

BAY MILLS COMMUNITY COLLEGE

# STUDENT HANDBOOK



<b>GENERAL INFORMATION</b>	<b>4</b>
<i>INTRODUCTION</i>	4
<i>BAY MILLS COMMUNITY COLLEGE HISTORY</i>	4
<i>MISSION AND OBJECTIVES</i>	4
<i>VISION STATEMENT</i>	5
<i>STUDENT RESPONSIBILITY</i>	5
<i>AUTHORITY FOR REGULATING STUDENT CONDUCT</i>	5
<i>TOBACCO</i>	5
<i>ALCOHOL/DRUG FREE CAMPUS POLICY</i>	5
<i>GAMBLING</i>	6
<i>NOTICE OF NON-DISCRIMINATION POLICY</i>	6
<i>CAMPUS SAFETY AND SECURITY</i>	6
<i>SOLICITING</i>	6
<i>ASSEMBLY</i>	6
<i>PARKING</i>	7
<b>ENROLLMENT INFORMATION</b>	<b>8</b>
<i>ADMISSIONS</i>	8
<i>ADMISSIONS PROCEDURES</i>	8
<i>PLACEMENT EXAM POLICY FOR RETURNING STUDENTS</i>	9
<i>REGISTRATION</i>	9
<i>ORIENTATION</i>	10
<i>SOCIAL SECURITY PRIVACY POLICY</i>	10
<i>DIRECTORY INFORMATION</i>	10
<i>GUEST STUDENTS</i>	10
<i>FALSIFICATION OF RECORDS</i>	10
<i>DUAL ENROLLED STUDENT POLICY</i>	11
<i>TRANSFER CREDIT(S)</i>	11
<b>ACADEMIC POLICIES</b>	<b>12</b>
<i>ACADEMIC YEAR</i>	12
<i>FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)</i>	12
<i>ACCESS TO RECORDS</i>	12
<i>ACADEMIC CODE OF CONDUCT</i>	13
<i>ACADEMIC DISCIPLINARY SANCTIONS</i>	13
<i>ETHICAL CONDUCT OF RESEARCH</i>	14
<i>GRADING POLICIES</i>	14
<i>ATTENDANCE POLICY</i>	15
<i>DEPARTMENTAL EXAMINATIONS</i>	16
<i>SPECIAL PROJECTS FOR CREDIT</i>	16
<i>DROPPING, ADDING, AND WITHDRAWING FROM COURSES</i>	16
<i>CLASSIFICATION OF STUDENTS: FRESHMAN AND SOPHOMORE</i>	17
<i>CREDIT LOAD</i>	17
<i>FINAL GRADES</i>	17
<i>STUDENT GRADE APPEALS: BMCC PROCEDURE</i>	17
<i>HONORS LIST</i>	18
<i>ACADEMIC ACHIEVEMENT LIST</i>	18
<i>GRADUATION INFORMATION</i>	18

