinary action and to possible dismissal.

The right of assembly does not give license to riot, to resort to violence or to destroy college facilities. Students who resort to violence or who damage college property will be subject to possible disciplinary action and referral to law enforcement authorities.

Any student identified as participating in unlawful assembly and who has been asked to disperse by college officials or the police may be subject to arrest, and, if found guilty, will be dismissed from college.

## **PARKING**

Parking is provided by the college to all students, staff, and visitors. Handicapped parking is available in designated areas.

## **ENROLLMENT INFORMATION**

Bay Mills Community College has an open admissions policy for students of any race, creed, color, and national or ethnic origin. High school transcripts or GED scores are required of all applicants seeking admission as regular students in degree and certificate programs. Students without a high school diploma are admitted as Special Status Students. Special Status Students are required to complete their GED or high school diploma within one year of admission to BMCC.

## **ADMISSIONS**

Applicants seeking admission to special programs may be admitted without a transcript. These special programs include, but are not limited to, skill-upgrading classes, native studies, creative arts programs, and adult basic education programs.

## **ADMISSIONS PROCEDURES**

Applications for admission should be made as far in advance as possible.

Bay Mills Community College requires the student to

1. Complete and sign the application for admissions, which may be obtained from their Tribal Education Departments or from the Admissions Office at Bay Mills Community College. Each applicant must also declare a program of study, so that an appropriate advisor can be appointed to guide the student during registration.
2. Arrange for an official high school/GED transcript to be mailed directly from the principal's or counselor's office of the issuing institution to Bay Mills Community College's Admission Office. It must bear the seal of the institution and signature or stamp of the school official. Faxed copies are not accepted.
3. Submit a copy of their tribal ID or verification of tribal membership from their tribal enrollment office, or Canadian certificate of Indian status, if applicable. If you are not an enrolled Tribal/Band member but one of your biological parents is a Tribal/Band member, please submit a copy of your parent's Tribal ID or verification of Tribal Membership from the Tribal Enrollment Clerk or a Canadian Certificate of Indian Status, and a copy of your birth certificate and your parents' marriage license or other documentation if the tribal ID and birth certificate have different names.
4. Complete all of the information listed on the financial aid checklist and submit with the application.
5. All newly admitted students must schedule and complete the ACCUPLACER test, or provide results of previous testing or documentation of successfully completed college courses in mathematics and English. The results of the placement tests are used for advising purposes only and will not affect admission status.

To schedule an ACCUPLACER testing appointment, please call 1-800-844-2622, ext. 8418.

## **ACCUPLACER EXAM POLICY FOR RETURNING STUDENTS**

The following policies apply to students who have not attended classes for one or more semesters and are now returning to BMCC:

### **ENGLISH**

If your English classes were taken three (3) or more years ago, you will be required to take the English ACCUPLACER exam.

### **MATH**

Students with mathematics credit who wish to pursue further mathematics courses at BMCC may do so if their prerequisite courses are not more than three (3) years old. If the student's mathematics prerequisite courses are more than three (3) years old, the student must take the departmental exam or the math ACCUPLACER exam to determine eligibility for prospective mathematics course enrollment.

## **COMPUTER SKILLS**

If your computer classes were taken five (5) or more years ago and you now wish to complete a degree requiring computer science courses, you will be required to take the ACCUPLACER exam.

### **PANE (Anishnaabe Language Immersion)**

Students do not need to take the COMPASS exam if their program of study is PANE; however, if you change your program of study, you will need to take the ACCUPLACER exam.

### **GED (GENERAL EDUCATION DEVELOPMENT PROGRAM)**

BMCC serves as a national test center for the GED program. High school non-graduates can take the General Education Development Test by making arrangements at the Library. The GED Test is administered to individuals as a measure of high school equivalency. The Certificate of Completion of the GED is issued after the student's class has graduated from high school or after the student turns 18 years of age.

The GED applicant's class is defined as the class that the student did enter or should have entered in the 9th grade of high school.

### **REGISTRATION**

Registration at Bay Mills Community College and off campus locations is conducted in advance of each new semester and is advertised in most media outlets. New students are required to complete all admissions procedures and participate in COMPASS placement testing prior to registration.

As a part of the process of admissions, each student is assigned to an **academic advisor** based upon their program of study. The academic advisor assists and advises the student in drawing up a class schedule during formal registration and must provide approval for the registration to be finalized.

During the registration period, representatives from the Registrar's Office, Financial Aid Office, Student Services Office, and all academic departments are available for consultation. During summer registration, academic advisors are not available; however, other academic staff provides scheduling assistance.

### **FALSIFICATION OF RECORDS**

Falsification of official college records—either by providing erroneous information or by withholding pertinent information—is a serious offense and constitutes grounds for disciplinary action, including possible suspension or dismissal from college.

### **ATTENDANCE**

Punctuality and regular attendance are indispensable to success in any human endeavor, and class work in college is not an exception. During the first week of classes, each instructor announces and provides in writing the attendance requirements for that class. It is a general BMCC policy that students are expected to attend **at least 70%** of their classes, but individual instructors may set a higher percentage for their courses. Each instructor keeps an accurate attendance record of the students enrolled in the class and reports attendance to the Office of Student Services throughout the semester. Excessive absences incurred by veterans receiving educational benefits may be reported to the Veterans' Administration. Similarly, excessive absence of students attending college under other programs will be reported to their sponsoring agency as requested.

#### **Rules Governing Absences:**

- It is the personal responsibility of students who have been absent from classes to arrange any available make-up work with the instructor within three days after the absence has occurred. Students should endeavor to arrange for this make-up work during the office hours of the instructor. All make-up work must be completed two weeks after the students return to class. Please be advised that instructors may not allow for make-up in some circumstances; therefore, please check with your instructor for clarification.
- If the absence seriously affects the student's ability to understand course material, the Office of Student Services is available for individual tutoring. The student should also plan on not missing any additional hours of scheduled class time.
- A student who has been absent from an announced examination without justified excuse may be charged a \$5.00 fee by the college for a substitute test.

## **DEPARTMENTAL EXAMINATION**

Regularly enrolled students may, in some subject areas, be able to earn credit for a course offered by the college by successfully completing a comprehensive examination or series of examinations. Students who believe they have mastered a course through life experience, past training, or study may be required, at the discretion of the Department Chairperson, instructor, and academic advisor, to take a departmental examination. An examination fee of \$50.00 per exam is charged prior to the examination and, on the recommendation of the Department Chairperson and instructor, credit will be entered on the student's transcript.

An examination grade of 75% or better is required for credit to be earned, please check with the respective Department Chair as the minimum grade may be set higher by program. Upon successful completion of the exam the Department Chair must file the completed exam with recommendations to the Department of Academic Affairs and the Registrar; upon approval the course completion may then be entered on the student's transcript. A letter grade is not earned through this process and the credits are not calculated as part of the student's GPA. A maximum of 12 credits earned by departmental exam, with a CR (credit) grade, may be applied toward an associate degree, and a maximum of 6 credits for a certificate program. Students should be advised that Departmental Examination credits may not transfer to another college or university.

