

Student Handbook

2025-2026

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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). 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.

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 Anishinabek culture and language.

MISSION AND OBJECTIVES

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 Anishinaabe people's language, culture and way of life while promoting and emphasizing life-long learning for all students.

STUDENT SUCCESS

While student success is ultimately determined by the achievement of a student's individual current and future academic, personal, and professional goals, we define "Student success" as the attainment of one or more success markers in the following areas in a given semester: academic achievement, persistence, attainment of learning outcomes, acquisition of skills and competencies, Native American cultural knowledge and awareness, physical and mental wellness, and career preparation.

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 environments 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
12214 W. Lakeshore Drive, Brimley, MI 49715,
(906) 248-8430, hpowless@bmcc.edu.

The BMCC Sexual Misconduct policy can be downloaded at 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.

BMCC CLOSURE AND DELAY NOTIFICATIONS

BMCC follows Brimley Area Schools' lead for weather-related delays and closures. If they're closed due to weather, we are, too.

- Two-hour delay: BMCC opens at 8:00 am Monday - Friday. If school is delayed 2 hours BMCC will open two hours later than the original 8:00 am start time, pushing the opening time to 10:00 am.

Stay in the Know! If we do close or delay opening, updates can be found at:

- BMCC Website bmcc.edu & Facebook
- Local News Stations
 - 9&10 News – Students can sign up for their text alerts
 - 7&4 News
 - WZMQ 19 News
 - Local radio stations

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 and is free to all students, staff, and visitors. Handicapped parking is available in designated areas.

ENROLLMENT INFORMATION

ADMISSIONS

See current academic catalog for more information.

REGISTRATION

See current academic catalog for more information.

ORIENTATION

All new and transfer students are encouraged to participate in orientation activities. Orientation is held each semester as part of the registration process. The session features orientation to the college and an opportunity to meet other students, faculty, and staff. Orientation will be held either online or on campus depending on the number students enrolled.

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.

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. If there is reason to believe

records are not valid, the admissions office will contact the issuing institution directly to verify the authenticity of the transcript. Documentation of this verification will be maintained in the student's file.

DUAL ENROLLED STUDENT POLICY

See current academic catalog for more information.

TRANSFER CREDIT(S)

Bay Mills Community College will accept transfer credits from other regionally 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 can be mailed directly from the issuing institution to BMCC or sent as an etranscript through Parchment.com.
- Students must submit a request to the Registrar's office for transcripts to be evaluated. Students are advised to submit transcripts for evaluation at least one week prior to course registration.
- Courses completed with a "C" grade (2.0) or higher will be accepted with the exception of certain English, mathematics, and computer courses. These are addressed in the following sections.
- 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 and English courses taken by students transferring in or returning to BMCC will be accepted and correlated to a BMCC course according to content by the Registrar. Students who have attained a bachelor's degree may be exempt from the departmental exam requirement.
- Courses which are not equivalent to BMCC courses, but are in a comparable discipline, may be accepted as elective credits.
- Transfer of courses at the 300-400 level must be approved by the respective Department Chair.
- Courses similar in title to those offered by BMCC at the 300-400 level shall not receive specific course credit if taken at the 100-200 level at another institution. However, general course credit may be awarded.
- 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 (GPA).
- 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 certificate programs will be limited to 15 credits, associate degree programs will be limited to 30 credits, and bachelor's degree programs will be limited to 60 credits. Certificate of completion programs are not eligible for transfer of credit.

ACADEMIC POLICIES

ACADEMIC YEAR

Bay Mills Community College operates on a semester system. The fall semester begins the last week of August or the first week of September and is completed in December. The spring semester begins in January and ends in May. BMCC offers a limited summer schedule which may include accelerated courses; summer courses are offered from May to August. A schedule listing hours, room numbers, and courses is published prior to each semester. An academic calendar is published annually and is available at www.BMCC.edu.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (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.

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 through our partnership with Parchment.com. Electronic, as well as mailed printed transcripts are available with a valid written request from the student. Information is available on our website, www.bmcc.edu. A fee of \$10.00 is charged for each transcript issued.

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.

Directory Information: BMCC 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.

BMCC 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.