<i>HONORS AT GRADUATION</i> .....	19
<i>COMMENCEMENT</i> .....	19
<i>MICHIGAN TRANSFER AGREEMENT</i> .....	19
<i>TRANSFER OF CREDITS TO OTHER INSTITUTIONS</i> .....	20
<i>RIGHT OF REVISION</i> .....	20
<b>ONLINE COURSES</b>	<b>21</b>
<b>TECHNOLOGY INFORMATION</b>	<b>22</b>
<i>COMPUTER USE POLICY</i> .....	22
<i>INAPPROPRIATE USE OF TECHNOLOGY</i> .....	22
<i>DISCLAIMERS</i> .....	23
<i>AUTHORIZED INTERNET ACCOUNTS</i> .....	23
<b>FINANCIAL AID</b>	<b>24</b>
<i>TYPES OF FINANCIAL ASSISTANCE</i> .....	24
<i>FEDERAL PELL GRANT PROGRAM</i> .....	24
<i>APPLY FOR FAFSA</i> .....	24
<i>WHEN TO APPLY – FINANCIAL AID DEADLINE</i> .....	25
<i>FINANCIAL AID ELIGIBILITY</i> .....	25
<i>FINANCIAL AID DISBURSEMENT DATES/REFUND CHECKS</i> .....	25
<i>PELL GRANT ATTENDANCE REQUIREMENT</i> .....	26
<i>FEDERAL PELL GRANT LIFETIME ELIGIBILITY</i> .....	26
<i>RETURN OF FINANCIAL AID FOR COLLEGE WITHDRAWAL OR ALL F'S</i> .....	26
<i>SATISFACTORY ACADEMIC PROGRESS POLICY</i> .....	26
<i>MAXIMUM CREDIT HOURS</i> .....	27
<i>RIGHT TO APPEAL FINANCIAL AID SUSPENSION</i> .....	27
<i>OMNIBUS DRUG INITIATIVE ACT</i> .....	27
<i>GRANTS AND SCHOLARSHIP OPPORTUNITIES</i> .....	28
<b>STUDENT BILLING</b>	<b>30</b>
<i>TUITION AND FEES</i> .....	30
<i>TUITION REFUND POLICY</i> .....	30
<i>BILLING STATEMENT AND DUE DATES</i> .....	30
<i>PAYMENT OPTIONS</i> .....	31
<i>REFUND CHECKS</i> .....	32
<i>FINANCIAL HOLDS</i> .....	32
<i>DELINQUENT ACCOUNTS</i> .....	32
<b>BOOKSTORE</b>	<b>33</b>
<i>FINANCIAL AID CHARGE APPROVALS</i> .....	33
<b>STUDENT SERVICES</b>	<b>34</b>
<i>STUDENT SUCCESS CENTER</i> .....	34
<i>CULTURAL SERVICES</i> .....	34
<i>DISABILITY SERVICES</i> .....	35
<i>TRIO STUDENT SUPPORT SERVICES PROGRAM</i> .....	35
<i>STUDENT RIGHTS AND RESPONSIBILITIES</i> .....	36
<i>BMCC DISPUTE RESOLUTION PROCEDURES</i> .....	36
<i>BMCC APPEALS COMMITTEE</i> .....	37
<i>SOCIAL CODE OF CONDUCT</i> .....	38

<b><i>SOCIAL CONDUCT DISCIPLINARY SANCTIONS</i></b> .....	38
<b><i>DUE PROCESS</i></b> .....	39
<b><i>STUDENT ELIGIBILITY FOR OFFICE AND ACTIVITIES</i></b> .....	39
<b><i>STUDENT COUNCIL</i></b> .....	39
<b><i>STUDENT ACTIVITIES/CLUBS</i></b> .....	40
<b><i>NON-COLLEGE SPONSORED ACTIVITIES</i></b> .....	40
<b>COMMUNITY SERVICES</b>	<b>41</b>
<b><i>BMCC LIBRARY</i></b> .....	41
<b><i>HIGH SCHOOL COMPLETION AND GED PROGRAM</i></b> .....	41
<b><i>CONTINUING EDUCATION SERVICES</i></b> .....	41