## **INDEPENDENT STUDY (DIRECTED STUDY)**

Opportunities for independent study are available to outstanding students, usually sophomores. Such study must be arranged by the supervising instructor and approved by the appropriate Department Chairperson and the Vice President of Academics. Independent study is designed to provide an opportunity for students to pursue special or advanced study under the direction of the faculty.

## **ORIENTATION**

It is mandatory that all incoming freshmen and transfer students attend orientation activities. The purpose of orientation is to acquaint students with the college, their program of study, rules and regulations, study techniques and other procedures necessary for a satisfactory beginning.

## **DROPPING, ADDING, AND WITHDRAWING FROM COURSES**

During the 10-day Drop and Add period at the beginning of each semester, students may drop courses by going online to their student account and taking the appropriate action, or by contacting the Registrar's Office for assistance. To add a course, the student must complete the add/withdrawal form and secure the necessary signatures.

After the Drop and Add period, students may withdraw from a class up to the end of the twelfth week of the semester by filling out a WITHDRAWAL form, which must contain the signature of the instructor of the course(s) withdrawn and should be submitted to the Registrar's Office.

Students who officially withdraw from a class will receive a "W". Students who do not go through the official withdrawal procedures will receive an "F" grade for courses not completed.

Withdrawing from a course can have an adverse effect on a student's current and future Financial Aid. Read the **FINANCIAL POLICIES** section of the *Student Handbook* for details.

Students will not be permitted to withdraw from a course after the beginning of the thirteenth week of classes.

## **CLASSIFICATION OF STUDENTS: FRESHMAN AND SOPHOMORE**

Students who have earned thirty (30) or fewer college level credits are classified as freshmen. Those who have earned thirty-one (31) or more college level credits are classified as sophomores.

## **CLASSIFICATION OF STUDENTS BY CREDIT LOAD**

If you carry at least twelve (12) credits a semester (on campus and/or online), you are considered a full-time student; anything less is considered part-time. If you wish to take more than eighteen (18) credits a semester, you are required to receive permission from your academic advisor and the Vice President for Academic Affairs.

## **ACADEMIC POLICIES**

### **ACADEMIC YEAR**

The regular academic year is divided into two 15-week sessions of instruction per semester: the fall semester and the spring semester plus a shorter summer session, which involves the same number of hours of instruction on fewer days to maintain the level of effort. An academic calendar is published annually and is available on the BMCC webpage.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)**

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to a parent transfer to the student. However, FERPA provides ways in which a school may – but is not required to – share information from an eligible student's education records with parents, without the student's consent. For example:

- Schools may disclose education records to parents if the student is claimed as a dependent for tax purpose.
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
- Schools may inform parents if the student is under age 21, or has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
- A school official may generally share with a parent information that is based on that official's personal knowledge or observation of the student.

### **ACCESS TO RECORDS**

Bay Mills Community College adheres to the Family Educational Rights and Privacy Act (FERPA), a federal law designed to protect the privacy of a student's educational records. Questions concerning FERPA should be addressed to the Registrar's Office.

**Student Records:** Every student has the right to inspect and review data that are directly related to his or her academic progress. To view educational records, files, and other permissible material included in the cumulative student record, the student must submit a request for review in writing. Access will be granted within a reasonable time, but in no more than 45 days after the request has been made. Further release of personally identifiable records and files without written consent of the student will not be made, with the exception of those approved under the Family Educational Rights & Privacy Act of 1974.

**Transcripts:** Official transcripts of a student's academic record will be sent to properly authorized individuals or organizations (including the student) with a valid written request from on file from the student. A fee of \$10.00 is charged for each official transcript. There is no charge for unofficial transcripts.

Transcripts received by the college are part of the student's official record and cannot be returned or released.

Transcripts of all previous work, both high school and college, must be on file in the Registrar's Office for students who apply for admission and request credit for previous college attendance. When such information is not provided promptly, it may be necessary to deny credit for current or prior college classes. If the proper transcripts are not filed with the Registrar's Office in time, the student may also be asked to withdraw from the college, or secure a GED and postpone registration until the required documents are completed.

### **Definition of the Student's Directory Information**

Bay Mills Community College considers the following items as Directory Information:

- the student's name; curricula and major field of study;
- participation in officially recognized activities;
- dates of attendance, degrees, certificates and awards from previous schools.

Bay Mills Community College may disclose any of these items without the student's prior written consent. A student can request the college in writing not to release any of the above information. The written

request must be submitted to the Student Services Office by the tenth calendar day following the start of classes each semester.

### **ACADEMIC DISHONESTY, PLAGIARISM, AND CHEATING**

You as a BMCC student are expected to pursue your chosen education goal with honor, hard work and honesty. **Dishonesty** of any kind, including plagiarism, cheating on examinations or on any assigned work, may be dealt with in any manner deemed suitable by the instructor, including the recording of a failing grade for the course. **Cheating** on examinations may also result in possible suspension from school if circumstances warrant.

BMCC students are also expected to acknowledge with respect all sources of wisdom and information, whether printed, electronic, or maintained through oral tradition. **Plagiarism** is the unacknowledged use of other people's ideas, words, and images (print or computer media) whether or not the intent is to present it as your own. Plagiarism is a serious matter that might jeopardize your success and future career; therefore, make sure that all your submitted work reflects your own effort and your sources of information are properly documented. As you take more college classes, you will learn more about the academic conventions and technical details of representing and documenting borrowed words and ideas in your written work. When in doubt, ask for advice from your instructor(s) or from the tutors in the Learning Center.

### **ETHICAL CONDUCT OF RESEARCH**

In accordance with its mission statement to promote research, Bay Mills Community College expects all those who are engaged in research to conduct it with integrity and intellectual honesty at all times, with appropriate regard for human and animal subjects as well as for the environment. To protect the rights of human subjects, the welfare of animals subjects and the integrity of the environment, faculty members will review their students' research projects and provide consent or release forms as needed.

BMCC expects all members of its learning community to prohibit research misconduct, including fabrication, distortion or omission of results and knowing appropriation of the findings of others.

### **GRADING POLICIES**

The student's academic achievement is recorded on a scale of letter grades assigned by instructors each semester. The grades used by the college with the corresponding numerical values are as follows:

<u>Grade Significance</u>		<u>Grade Points</u>
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Poor	1.0
D-		0.7
F	Failed	0.0
W	Withdrawal	0.0
I	Incomplete	0.0
AU	Audit	0.0
P	Passing	0.0
CR	Credit	0.0
R	Repeat	---



**I (Incomplete)** Students are responsible for completing the requirements of courses in which they are enrolled by the end of the semester. However, if you are facing extenuating circumstances and have completed seventy percent (70%) of the course requirements with a passing grade, you may ask your instructor for an Incomplete. Incomplete grades are given when, in the opinion of the instructor, there is a probability that you can complete the missing work within a reasonable time after the end of the semester; you meet the 70% completion requirement, and you have a valid reason for not completing on time.