ACADEMIC STANDARDS POLICY

BMCC students are expected to make satisfactory progress towards their degree. Students who do not make satisfactory academic progress toward their degree will receive an academic

warning notice after final grades are released. This is a strong warning to students that their scholastic performance is less than that expected by the College. Failure to improve academically after receiving an academic warning notice can result in academic probation or dismissal from the College (see policy below).

Academic Warning

BMCC will issue a warning to a student whose grade point average falls below the required 2.00 minimum for any semester or when their cumulative GPA falls below the required 2.00 minimum or whose completion rate is less than 67 percent. An Academic Registration Hold will be placed on the student's account and they will be required to meet with student services to complete a student success plan before they will be permitted to register for further courses.

Academic Probation

If, while on academic warning, a student's GPA the following semester is still below the required 2.0 or whose completion rate continues to be less than 67 percent, the student will be placed on academic probation. Once placed on academic probation a student must earn a semester GPA of at least 2.00 the next semester. Failure to do so will result in Final Academic Probation.

Final Academic Probation

BMCC students will be placed on final probation following a semester of academic probation if their cumulative GPA has not reached the required 2.00 minimum but their GPA for the semester is at least a 2.00. Once placed on final probation a student must earn a semester GPA of a minimum 2.00 the next semester. Failure to do so will result in temporary academic dismissal.

Academic Suspension

Academic dismissal will occur when a student does not earn at least a 2.00 semester grade point average while on final probation. Students who fail to meet the required final semester GPA will be academically suspended from the College and are not permitted to re-enroll for one full fifteen- week semester. After the one semester suspension, the student may return to BMCC. Any questions regarding the academic standards policy should be directed to student services.

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:

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

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 GPA calculation. Grades issued in the Pass/Fail system may include only the following: “P” for passing or “Z” for fail.

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.

All courses, except English and mathematics courses, completed with an A, A-, B+, B, or B-grade may NOT be repeated. English and mathematics courses may be repeated if competency testing indicates need and the respective Department Chair has provided written approval. All courses completed with a C grade may be repeated with written permission from the respective Department Chair or the Vice President of Academics.

ATTENDANCE POLICY

Attendance and class participation are part of developing a thorough understanding of the material covered in this course. Grades of incomplete will only be given under exceptional circumstances. ON CAMPUS students are expected to attend scheduled class times, ON-LINE students must log on and complete weekly assignments to demonstrate attendance in online classes. During the first week of classes, each instructor provides in writing the attendance requirements for that class. Each instructor keeps an accurate attendance record of the students enrolled in the class and reports 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.

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. Departmental examinations must be completed during the first two weeks of a semester.

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.

DROP/WITHDRAWAL POLICY

Drop

Students who officially drop from courses by the official drop period of the semester qualify for a tuition/fee refund of 100%. No refunds will be granted after the last official drop date. To drop a course, you will need to log in to Student Records. This option is only available during the ten (10) day drop period. After the drop period, you will need to officially withdraw. The Last Day to Drop dates can be found on the BMCC Academic Calendar.

Withdrawal

A student finding it necessary to withdraw from courses, after the drop deadline, must complete the new Withdrawal Request Form available for online and on-campus students. When submitted, this form generates an email which is sent to the student's instructor, advisor, and the Registrar. Students can find this form by visiting www.BMCC.edu, click on Student Records, log in, then click on the Student Records tab, then click on Withdrawal Request Form in Course Tools. Non-attendance does not constitute withdrawal. Failure to properly withdraw from your course(s) will result in failing grades for those course(s). Students officially withdrawing from a course after the first ten days of the semester will have their permanent record marked with a "W" for withdrawal. The Last Day to Withdraw dates can be found on the BMCC Academic Calendar.

Administrative Withdrawal

Students who stop attending their course(s) and are absent for two consecutive weeks are

classified as Missing in Action (MIA) and are subject to an administrative withdrawal. The college will attempt to contact the student and encourage them to attend their courses or withdraw. After three weeks of absences the student will be administratively withdrawn. The student will receive official notice of the administrative withdrawal. The withdrawal is recorded with the student's last attendance date, and an "AW" will be recorded on their official transcripts. Please see the Administrative Withdrawal Policy at www.bmcc.edu for more information.