## 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, are subject to change without notice or obligation.

### **BAY MILLS COMMUNITY COLLEGE HISTORY**

The college began as a vocational program in response to the economic development needs of the seven Native American communities which were initially served. The program was funded in 1981 by the Department of Education. In 1984 the college was chartered by the Bay Mills Indian Community under the Tribally Controlled Community Colleges Act. Since its establishment in 1981 with an enrollment of eleven students, the college has grown to currently serve hundreds of students annually through on-campus, off-campus, and online programming. BMCC is Michigan's first accredited Tribal College located on a reservation and was designated as a Land Grant Institution by the Equity in Educational Land Grant Status Act of 1994 ([www.higherlearningcommission.org](http://www.higherlearningcommission.org)). BMCC is chartered by the Bay Mills Indian Community as a nonprofit educational corporation and has been declared 501 (c)(3) tax-exempt by the Internal Revenue Service. Control is vested in a Board of Regents, which selects the president and establishes overall institutional policy. Although the college specializes in programs for American Indians, who represent approximately 60% of the annual student enrollment, its doors are open to all people who want to benefit from the educational process. BMCC is dedicated to providing academic and personal enrichment programs to Native Americans and residents of their neighboring communities. BMCC has developed an impressive, cutting edge technological infrastructure, which has allowed BMCC to reach beyond the borders of Michigan and offer online instruction throughout North America.

### **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

### ***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 here 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.

### **NOTICE OF 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 following person has been designated to handle complaints regarding sex discrimination and all other matters of discrimination:

Holly Powless  
Title IX Coordinator  
12140 W. Lakeshore Drive, Brimley, MI 49715,  
(906) 248-8123, [hpowless@bmcc.edu](mailto:hpowless@bmcc.edu).

The BMCC Sexual Misconduct policy can be downloaded at [www.bmcc.edu](http://www.bmcc.edu).

### **CAMPUS SAFETY AND SECURITY**

BMCC is committed to maintaining a safe and secure campus for its students, staff, and visitors. The college publishes an annual report, which details any crimes reported on campus. Identities of victims and suspects are not revealed in these documents. The annual crime report is available on the Bay Mills Community College website located at [www.bmcc.edu](http://www.bmcc.edu).

### **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 can be 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:

- Visit our website [www.bmcc.edu](http://www.bmcc.edu) and complete the **Online Admissions Application**.
- 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.
- Submit a copy of your tribal ID or verification of tribal membership from your tribal enrollment office, or Canadian certificate of Indian status, if applicable.
  - a) 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 parents Tribal I.D. 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 I.D. and birth certificate have different names.

Please note the above information must be received **within the first two weeks of classes**. If not received within the first two weeks, an Academic HOLD will be placed on your file. An Academic HOLD means you will NOT be allowed to register for subsequent semesters; in addition, transcripts, grade reports, financial aid checks, etc. will not be released until this important information is received.

- All newly admitted students must schedule and complete the BMCC placement test. This test may be waived if documentation is provided of previous testing, or by college transcripts showing a “C” or better was achieved in mathematics and English courses. The results of the placement tests are used for advising purposes only and will not affect admission status. To schedule an appointment, please call 1-800-844-2622, ext. 8418. Students do not need to take the placement exam if their program of study is Nishnaabemwin Pane.

### ***PLACEMENT 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 placement exam. If the English course you took three (3) or more years ago was already at college level, you need to re-take the course before moving on to a next level, or consult the department chair about taking a departmental exam to update your credit.

#### **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 years old. If the student’s mathematics pre-requisite courses are more than three years old the student must take the departmental exam or the math placement 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 placement exam.

#### **Nishnaabemwin Pane Program**

Students do not need to take the placement exam if their program of study is Nishnaabemwin Pane.

### ***REGISTRATION***

Registration at Bay Mills Community College 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 placement testing prior to registration.

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 will be available for assistance.

Students must complete the following steps in order to register for classes:

- Complete and submit all registration material provided by the Admissions Office.
- Meet with the Financial Aid Office to clarify your financial aid status.
- Meet with the Student Accounts Manager to determine the total cost of tuition and fees for which you are responsible and making arrangements for payment of such costs if not seeking financial aid.
- Meet with an assigned academic advisor or academic staff for scheduling assistance and schedule approval.

### ***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.

### ***SOCIAL SECURITY PRIVACY POLICY***

It is our policy to limit access to social security numbers to those persons who use the information in the normal course of their employment and to activities permitted or required by federal law. These uses include financial transactions associated with student billing, financial aid, work study, and IRS reporting. All other activities associated with the student's registration, grade reports, etc. will be identified through the use of the student I.D. number. This will limit the use of Social Security Numbers.