If you do not complete the course by the end of the extension granted (no later than 5 weeks after the semester ends), the grade earned up to that date will be recorded. Your Incomplete grade may affect your financial aid, and you are advised to discuss the matter with the Financial Aid Office.

**AU (Audit)** Individuals who are interested in a particular subject and not interested in earning credit for it may audit the course. Listed below are the criteria for auditing a course:

1. Students may audit courses with permission of the instructor. The course will be marked audit at the time of graduation.
2. Students auditing courses pay the same tuition and fees as those taking courses for college credit.
3. Once students have enrolled in a course on an audit basis, they may not change their registration to a credit basis after the second week of the semester.

**P (Passing)** Students enrolled in special courses/workshops may be graded on a Pass/Fail system. Credit earned counts toward the total required for graduation; however, it is not used in the calculation of the grade point average (GPA).

**CR (Credit)** The grade of "CR" is recorded for departmental exams. Credit earned counts toward the total credits required for graduation; however, only 12 credits of courses taken as CR (credit) may be applied toward an associate degree, and 6 credits may be applied toward a certificate. Grades of CR are not used in the calculation of the grade point average (GPA).

**R (Repeating Courses)** Any course may be repeated, but credit is granted only once. The last grade received on a repeated course is used in computing the grade point average (GPA), even if the last grade is lower. However, a grade of "W" (withdrawal, no credit) for the repetition of a course will not replace a previous grade in the course. The student must register and pay tuition for the repeated course.

### **FINAL GRADES**

Final grades are recorded on the student's permanent record in the Registrar's Office at the close of each semester. Grades are also sent to the student at the permanent mailing address listed in the student's record. Questions concerning the student's academic record should be referred to the Registrar's Office.

### **STUDENT GRADE APPEALS: BMCC PROCEDURE**

Students who wish to challenge a faculty grading decision should follow BMCC's four-step grade appeals procedure. (For complaints not related to grades read the **STUDENT SERVICES** section).

Step 1: Students who wish to appeal a grade assigned by a BMCC faculty must do so in writing addressed to the faculty member, clearly stating the basis for the appeal and attaching any documentation, with a copy submitted to the Dean of Student Support Services. The deadline for grade appeals is **Friday at noon of the third week after the end of the semester** for which the grade was received.

Step 2: If the student is not satisfied with the faculty member's response, then the student must file a written complaint with the Chair of the Department. (If the faculty member whose grade is disputed also serves as the Chair of the Department, follow Step 3). The Department Chair shall provide the student with a written decision, a copy of which will be filed with the Vice President of Academics, the Registrar, and the Dean of Student Services.

Step 3: If the student's written complaint is not resolved to satisfaction at Step 2, and the student wants to continue to pursue the complaint, within 10 days of receiving the Department Chair's decision, the student may appeal to the Vice President of Academics (or to a person designated by the Vice President of Academics). The Vice President of Academics (or the designated person) will chair a committee and

- a. select three additional committee members (see BMCC appeals committee)

- b. set a hearing date
- c. notify the student of the hearing date and about the student's right to address the committee
- d. notify the student in writing of the findings and recommendations of the committee within ten (10) working days of the hearing.

Step 4: If the student's complaint is not resolved at Step 3, and the student wants to continue to pursue the complaint, the student may appeal to the President (or the President's designated person) within 10 days of receiving the decision from the Vice President of Academics. The decision of the President (or the President's designated person) is final and binding.

### **HONORS LIST**

Each semester the names of full-time students who have completed 12 credit hours that semester and earned a grade point average of 3.5 or higher are published by the college. Those students are recognized as Honors List Students.

### **ACADEMIC ACHIEVEMENT LIST**

Each semester the names of part-time students who have accumulated 12 credit hours during their whole course of study with a grade point average of 3.5 or higher are recognized by being placed on the Academic Achievement List.

### **GRADUATION INFORMATION**

Students may graduate from Bay Mills Community College with an Associate Degree, Certificate, Certificate of Completion, or a Diploma.

- **Declaration for Graduation:** Students wishing to graduate must file a Declaration for Graduation with their academic advisor at the beginning of the semester in which they anticipate meeting all degree requirements.
- **Degree Audit:** The academic advisor will conduct a degree audit and determine whether the student has successfully met the program requirements for the degree sought. Students who have filed a declaration and fail to complete all classes during the final semester may graduate with **candidacy status** if they have only one class to be completed. A separate application must be filed for each degree sought.

The following requirements must be met to graduate:

- **Minimum Grade Point Average:** A final cumulative grade point average of 2.0 GPA or above must be achieved for graduation eligibility.
- **Minimum Credit Requirement:** The minimum credit requirement for your program is set forth in the catalog in effect on the date you elected your program of study.
- **Enrollment Status:** You must have been enrolled at Bay Mills Community College during the semester immediately preceding fulfillment of degree requirements.

### **HONORS AT GRADUATION**

Special recognition at graduation will be given under the following conditions:

1. Students completing graduation requirements at Bay Mills Community College with a 3.5 cumulative grade point average (GPA) or better will graduate with High Honors.
2. A person graduating with candidacy status is not eligible for the honors designation.

Grade point averages for students transferring to Bay Mills Community College from other colleges or universities are determined by only those grades earned at Bay Mills Community College. Any student graduating with honors must have earned a minimum of 30 credits at Bay Mills Community College.

While recognition at the commencement ceremony will be based upon cumulative grades prior to the final grading period, all grades earned at Bay Mills Community College will be included in the final determination of honors status in the student's permanent record.

## **TRANSFER INFORMATION**

Bay Mills Community College participates in the MACRAO (Michigan Association of Collegiate Registrars and Admissions Officers) Transfer Student Agreement and will identify transcripts of students completing MACRAO requirements with the statement, "MACRAO Requirements Met."

## **TRANSFER OF CREDITS TO OTHER INSTITUTIONS**

Transfer equivalencies differ from institution to institution. Therefore, students who wish to transfer to another college or university should plan their course of study accordingly. Although assistance will be provided by advisors, BMCC students must assume responsibility for meeting the requirements of the college or university in which they plan to enroll.

## **RIGHT OF REVISION**

The college reserves the right to change without notice any curricula, courses, faculty, tuition, fees, policies, and rules. If courses and curriculum changes take place after students commence a program of study, the college will make every effort to accommodate the students and their degree requirements.

## **TECHNOLOGY INFORMATION**

It is the policy of Bay Mills Community College to maintain access for the college community to local, national, and international sources of information, and to provide an atmosphere that encourages fair sharing of information.

Access to computer systems and networks owned or operated by Bay Mills Community College impose certain responsibilities and obligations on you as the user. Use is granted subject to college policies including this policy; the conditions and guidelines contract found in the Technology Sign-Out Agreement; and local, state, and federal laws.

## **COMPUTER USE POLICY**

Bay Mills Community College does not condone fraudulent use of its computer equipment or facilities, and it is the intent of the college to adhere to the provisions of Copyright Laws applying to downloaded computer software and materials. It is also the intent of the college to comply with the individual license agreements which were expressly or tacitly accepted when the college obtained the software.