NOTE: Withdrawal from college, after receiving federal financial aid funding, will result in the student financial aid being recalculated and the student may have to return any unearned aid.

CLASSIFICATION OF STUDENTS:

Students who have earned twenty-nine (29) or fewer college level credits are classified as freshmen. Those who have earned thirty (30) to fifty-nine (59) college level credits are classified as sophomores. Those who have earned sixty (60) to eighty-nine (89) college level credits are classified as juniors. Students who have earned ninety (90) or more college level credits are classified as seniors.

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 available to the student via student's records.

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 Vice President of Student Affairs. 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 Vice President of Student Affairs.

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. 38)
- 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 and ACADEMIC ACHIEVEMENT 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 recognized as Honors List Students. Students who have completed less than 12 credit hours with a grade point average of 3.5 or higher are recognized by being placed on the Academic Achievement List. published by the college. Any students who wish to not have their name published should send a written request to the Student Success Center.

DEGREE REQUIREMENTS

The BMCC Catalog is updated annually. Because the curriculum requirements for degree programs, minors, and certificates may change from one catalog year to the next, students should consult with their academic advisor for guidance in regard to their individual degree plan, as well as refer to the following guidelines:

- Students maintaining continuous enrollment at BMCC may expect to graduate under the requirements published in the catalog in effect at the time of their enrollment as long as they complete within five years of program enrollment.
- Students who do not complete their degree within five years will be moved to the most current catalog in effect. The department chair may choose to grant an extension by submitting a written request to the Registrar's office. This request must include any substitutions and an extension deadline, not to exceed one year.
- Students who change majors, minors, or certificates will follow the program requirements in effect at the time of the change.
- Students may choose to follow the most current program after consulting their advisor and submitting a written request to the registrar's office.

- Students who have been absent from the college for two consecutive semesters will follow the program requirements of the catalog in effect at the time of readmission.

GRADUATION INFORMATION

Students may graduate from Bay Mills Community College with a Bachelor's Degree, 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. A separate application must be filed for each degree sought.

Students are expected to make academic progress during their course of study. Students pursuing an associate degree, bachelor's degree, or certificate must complete all courses required in their program and have a 2.00 cumulative GPA to graduate. Students pursuing a certificate of completion must complete all courses required in their program and have a 2.0 GPA in their last semester of attendance. Regarding the inclusion of transfer credit from AP courses and other regionally accredited institutions, a maximum of 15 credits for certificate programs, 30 credits for associate degree programs, and 60 credits for bachelor's degree programs may be included in the graduation requirements. Certificate of completion programs are not eligible for transfer of credit. Courses taken at BMCC for CR (credit) grade will be included in the transfer credit totals. Students in bachelor's or associate degree programs who have filed a declaration and fail to complete all courses during the final semester may graduate with candidacy status if they have only one course to be completed. Students must complete the final course within one year of candidacy graduation.

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. A declaration form must be completed by the advisor and submitted to the registrar by the third week of the Spring semester. The registrar must review and approve that all graduation requirements have been met. Students completing graduation requirements at any time during the year may participate in the annual Spring Commencement exercises. Students will receive an invitation for the commencement ceremony with further details sent to their student email in March.

****Participation in a commencement ceremony is not equivalent to graduation. Since the ceremony may occur before final grades are submitted, it is not possible to determine if all degree requirements have been met at that time. Graduation becomes official after all grades are received and the degree notation is placed on the academic record.**

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. See current academic catalog for more information.

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 a degree program completely online. As in face-to-face courses, instructors require students to demonstrate mastery of subject area through exams, course projects, and research papers. Online classes are conducted using the online learning platform Moodle. You can log into Moodle by clicking [here](#) or by navigating to www.BMCC.edu website and clicking on the [Moodle Courses](#) icon. Course work may include weekly online discussions, video and text chat, readings, and individual or group assignments. The asynchronous format does not mean,

however, that frequent and consistent access to the online class is not required; in fact, students are strongly encouraged to do so.

Online classes may also meet online at scheduled times for video or chat sessions; these synchronous meetings will be determined by the instructor in each course. Refer to the course syllabus for any scheduled live meeting times or specific deadlines. All online classes follow the Eastern Standard Time zone (EST) for defining the start and end of a week within the online term, as well as for scheduling any synchronous meeting times, drop and withdrawal deadline times, and assignment and exam submission times.