### ***DIRECTORY INFORMATION***

Bay Mills Community College considers the following items as Directory Information: student name, curricula and major field of study, participation in officially recognized activities, dates of attendance, degrees, certificates and awards received, and previous schools attended. BMCC may disclose any of these items without the student's prior written consent. If a student doesn't want the college to release any of the above information, they must inform the Student Services office in writing by the tenth calendar day following the start of classes each semester.

### ***GUEST STUDENTS***

Students enrolled at another institution and planning to continue at that institution may be admitted to BMCC as guest students. Students assume full responsibility for checking to determine that the courses taken at BMCC will transfer to the program of study being pursued at their home institution.

### ***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.

### ***DUAL ENROLLED STUDENT POLICY***

Bay Mills Community College is an established and accredited community college that qualifies to participate in the State of Michigan's Postsecondary Enrollment Option Act by offering dual enrollment to qualified pupils that are eligible to enroll in postsecondary institutions.

This program is offered during the Fall and Spring semesters. BMCC accepts only students in the second semester of their Freshman year with a cumulative GPA of at least a 3.0 and only if they have been determined eligible by their school district and have met the requirements set forth in the PSEOA. Students will be restricted to a maximum of two courses per semester or not more than 8 credits. It is the responsibility of the school district to ensure the student meets the eligibility criteria including academic readiness, course eligibility and limitations under the PSEOA's section 388.514. To read more about *DUAL ENROLLED STUDENT POLICY* visit [www.bmcc.edu](http://www.bmcc.edu).

### ***TRANSFER CREDIT(S)***

Bay Mills Community College will accept transfer credits from other accredited institutions within the following guidelines:

- An evaluation will only be conducted from an official transcript. An official transcript bears the appropriate signatures and seals and is mailed directly from the issuing institution to BMCC.
- Courses completed with a "C" grade (2.0) or higher will be accepted with the exception of certain English and Computer courses. These are addressed in the following two sections.
- English Composition courses that are more than three years old will be accepted only upon the student's successful completion of a departmental exam. Students who have attained a bachelor's degree are exempt from the departmental exam.
- Computer Science courses that are more than five years old will be accepted only with the student's successful completion of a departmental exam.
- Mathematics courses taken by students transferring in or returning to BMCC will be accepted and correlated to a BMCC course according to content by the Office of the Registrar. Students with mathematics credit who wish to pursue further mathematics courses at BMCC may do so if their pre-requisite courses are not more than three years old. If the student's mathematics pre-requisite courses are more than three years old, the student must take the departmental exam or the BMCC mathematics placement exam to determine eligibility for prospective mathematics course enrollment. Students with mathematics credit three years or older are recommended to meet with the Department Chair for Mathematics for advisement.
- Courses which are not equivalent to BMCC courses but are in a discipline may be accepted as elective credits.
- Credits, not grades, are transferred for "C" or better courses. Grades from transfer courses are not included when calculating the BMCC cumulative grade point average.
- Transfer credits will be shown on the student's academic record and will be counted when determining satisfactory academic progress for federal financial aid.
- Transfer of credit toward any certificate or degree program will be limited to 40 percent of the total number of credit hours for that program.

## ACADEMIC POLICIES

### **ACADEMIC YEAR**

The regular academic year is divided into two 15-week sessions of instruction per year: the fall semester and the spring semester plus a summer semester, 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 is 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 request from the student or from our transcript vendor Parchment. 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 Admissions Office by the tenth calendar day following the start of classes each semester.