## **INAPPROPRIATE USE OF TECHNOLOGY**

Access to the networks and to the information technology environment within BMCC is a privilege and must be treated as such. Inappropriate use will result in a cancellation of those privileges. The administration, faculty, and staff of Bay Mills Community College may request the system administrators to deny, revoke, or suspend specific user accounts.

Bay Mills Community College characterizes as unethical and unacceptable any activity through which an individual

- transmits any material in violation of U.S. or state regulations. This includes, but is not limited to copyrighted material; threatening; racist, sexist, pornographic, and obscene material; or information protected by trade secret.
- interferes with the intended use of the information resources.
- seeks to gain or gains unauthorized access to information resources.
- uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute any scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
- destroys, alters, dismantles, disfigures, prevents rightful access to or otherwise interferes with the integrity of computer-based information and/or information resources.
- invades the privacy of individuals or entities that are creators, authors, users, or subjects of the information resources.
- uses computer programs to decode passwords or access control information.
- attempts to circumvent or subvert system or network security measures.

- installs, runs, stores, downloads, or otherwise introduces any unauthorized software on any Bay Mills Community College computer system or network.
- engages in any other activity that does not comply with the general principles presented in this document.
- damages or fails to properly care for information technology (IT) equipment lent by BMCC to the student.

If a student engages in any of these unethical and unacceptable activities, BMCC considers it a just cause for taking disciplinary action, such as removal of networking privileges, and/or legal action to retrieve any BMCC information technology (IT) property.

In the case of any doubt about the acceptability of any specific use or operation of the Bay Mills Community College computer network, contact the system administrator, instructor, or computer lab technician for clarification.

### **DISCLAIMERS**

Users of the Bay Mills Community College computer network, when expressing opinions, should include a disclaimer indicating that the opinions of the author are not necessarily those of Bay Mills Community College.

Bay Mills Community College cannot monitor or control the content of information obtained on the internet and is not responsible for its content. Users should assume that e-mail is not secure and/or confidential. Any and all use of any of the information obtained via the internet is at your own risk. Bay Mills Community College specifically denies any responsibility for the accuracy and/or quality of any information obtained through its internet services.

### **AUTHORIZED INTERNET ACCOUNTS**

It is the responsibility of every BMCC student to protect his or her user ID, password, and system from unauthorized use. Each user is responsible for activity on his/her user ID or that originates from his/her system. Users will not lend their network internet account and/or password to other users.

Users must acknowledge their understanding of this general policy and guidelines as a condition of receiving an account and using the Bay Mills Community College network to access the internet.

The college considers any violation of the acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on college systems.

Bay Mills Community College students and employees who violate this policy are subject to disciplinary action as prescribed in this *Student Handbook*, and in the Board of Regents Policy.

Offenders also may be prosecuted under laws including (but not limited to) the Privacy Protection Act of 1974; the Computer Fraud and Abuse Act of 1986; the Computer Virus Eradication Act of 1989; the Interstate Transportation of Stolen Property; the Electronic Communications Privacy Act; and Act 53 of the Public Acts of 1979 of the State of Michigan.

Access to the text of these laws is available through the Reference Section of the College Library.

### **FINANCIAL POLICIES**

Bay Mills Community College offers a variety of federal, state, and local scholarships, grants and work study opportunities. Many students are eligible for financial aid and should apply to find out what financial aid may be available. Most financial aid is based on need and is intended to assist students whose families cannot pay all, or perhaps any, of the college costs. The difference between what it costs to attend BMCC and what a student and his or her parents can reasonably contribute is considered the student's unmet need.

#### **TYPES OF FINANCIAL ASSISTANCE**

BMCC offers three types of financial aid:

- **Scholarships:** Non-repayable money usually based on academic performance and/or demonstrated financial need.
- **Grants:** Non-repayable money usually based upon demonstrated financial need.
- **College Work-Study:** Part-time work during the school year and evidence of financial need is usually

a requirement.

These types of assistance are often combined to form a financial aid “package”. The “package” is designed to make up any difference between the school expenses and the expected family contribution. In the packaging process, each eligible student may receive scholarship and/or grant aid, as well as work-study funds.

### **APPLY FOR FAFSA**

To apply for federal and state financial aid, you'll need to complete the Free Application for Federal Student Aid (FAFSA). The school code for Bay Mills Community College is 030666.

You should start by applying for a PIN through the U.S. Department of Education. Then you'll need to gather the documents needed to complete your FAFSA. Typically, these documents include your social security number, alien registration number (if you are not a U.S. citizen), your most recent federal income tax returns, W-2's, and other records of money earned, bank statements and records of investments (if applicable), and records of untaxed income (if applicable). If you are a dependent student, then you will also need most of the above information for your parents.

Once you've gathered the documents, you can complete the FAFSA. There are helpful hints on their website that explain each of the screens you'll need to complete. You may also contact our Financial Aid Office about any questions you may have.

### **WHEN TO APPLY – FINANCIAL AID DEADLINE**

BMCC recommends that you submit the Free Application for Federal Student Aid (FAFSA) by **March 1** so that you'll meet the priority deadline of completing your financial aid file by **June 30**. This deadline is for new and returning students. If you have other sources of financial aid, such as a direct pay by your tribe or employer, please submit a copy of the documentation to the Financial Aid Office by **August 1** of each year. If you only plan to attend in the spring semester, please complete the FAFSA by **October 31** and provide authorization of other financial aid by **December 1**.

If you miss the financial aid deadline, you may still apply for financial aid during the semester you are enrolled; however, you will be required to pay for your books at the time of purchase. You will also be required to pay in full or setup a payment plan (available for on-campus students) for your tuition and fees within five business days of the date classes begin. If you're eligible for financial aid, refund checks will be issued during the semester of any excess financial aid.

### **FINANCIAL AID ELIGIBILITY**

The Federal Government has determined that financial aid will be made available only to those students who have received a high school diploma or earned a GED.

In order to be eligible for financial aid, a student must

- be a U.S. citizen or “eligible non-citizen”
- be accepted for admission to BMCC
- complete the FAFSA and submit all required documentation for the financial aid file
- be enrolled for the minimum number of credit hours needed to fulfill program requirements
- maintain satisfactory academic progress
- register with Selective Service, if required by law
- not be in default on any Title IV loan or Title IV grant received at any institution
- complete the Anti-Drug Abuse Certification Statement

### **FINANCIAL AID DISBURSEMENT DATES/REFUND CHECKS**

If you qualify for financial aid, we will apply the financial aid to your college bill first and if your financial aid is greater than your bill, you are eligible for a refund. Financial aid refunds from the Pell grant are disbursed in three payments over the course of the semester. If you receive other types of financial aid, it will be disbursed on the closest refund date. Please refer to the Financial Aid Disbursement Date schedule in the registration packet for more information.

## **PELL GRANT ATTENDANCE REQUIREMENT**

We are required to check your attendance regularly as part of the Pell grant requirements. If you don't attend your classes, your Pell grant will be adjusted and you will receive a smaller financial aid refund check or have to pay back a portion of your Pell grant.