### ***ACADEMIC CODE OF CONDUCT***

Students are expected to adhere to traditional Native American values such as honesty, truth and respect while attending BMCC. To do otherwise diminishes the value and integrity of your education and degree from BMCC. To protect the worth of your academic achievements, we expect you to avoid cheating, plagiarism and other forms of academic dishonesty, which include but are not limited to the following:

- Cheating is the unauthorized copying or sharing of information by any party, by any means; such as verbal, electronic, written, and unwritten.
- Plagiarism is unacknowledged use of the ideas, words, and images (print or computer media) of others that are not public knowledge whether or not the intent is to present it as one's own.
- Academic dishonesty is defined as any acts designed to circumvent the honest and moral completion of an individual's assignment or test and might include unauthorized use of notes, textbooks, and computer media during an exam, or threatening or coercing an instructor.

### ***ACADEMIC DISCIPLINARY SANCTIONS***

- The faculty member who feels a student has engaged in academic dishonesty will determine the sanction, which may include issuing a failing grade for the entire course.
- A form will be given to the student explaining the reason for the sanction.
- If a student has discussed the action with the instructor and feels the sanction is unwarranted, he/she may appeal to the Disciplinary Sanction Board.
- Serious offenses may be referred to administration, which may take independent action including suspension, removal from college or referral to law enforcement.

### ***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 animal 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:

<b><u>Grade Significance</u></b>		<b><u>Grade Points</u></b>
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	Failure	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. Grades of incomplete will only be given when the student has completed seventy percent (70%) of the course requirements with a passing grade, and when in the opinion of the instructor, the student has a valid excuse for not completing on time and there is reasonable probability the work can be completed in the extension time. If the student does not complete the course requirements by the end of the extension granted (no later than five weeks after the semester ends), the grade earned up to that date will be recorded. An 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 official grade transcript.
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 included in the grade point average calculation.

**CR (Credit)** The grade of “CR” is recorded for departmental exams. Credit earned counts toward the total amount 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.

**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, 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.

Courses with A, A-, B+, B, or B- grades may NOT be repeated, courses with a C grade may not be repeated without written permission from the Department of Academics. A course cannot be repeated after receiving credit in a course for which the repeat course is a prerequisite.

### ***ATTENDANCE POLICY***

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, 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.

### ***DEPARTMENTAL EXAMINATIONS***

Regularly enrolled students may, in some subject areas, be able to earn credit for a course offered by the college through successful completion of a Departmental Examination. Students who believe they have mastered a course through life experience, or past training may, at the discretion of the Department Chair, take the departmental examination, if one has been developed, in that subject area. A fee of \$50.00 per exam must be paid prior to the examination. The exam will be arranged by the Department Chair when the student presents the payment receipt for the exam.

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 will 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.

### ***SPECIAL PROJECTS FOR CREDIT***

Special projects may be assigned in the student's program of study. The program advisor will work with the student to develop a project that is of value to the student's educational or occupational goals. Special projects in any program are not necessarily the same from year to year since they are intended to meet changing conditions and demands. Program advisors, in consultation with the Vice President of Academic Affairs, determine the content and number of credits awarded for each project. Special projects for credit may be repeated. Students may not count more than six credits of special project courses towards fulfillment of the requirements of any associate degree.

### ***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 be completed through the Student Services 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.

### **CREDIT LOAD**

To be considered full-time, a student must carry at least twelve (12) credits; anything less is considered part-time. One credit or one semester hour are equal to 15 contact hours of instruction. Students who wish to take more than eighteen (18) credits are required to receive permission from their academic advisor and the Vice President for Academic Affairs and to maintain a minimum grade point average of 2.7.

### **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.

### **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 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 p. 37)
- b. set a hearing date
- c. notify the student of the hearing date and 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, subject to permission of the student. Those students are recognized as Honors List Students.

### ***ACADEMIC ACHIEVEMENT LIST***

Each semester part-time students who have accrued 12, 24, 36, 48, and 60 credit hours 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.

## **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.

## **COMMENCEMENT**

Commencement is held annually for degree, certificate, and diploma candidates. Students completing graduation requirements at any time during the year may participate in the annual Spring Commencement exercises. Students who will earn degrees, certificates or diplomas must apply for graduation by the announced deadline. Please check with student services staff for the date.

## **MICHIGAN TRANSFER AGREEMENT**

Bay Mills Community College is a signatory to the Michigan Transfer Agreement. This agreement is designed to facilitate transfer from community colleges to baccalaureate colleges and universities in Michigan. The agreement provides for transferability of up to 30 semester credits to meet many (in some cases all) of the General Education Requirements at participating Michigan four-year colleges and universities.

To fulfill the Michigan Transfer Agreement, students must successfully complete at least 30 credits, with at least a 2.0 in each course. These credits, which will be certified by a Michigan community college, should be met according to the following distribution:

- 1 course in English Composition
- A second course in English Composition or 1 course in Communication
- 1 course in Mathematics
  - Course options include: College Algebra, Analytic Trigonometry and Statistical Methods
- 2 courses in Social Sciences
  - Courses must be taken in more than one academic discipline
  - Course options may include but are not limited to the following: Economics, Corrections, Education, Geography, History, Native American Studies, Psychology, Political Science and Sociology

- 2 courses in Humanities and Fine Arts
  - Courses must be taken in more than one academic discipline and may not include studio and performance courses
  - Course options may include but are not limited to the following: Art, Ojibwe Language, History, Literature, Music and Native American Studies
- 2 courses in Natural Sciences
  - Courses must be taken in more than one academic discipline and include at least one laboratory experience
  - Course options may include but are not limited to the following: Biology, Chemistry, Natural Science and Physics

Students are encouraged to meet with their academic advisors to select the appropriate courses that fulfill the Michigan Transfer Agreement requirements.

***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.

## ONLINE COURSES

Online courses provide the convenience of instruction that allows students to study from their own location and on their own schedule. Students may complete individual online courses or complete Associate of Arts degrees in either Early Childhood Education or Business Administration. Course work may include weekly online discussions, readings, and individual or group assignments. As in face-to-face courses, instructors require students to demonstrate mastery of subject area through exams, course projects, and research papers.

Registration, financial aid, textbook ordering, and advisement are completed online. There is a student services advocate who acts as liaison between students and faculty when needed. To learn more about online courses visit [www.bmcc.edu](http://www.bmcc.edu).

## 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 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 just cause for taking disciplinary action, such as removal of networking privileges, and/or legal action to retrieve any BMCC information technology (IT) property.

If you have 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 for any ID 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 AID

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. 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.

### **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.

### **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 FSA ID (user name and password) 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 you may even 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 6 semesters (3 years) at BMCC, you would be limited to 6 semesters (3 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.nslds.ed.gov](http://www.nslds.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 or Federal Supplemental Opportunity 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 that 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 on SAP warning are eligible for financial aid; however, if they fail to raise their GPA to the minimum 2.00 level after the semester they received the warning, they 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 federal 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.

### **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 ID 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 one hundred (100) credits, which is enough to secure any Associate Degree at BMCC. At a minimum, fifty (50) credits of the total of 100 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 one hundred (100) credits allowed under the BOR Tuition Award program.

Any student currently earning below a 2.0 cumulative Grade Point Average at the end of the 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 requirement.

\* Early Childhood Education (EC designated) courses are not subject to the 50% on campus rule as stated above in part 3. Please contact the Department of Academics to obtain a list of the current EC courses qualified for waived tuition costs.

### **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.

### **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.

# 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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Fees per credit hour	\$10.00
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Technology fee	\$20.00
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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 for classes if 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.

## **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 [www.bmcc.edu](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 of June 30, 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 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 may inactivate your online MOODLE account and prevent you from accessing online classes and companion class materials online. In addition, if you are on hold, you will not be permitted to enroll early in your 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 (see delinquent accounts, next page). 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 after ten business days. 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 [www.bmcc.edu](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 ensure timely processing. Payments should be mailed to: Bay Mills Community College, Attn: Cashier, 12214 West Lakeshore Drive, Brimley, MI 49715.