## **FEDERAL PELL GRANT LIFETIME ELIGIBILITY**

Students are limited to 12 semesters (six years) of Pell grant eligibility during their lifetime. This regulation affects all students regardless of when or where they received their first Pell grant. For example, if you received a full time Pell grant for 8 semesters (4 years) at BMCC, you would be limited to 4 semesters (2 years) at another college or university.

The U.S. Department of Education is tracking your lifetime eligibility percentage. Since the maximum amount of Pell grant funding a student can receive each year is equal to 100%, the six-year equivalent is 600%. For example, if you received a full time Pell grant for 2 semesters, you used 100% for that year. In the next year, if you enroll at three-quarter time for 2 semesters, you used 75% for that year. Together, you would have used 175% out of the total 600% lifetime limit. You can determine how much Pell grant you have used and what you have remaining at [www.nsls.ed.gov](http://www.nsls.ed.gov) or by contacting BMCC's Financial Aid Office.

You must plan now for your future, especially if you plan to transfer to a four year college and pursue a bachelor's degree. Complete your classes and stay on track with your academic plan to attain your associate and bachelor's degree within the six year lifetime limit!

## **RETURN OF FINANCIAL AID FOR COLLEGE WITHDRAWAL OR ALL F'S**

When you receive a Pell grant, Federal Supplemental Opportunity grant, or Academic Competitiveness grant to attend Bay Mills Community College, you are agreeing to complete courses covered by your financial aid. According to the Department of Education regulations, if you withdraw from all classes prior to completing more than 60% of a semester, your aid will be recalculated based on the percent of the semester you have completed. For example, if you received a \$1,000 award and only completed 30% of the semester, you would need to pay back \$700.

If you receive F's in all of your classes, the Department of Education requires a recalculation of your financial aid based on the last date you attended. For example, if you stopped attending classes after receiving your financial aid refund check and get all F's, you may have to pay back a substantial amount because you didn't earn your Pell award.

If you are thinking about withdrawing from all of your classes or decide to stop attending classes, please contact the Financial Aid Office to determine how this will affect your financial aid and possible repayment.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Federal law requires all students who receive federal financial aid to make Satisfactory Academic Progress (SAP) toward their degree. The intent of this policy is to ensure that students who are receiving federal financial aid are making measurable academic progress toward completion of an

eligible academic program in a reasonable period of time. This will be evaluated at the end of each semester. At that time, the Financial Aid Office will review the student's transcript to determine if the student is in compliance with the following requirements:

- **Credit Hours**

Students must earn at least 67 percent of the credit hours, which they attempt at BMCC on a cumulative basis. Students who fail to meet this requirement will be put on a "does not meet Satisfactory Academic Progress (SAP)" status and receive a SAP warning for their next semester of attendance. Students put on warning will be notified in writing of their status and informed of the deficiency requiring correction. Eligibility for financial aid will be suspended if the deficiency is not corrected by the end of the next semester of attendance.

- **Grade Point Average (GPA)**

Undergraduate students with a cumulative BMCC GPA below 2.0 will be placed on an unsatisfactory academic progress warning. Students put on SAP warning will be notified in writing of their status and will be informed of what they need to do to be removed from SAP warning. Students in good academic standing or on SAP warning are eligible for financial aid;

however, failure by the student(s) on SAP warning to raise their GPA to the minimum 2.00 level after the semester of SAP warning will be placed on financial aid suspension. Students on SAP suspension are not eligible for federally sponsored financial aid programs. (Transfer credits will not be considered in the cumulative BMCC GPA calculation).

Please contact the Financial Aid Office to obtain a copy of the entire Satisfactory Academic Progress policy or if you need clarification.

### **MAXIMUM CREDIT HOURS**

Students are limited to receiving federal financial aid for up to 150 percent of the number of credits required for their program of study. For example, if your associate degree requires 66 credits, you can obtain financial aid for up to 99 credit hours (66 x 150%) provided that you maintain satisfactory academic progress.

### **RIGHT TO APPEAL FINANCIAL AID SUSPENSION**

If your unsatisfactory progress was due to extenuating circumstances, you may appeal your financial aid suspension within ten business days of the date on the notification letter. You must submit your appeal in writing to the Director of Financial Aid stating the reason for your unsatisfactory progress and in what way the situation has now been rectified, while attaching any appropriate documentation to your letter.

### **OMNIBUS DRUG INITIATIVE ACT**

All students receiving federal financial aid are required to certify that they will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while a student at BMCC. This act gives courts the authority to suspend eligibility for federal student financial aid when sentencing a student who has been convicted of a drug-related offense.

### **GRANTS AND SCHOLARSHIP OPPORTUNITIES**

The following discussion is not a complete list of the types of grants and scholarships that are available. Please contact the Financial Aid Director to obtain additional information.

#### **Federal Pell Grant Program**

The Federal Pell Grant Program is a student aid program designed to provide undergraduate students with a base of financial aid to help meet the costs of attending college. The Federal Pell Grant is also the foundation from which all other student financial aid (federal, state, institutional, and private) is built. Eligibility for a Pell grant is determined from the student's FAFSA application.

#### **Tribal Support Programs and the Indian Higher Education Program**

Financial assistance for tribal members wishing to pursue post-secondary education or vocational training is available through individual tribal education departments. To apply, contact your tribal education director for an application and program guidelines.

#### **Work Study Program**

The purpose of the Work Study program is to make part-time employment opportunities available for students who have demonstrated financial need and who are eligible for financial aid. Students at Bay Mills Community College must apply through the Financial Aid Office. To determine if a student qualifies for work study, financial aid eligibility and work ability are evaluated. Students may be required to re-apply for work study programs each semester as actual employment is based upon available funding.

#### **Supplemental Educational Opportunity Grants**

The purpose of the Federal Supplemental Educational Opportunity Grant is to provide grants to exceptionally needy students to help pay for their post-secondary education. It is for undergraduates only and it does not have to be paid back. The minimum award is \$100. To qualify for these grant funds, students must be eligible to receive a Federal Pell Grant.

#### **Michigan Works**

Under the provision of Michigan Works, the E.U.P. Employment and Training Consortium receives federal and state funding to provide financial assistance for classroom training to eligible residents of Chippewa, Luce, and Mackinac Counties. The purpose of Michigan Works is to prepare the student for immediate employment upon completion of training. Because eligibility requirements vary, students must contact the E.U.P. Employment and Training Consortium to explore available programs.

## Board of Regents Tuition Award

The Board of Regents Tuition Award waives tuition costs for all students admitted to BMCC who complete the required application and meet the following rules:

1. Must be a member of a U.S. Federally Recognized Tribe and submit a copy of your Tribal I.D. or verification of Tribal membership from your Tribal Enrollment Clerk.
2. Must maintain a 2.0 Grade Point Average.
3. At least 50% of all credits taken at any given time must be taken on campus. For example, if total credits in on campus courses is less than 50% and online or off-campus is greater than 50% during the semester, eligibility for this award may be cancelled. \*
4. Students must display good moral character to remain eligible (the BMCC student handbook defines acceptable student behavior).

The Board of Regents (BOR) Tuition Award is limited to sixty-six (66) credits, which is enough to secure an Associate Degree at BMCC. At a minimum, thirty-three (33) credits of the total of 66 credits must be taken on campus. If a student withdraws from a course after the drop period, and the BOR Tuition Award has been applied to the student's account, the course will count against the sixty-six (66) credits allowed under the BOR Tuition Award program.

Any student currently earning below a 2.0 cumulative Grade Point Average at the end of academic year will be placed on probation and have one academic year to bring their GPA up to a 2.0. If the student fails to achieve a 2.0 during the probationary period, they will not be eligible until their cumulative GPA is brought up to the 2.0

\* Early Childhood Education (EC) courses are not subject to the 50% on campus rule as stated above in part 3. Please contact the Department of Academics – Online to obtain a list of the current qualifying online EC courses.

## American Indian College Fund (AICF)

The American Indian College Fund scholarships and grants are an integral part of the financial aid package at Bay Mills Community College. The Financial Aid Office posts information regarding the AICF Grants/Scholarships at the beginning of each semester, and the student is responsible for filling out the application online.

## Other Scholarships

Scholarships are available from various donors, including religious and service organizations. If interested in applying for any of these, please contact the Financial Aid Office for information.

## STUDENT BILLING

### TUITION AND FEES

#### Tuition (Full and Part-Time)

Tuition per credit hour	\$95.00
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#### Student Fees (Full and Part-Time)

Registration fee	\$30.00
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Health promotion fee (on-campus students)	\$20.00
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Fees per credit hour	\$10.00
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#### Other Fees

Departmental examination fee (per exam)	\$50.00
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Transcript fee	\$10.00
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Returned check fee (for non-sufficient funds)	\$20.00
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Some programs and/or classes may have additional or special fees to support the courses. Tuition and fees are subject to change.



## **TUITION REFUND POLICY**

Students will receive a full refund of tuition and fees if a class is officially dropped within the following time frame:

- 16-week class, regular semester class – first ten scheduled class days
- 8-week class – first five scheduled class days
- 6-week class – first four scheduled class days
- 4-week class – first two scheduled class days
- 2-week class or less – one scheduled class day

Exceptions may be made when warranted by unusual circumstances. If a class is canceled, a student will automatically receive a full refund.

## **BILLING STATEMENT AND DUE DATES**

One billing statement will normally be mailed prior to the first week of class to students with an outstanding balance; however, you can view your account and make payments online by logging into Student Records at <http://www.bmcc.edu>. If you register during the last week of registration, you will need to access your account electronically to make your payment on time. Please note that BMCC is moving toward a paperless billing system. You should acquaint yourself with your bill status by viewing your account online via Student Records particularly during the first two weeks of class. If you do not see an anticipated award or scholarship on your account, you should contact the Financial Aid Office and inquire about your award.

All student bills are expected to be paid in full within five business days from the date classes begin. If you have completed your financial aid paperwork by the financial aid deadline, financial aid will be applied to your account and you will need to pay any difference that financial aid does not cover. If you miss the financial aid deadline, you may still apply for financial aid during the semester you are enrolled. However, you will need to pay the full cost of your bill by the due date and you will be reimbursed later, if eligible for financial aid.

For on-campus students, we do offer payment plans to help you pay your tuition and fees over the current semester. Your outstanding balance will be divided into three equal payments. The first payment (one-third of outstanding balance) is due on or before the fifth day of classes. The second payment will be due on or before week six of the semester and the final payment will be due by week ten. Please note that a business hold will be placed on your student account until your outstanding balance is paid in full. This hold will prohibit a student from early enrollment in next semester's classes.

Contact the Student Billing Office at 800-844-2622 or 906-248-8441 before the first payment due date to setup a payment plan.

If you fail to pay in full or setup a payment plan (available to on-campus students only) within five business days from the date classes begin, your account is delinquent and will be referred to a court or outside collection agency. Online students that do not pay in full within five business days from the date classes begin will lose their password access and be dropped from classes. BMCC does not offer payment plans to students taking all of their classes online.

On-campus students that are enrolled in an online or hybrid class must have their bills paid in full OR have a payment arrangement plan signed by the fifth day of classes. If the student has not paid their bill in full or made semester payment arrangements, the access to their online/hybrid classes through Moodle will be suspended until payment arrangements are made.

## **PAYMENT OPTIONS**

The following payment options are available:

### ***Paying Online***

You may make a credit card payment directly on your student account using our secure online payment system by logging into Student Records at <http://www.bmcc.edu>. We accept VISA, Mastercard, and Discover.

### ***Paying in Person***

The Cashier's Office is open Monday through Friday from 8:00 a.m. to 4:30 p.m. The Cashier is located in the Administration Building, Room 136. If the Cashier is not available, please see the Receptionist. They will direct you to the backup Cashier.

You may pay the Cashier in U.S. Funds with cash (in person only), personal check, money order, Discover, Mastercard, or VISA.

### ***Paying by Mail***

Personal checks are accepted as payment on a student account. All checks and money orders must be in U.S. dollars. There will be a 3% foreign transaction fee added to the student's account for any check received in Canadian funds.

Checks should be made payable to Bay Mills Community College. A \$20.00 service fee is charged for bounced checks.

Return the payment stub from the bill with your check. Please mail payments at least five days prior to the due date to assure timely processing. Payments should be mailed to: Bay Mills Community College, Attn: Cashier, 12214 West Lakeshore Drive, Brimley, MI 49715.

## **FINANCIAL HOLDS**

Holds will be applied to all student accounts that have an outstanding balance at the beginning of the semester. Holds will be removed when the student account is paid in full.

The college will not issue transcripts and reserves the right to withhold grades, diplomas, and deny subsequent registration to any student whose account has an outstanding balance.

## **DELINQUENT ACCOUNTS**

Accounts that are 30 days past due will be referred to a court or outside agency for collection.

If you have arranged a payment plan with the Student Billing Office, your account is not delinquent unless you fail to make timely payments. If you miss one payment with no communication to the Student Accounts Manager, your account will be referred to a court or outside agency for collection.

The student is responsible for paying all charges due to the College as well as all collection agency or legal fees incurred to collect the delinquent account which may exceed 50% of the original amount owed.

Please contact us if you're having trouble meeting your financial obligations. We want to work with you so we don't have to take collection action.

## **BOOKSTORE**

BMCC has an agreement with Advanced Office Technologies (AOT) to provide textbooks to our on-campus and online students; however, students may purchase their books from any source available. It is the responsibility of the student to ensure he/she has ordered correct textbooks from a reliable source and that the textbooks arrive in time to start their classes. Please visit the Bookstore page our website at <http://bmcc.edu> to find the current textbook listing for on-campus and online courses.

AOT is located near the ball field at 12061 W. Lakeshore Drive. They are open Monday through Friday, 8:00 a.m. to 5:00 p.m. and Saturday from 8:00 a.m. to 4:00 p.m.