### ***REFUND CHECKS***

If a student pays for a class and it is dropped or canceled for a full refund of tuition and fees, the student must contact the Accounting Office to receive a refund. Students who pay with cash, check, or money order are issued a BMCC refund check that is mailed to the student's address on file. Students who pay online using their credit card will receive a refund to the credit card that was used to make the payment. The student must have the credit card number and expiration date when contacting the Accounting Office because BMCC's system does not store credit card information.

### ***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 your pre-arranged 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 order the correct textbooks from a reliable source and to ensure that the textbooks arrive in time to start their classes. Please visit the Bookstore page on our website at [www.bmcc.edu](http://www.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 succeed 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 offers 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 are not limited to:

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

All students are welcome 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 Americans 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 (SSS) 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 BMCC, and successfully transfer to a 4-year institution.

Services available to TRIO-SSS participants are

- One-on-one advising
- FAFSA assistance
- Disability services and referrals
- Professional and peer tutoring
- Peer mentoring
- Transfer & university application assistance
- University tours & cultural experiences
- Financial aid literacy
- Grant aid per semester
- Scholarship resources
- Workshops & talking circles
- Career and learning style assessment
- Career development & job shadowing
- Leadership opportunities & activities
- TRIO lab with study aids, computers, printers, and supplies

To be eligible to participate in the TRIO – SSS Program, BMCC 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 – SSS 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

## ***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 support.

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

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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 needing assistance with scheduling an informal dispute meeting can request assistance from the Dean of Student Services to identify faculty assistance for either the faculty/staff or student dispute meetings and a location and time.

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 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.

Students should fill out the forms provided by the Vice President of Academics or the Dean of Student 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 a hearing. 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 either party.
- 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 and the student hasn't been banned by the President
- 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 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.

The BMCC Student Council constitution, bylaws, and rules of election are available at the BMCC webpage at [www.bmcc.edu](http://www.bmcc.edu) and are posted around campus prior to the election at the start of fall semester.

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 with or use the college name for any event which has not been approved or involves the consumption or purchase of alcoholic beverages.

## COMMUNITY SERVICES

### ***BMCC LIBRARY***

The college library is a major academic resource for students at BMCC. Its facilities stimulate intellectual curiosity, promote research, and provide an atmosphere of learning. The library staff is available to provide assistance to students and other patrons using the library.

The book collection is arranged according to the Library of Congress system in open stacks. The reference collection contains dictionaries, encyclopedias, handbooks, bibliographies, manuals, almanacs, atlases, and other volumes that can be used for rapid information retrieval. A special part of the library is devoted to a collection of over 900 books dealing with Native American topics, many of which were authored by Native American scholars. In addition, the library collection features audio and video cassettes on Native American history and culture, language, law, literature, mythology, and handicrafts to support and enrich the Native American studies curriculum at BMCC.

The library also maintains interlibrary loan agreements with nearby public and academic libraries. An arrangement with the Upper Peninsula Region of Library Cooperation-Automated Library System allows the patron to have access to over 1,500,000 books by utilizing an online system linking many of the libraries of the Upper Peninsula. Books and other research materials are readily available to BMCC library patrons by means of the interlibrary loan.

### ***HIGH SCHOOL COMPLETION AND GED PROGRAM***

Consolidated Community School Services (CCSS) offers Bay Mills Community College students who are not high school graduates an opportunity to earn a high school diploma through dual-enrollment. CCSS also provides GED test preparation on-campus. Acceptance into these programs is based on age and expected high school completion date.

### ***CONTINUING EDUCATION SERVICES***

Continuing education provides life-long learning opportunities within the college's service area. Offerings cover a variety of subjects designed to reflect the needs of the community, including professional development, academic credit and non-credit enrichment choices. Continuing Education Services also offers conferences, teleconferences, and seminars in cooperation with other tribal, regional or national organizations to meet the needs of our community.