## **FINANCIAL AID CHARGE APPROVALS**

You will have to pay for your books at the time of purchase unless you qualify for a financial aid charge approval. To qualify, you must have accepted your financial aid award package (signed and returned your financial aid award letter) **at least one month prior** to the start of classes and have enough financial aid to cover tuition, fees, and expected book charges.

## **On-Campus Students or On-Campus and Online Students:**

If you would like to use your financial aid to pay for your on-campus books or on-campus and online books, you must request a charge approval from the Financial Aid Office **prior** to the start of classes. If you qualify, the Financial Aid Office will give you a charge approval form that you will bring to the bookstore to purchase textbooks or supplies.

### **Online Students:**

If you would like to use your financial aid to pay for online books, you need to send a request by e-mail to the Financial Aid Office at [financialaid@bmcc.edu](mailto:financialaid@bmcc.edu) **at least one week prior** to the start of classes. They will send an e-mail to let you know whether you qualify for a financial aid charge approval. Once approved, e-mail your textbook order to [aotbookstore@gmail.com](mailto:aotbookstore@gmail.com). We recommend that you order your books approximately two weeks prior to the start of classes to allow verification and assure timely delivery of your textbooks.

## **STUDENT SERVICES**

Bay Mills Community College provides a number of student services designed to assist students in succeeding in a college environment. The student services staff is available to assist students in achieving their academic and career goals, and personal/cultural development.

### **STUDENT SUCCESS CENTER**

The Student Success Center (SSC) is a one-stop-center that offer one-on-one assistance to help students plan for and achieve their academic and career goals. The SSC's goal is to provide students with the knowledge, skills, and self-awareness that is necessary to achieve success in college and in life. The center offers a number of programs, resources, and services to all students. These include but not limited to:

- Professional and Peer Tutoring
- Academic Success Plan
- Career Planning
- Early Alert Referral System (EARS)
- Proctoring
- Success Seminars
- Student Activities/Clubs
- Laptop & Computer Lending Program

All students are welcomed and encouraged to stop by and explore the opportunities that are available to them while a student at BMCC.

### **CULTURAL SERVICES**

BMCC promotes the preservation of the culture, traditions, lifeways, language, history, and customs of Native Americans with emphasis on the Anishinabe people of the Great Lakes. Along with a wide variety of classes in Native American Studies and the Nishnaabemwin Pane Immersion language program, the BMCC Cultural Services Director offers assistance to students and community members who would like more information about Native Culture for their course work and/or for personal interest. Some of the services provided include but are not limited to:

- Annual Feasts/Potluck
- Ceremonials
- Native Workshops/Gatherings
- Talking Circles
- Traditional Guidance/Elders Teachings
- Cultural Liaison with other Programs/Agencies
- Access to Traditional Maple Syrup Making
- Cultural Gardening/Plant/Berry Picking
- Cultural Guest Speakers
- Drum Socials/Mini Pow wows
- Cultural Field Trips/Camps
- Native American Heritage Month Activities
- Access/Referral/Transport Traditional Spiritual Practitioners
- Lodge Building

Culturally related tutorials, books, pamphlets and information may also be obtained through the Student Success Center and the Library.

### ***DISABILITY SERVICES***

BMCC is committed to accommodating persons with disabilities. The college adheres to the standards and guidelines set forth in the American with Disabilities Act. Students with documented disabilities must contact the Disability Services Office to receive assistance and accommodations. In addition, BMCC contracts with Michigan Rehabilitation Services to provide a broader range of services. The campus is also barrier free with accessible entrances and exits. Handicap accessible parking is available and clearly identified.

### ***TRIO STUDENT SUPPORT SERVICES PROGRAM***

The TRiO Student Support Services Program is a federally funded program that offers academic support services and individualized resources to eligible students each year. The program is designed to provide services that will assist eligible students to achieve academic success, complete their educational program at Bay Mills Community College, and successfully transfer to a 4-year institution. The following services are available to TRiO participants:

- One-on-one advising
- Career counseling
- Professional tutoring
- Financial Aid counseling
- Assistance with class scheduling
- Study lab with computers, copier, internet access, and study area
- Career and learning style testing
- Transfer assistance
- University tours
- Cultural trips
- Equipment/laptop loan
- Grant aid
- Workshops (on time management, study skills, economic literacy and many other topics)
- Scholarship advice

To be eligible to participate in the TRiO program, Bay Mills Community College students must meet income guidelines and/or be a first generation college student and/or have a documented disability. For further information, contact the college's TRiO Student Support Services Program Director.

### ***STUDENT RIGHTS AND RESPONSIBILITIES***

As a tribally controlled community college and land grant institution, the mission of Bay Mills Community College is to provide quality educational opportunities, promote research, and facilitate individual development in an accessible, community-based, and culturally diverse environment that supports and maintains the Anishinaabek culture and language. The following rights and responsibilities are listed to assist students in their educational endeavors:

#### **Rights:**

- The right to tribally-controlled higher education
- The right to academic freedom
- The right to freedom of religion and culture
- The right to privacy
- The right to freedom of speech and assembly
- The right to make decisions

- The right to safe and secure environment
- The right to humane and responsive treatment
- The right to be free from unreasonable search and seizure
- The right to due process

**Responsibilities:**

- The responsibility for submitting accurate information
- The responsibility for discharging all legal obligations
- The responsibility of payment for all financial obligations
- The responsibility for completing class assignments in a timely manner
- The responsibility for adhering to all rules and regulations of Bay Mills Community College

**NON-DISCRIMINATION POLICY**

Bay Mills Community College (BMCC) and its Board of Regents is committed to providing a non-discriminatory and harassment-free educational and working environment for all members of the Bay Mills Community College, including students, faculty, administrators, staff, and visitors.

It is the policy of Bay Mills Community College that no person shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, including harassment, in employment and admissions, in education, or in any program or activity for which the College is responsible, on the basis of race, color, national origin, ancestry, sex, gender, gender identification, sexual orientation, disability, age, religion, medical condition, veteran status, marital status or any other characteristic protected by institutional policy or tribal or federal law.

The BMCC Sexual Misconduct policy can be downloaded by [clicking here](#). The following person has been designated to handle complaints regarding sex discrimination and all other matters of discrimination: Holly Powless, Title IX Coordinator, 12214 W. Lakeshore Drive, Brimley, MI 49715, (906) 248-8430, [hpowless@bmcc.edu](mailto:hpowless@bmcc.edu).

**BMCC DISPUTE RESOLUTION PROCEDURES**

Students who feel they have been treated unfairly or who have complaints against a faculty or staff member have the opportunity to address the situation by following a two-stage dispute resolution procedure. (For grade appeals, see **ACADEMIC POLICIES**).

**Stage 1 - Informal<sup>1</sup> dispute resolution:** Students who feel they have been treated unfairly or who have complaints against a faculty or staff member should first attempt resolution by meeting with the individual most directly involved within four (4) working days of the incident. The purpose of the meeting is to discuss the nature of the complaint and to determine mutually agreed upon solutions. Students may seek assistance from other college faculty and staff in scheduling this meeting, and may also invite a staff member to the meeting for additional support.

Students with complaints about other students should request a college faculty or staff member to facilitate and moderate the meeting.

If a satisfactory resolution is not arrived at during the informal meeting stage, students may continue their appeal outlined in the formal resolution procedures below.

**Stage 2 - Formal dispute resolution:** If a satisfactory resolution cannot be obtained through informal means, students may continue the dispute by filing a formal written complaint within four (4) working days following the informal meeting. Complaints concerning academic grades, courses, programs, and teaching faculty should be submitted to the Vice President for Academics. All other complaints (concerning disciplinary action, student conduct, financial aid or other BMCC policies) should be submitted to the Dean of Student Services. The formal BMCC Complaint Policy can be viewed on the College Policy website.

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<sup>1</sup> (The “informal resolution” may be waived at the discretion of the responsible BMCC staff member if it is determined that such meeting might result in harm to the student. Appropriate staff may also waive the time period specified for filing the dispute.)

Students should fill out the forms provided by the Vice President of Academics or the Dean of Services. The written complaint should clearly describe the subject of the dispute, the outcome of the informal meeting, and the issue(s) that are still unresolved.

- The Vice President for Academics or the Dean of Student Services will serve as a chairperson of the Appeals Committee. The Chairperson of the Appeals Committee will select two committee members, establish a hearing date, notify the student of the hearing date, and conduct the hearing. All parties involved in the complaint may be present at the hearing to explain their position. All parties involved should present all necessary supporting documentation at the hearing.
- The Chairperson of the Appeals Committee will notify the student of the findings and recommendations of the committee in writing within (10) ten working days of the hearing.
- If the student is not satisfied with the decision of the Appeals Committee, the Chairperson of the Appeals Committee shall refer the dispute to the BMCC President for a final written decision. The President's final decision may be reached with or without any more hearing(s). The written final decision will be placed in the student's file.

### **BMCC APPEALS COMMITTEE**

The Bay Mills Community College Appeals Committee shall be made up of at least 3 of the following members:

1. Committee Chairperson
    - a. The Vice President of Academic Affairs, (if the grievance involves an academic complaint or grade).
- OR
- b. The Dean of Student Services, (if the grievance involves a disciplinary sanction, misconduct, or a financial aid decision).
2. One full-time faculty member.
  3. One Student Council officer.
  4. Another administrator not chairing the committee.

Furthermore, the appeals procedure must follow the following guidelines:

- A person (or persons) involved in the complaint shall not sit as a member of the BMCC Appeals Committee.
- Persons selected for the Appeals Committee shall not be a close relative of the complainant.
- It is the responsibility of the Committee Chairperson to select and notify the members of the committee and to inform the involved student of the date and time of the hearing.
- If the Committee Chairperson is unable to preside over a hearing, the BMCC President shall appoint a Committee Chairperson.
- All appeals shall be handled in a confidential manner to protect the privacy of all parties involved.

### **SOCIAL CODE OF CONDUCT**

Bay Mills Community College promotes the integration of traditional Native American values in all educational programs. The seven (7) sacred traditional teachings charge us with seeking the virtues of wisdom, love, respect, bravery, honesty, humility, and truth. In keeping with this spirit, students are expected to behave as mature individuals and to conduct themselves in a manner which is a credit to their parents, the college, and their community.

The following violations will result in disciplinary actions:

- Possession of any firearms, other weapons or explosives on campus.
- Assaulting, threatening, harassing or endangering the health or safety of others.
- Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature that unreasonably interferes with another and creates an intimidating, hostile, or offensive environment.

- Theft or damage to public or private property.
- Unauthorized presence in or use of college facilities or equipment.
- Use of tobacco, except in authorized areas or for ceremonial purposes.
- Refusing to comply with college officials performing their duties.
- Use, possession, or being under the influence of an illegal drug or alcoholic beverage while on college premises or at off-campus sponsored events or field trips.

Any person possessing firearms, other weapons or explosives on campus, or those threatening the health, welfare, or safety of students, staff, instructors, or others may be banned from BMCC by the president. This ban is permanent and not appealable under the standard student grievance procedures. The banned individual will only be allowed to return when directed by a competent authority.

### ***SOCIAL CONDUCT DISCIPLINARY SANCTIONS***

Any of the following disciplinary sanctions, which are consistent with Tribal, State and Federal law, may be imposed for violation of the Student Code of Conduct outlined above.

- Warning
- Written reprimand
- Restitution for damages
- Mandatory participation in an approved alcohol/drug abuse treatment program
- Probation
- Suspension
- Dismissal
- Referral for prosecution

### ***DUE PROCESS***

A student who is charged with a violation of the Social Conduct Code will:

- Receive a Written charge of the violation and the disciplinary sanction imposed
- Have a hearing, if requested
- Have the right to Grieve the charge and disciplinary sanction

The student may continue in good standing until the appeals process is completed unless the safety of the other individuals is affected. (See Student Handbook for a detailed description of the appeals procedure).

### ***STUDENT ELIGIBILITY FOR OFFICE AND ACTIVITIES***

A student must be a “student in good standing” to participate in BMCC activities. These include seeking a seat on the Student Council, traveling as part of a BMCC sponsored event: such as the annual AIHEC Student Conference and transfer trips to other colleges and universities and club activities.

Good standing is defined as making satisfactory academic progress documented by a minimum 2.0 GPA, continuous progress towards a degree, at least 70% attendance in all registered classes, no outstanding financial obligations to BMCC, no misconduct issues as defined in the Student Handbook and finally, if seeking election to the Student Council, you must carry at least an eight (8) college credit load.

### ***STUDENT COUNCIL***

The Student Council provides BMCC students the opportunity to participate in self-government. The objective of the Student Council is to teach its members, through active participation in college government, responsibilities and duties to their fellow students and to the college. The Student Council sponsors extra-curricular activities and promotes student interest in the college as

a whole. It fosters understanding among the faculty, students, and administration, and can serve as a student representative when issues important to students need to be brought to the administration's

attention. Students wishing to serve on the Student Council will need to attend the nominating meeting and bring their name forward for consideration.

The BMCC Student Council constitution, bylaws, and rules of election are available at the BMCC webpage at [www.bmcc.edu](http://www.bmcc.edu).

Any questions regarding the Student Council election process and Officer positions please see the Student Council Advisor, Dean of Student Services, located in the Student Success Center.

### ***STUDENT ACTIVITIES/CLUBS***

Extra-curricular activities are an integral part of student life at Bay Mills Community College. The college encourages student participation in these activities. Interested students may sign up for the activity of their choice by contacting the responsible faculty or staff member.

New student clubs, proposed student activities, and/or student publications must be approved by the Student Council Executive Committee, as stated in the Student Council bylaws, and are subject to official sanction by the Dean of Student Services.

### ***NON-COLLEGE SPONSORED ACTIVITIES***

The college does not recognize or approve non-sanctioned activities, nor will it be held liable for non-college sponsored activities which may involve students. No club or organization is permitted to affiliate or use the college name for any event which has not been approved or involves the consumption or purchase of alcoholic beverages.