Most online classes are offered for 15 weeks in an asynchronous format, meaning students log into class each week at a time that is convenient for them unless otherwise directed by the instructor.

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.

STUDENT EMAIL

BMCC has designated the college-issued email account as the official method of communication with students regarding topics of academic, student service or administrative nature. During the course, classroom communication is permitted through Moodle messaging. The College may still disseminate official notices via other methods also. This policy outlines the acceptable use of email services provided by BMCC and establishes guidelines to ensure effective communication and compliance with applicable laws and the protection of user privacy and sensitive information.

Email Assignment and Maintenance

1. All students shall be assigned an official BMCC student email address in the format of the first initial of your first name, your last name, and the last 4 digits of your Student ID number followed by @student.bmcc.edu. [sstudent0004@bmcc.edu]. This email will be the official

student email, will serve as the primary means of communication for BMCC correspondence, and will be listed in internal college directories.

2. BMCC student email accounts will remain active approximately 1 year after last semester of registration. Inactive student email accounts will be reactivated once the student re-registers for courses.

3. BMCC reserves the right to access email accounts for legitimate college business, including but not limited to cybersecurity investigations and troubleshooting.

Student Email Obligations

1. Students are expected to check their email on a frequent and consistent basis to stay current with college-related communications.

2. Students bear the responsibility to read and respond to official college notices.

3. Students bear the responsibility to comply with appropriate use of email in accordance with local, state, and federal privacy laws, as well as College Student Policies and Student Code of Conduct as outlined in the Student Handbook.

4. College-provided email accounts are to be used solely for official college business and not as a substitute for personal email.

5. Students have the responsibility to recognize that certain communications may be time critical. “I didn’t check my email”, error in forwarding mail, or email returned to the college with “mailbox full” or “User Unknown” are not acceptable excuses for missing official College communications via email.

6. Students should be aware that emails passing through the email firewall are subject to scanning and filtering for security purposes. Students should exercise caution when interacting with emails flagged by the email firewall and promptly report any suspicious emails to IT support.

7. Upon admission, students will be provided information on how to access their BMCC student email. This communication will go to the personal email account provided at the time of application and is also available at <https://bmcc.edu/information-technology/index.html>.

Inappropriate use of Email Communication

1. Students should exercise discretion in email communication, avoiding policy violations, chain mail, unauthorized surveys, and inappropriate announcements.

2. Spam and phishing emails must be handled with caution, and users should not click on suspicious links or open attachments.

3. Students who engage in misuse or improper targeting of emails may be subject to disciplinary action up to expulsion from the college in accordance with the Student Code of

Conduct located in the Student Handbook.

Forwarding Email

1. Students are not permitted to auto forward their BMCC student email to a personal email address.
2. Forwarding email and subsequently losing or missing email messages does not relieve students from the obligation to respond to college-initiated messages or notices. The College is not responsible for handling email from outside vendors.
3. Privacy: Messages and notices sent via the student email system are subject to applicable privacy laws and policies, including, but not limited to the Federal Family Educational Rights and Privacy Act (FERPA). Users of the student email system should exercise caution when communicating confidential or sensitive information.

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 may result in a cancellation of those privileges including 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.

Students who engage in misuse or improper activities are be subject to disciplinary action up to expulsion from the college in accordance with the Student Code of Conduct located in the Student Handbook 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 should 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 who violate this policy are subject to disciplinary action up to expulsion from the college in accordance with the Student Code of Conduct located in the Student Handbook and/or 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.

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 must complete the Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov. Be sure to include Bay Mills Community College's school code: 030666. Before starting your FAFSA, you will need to create an FSA ID, which is a username and password used to access and electronically sign your application. Each person required to complete a section of the FAFSA is known as a contributor and must have their own FSA ID. This includes the student, and when applicable, a parent of a dependent student, a stepparent, or the student's spouse. FSA IDs cannot be shared — each contributor must create and use their own. For parents with more than one college student, the same FSA ID can be used to sign multiple applications, but each student must still have a separate FSA ID.

If you are a dependent student, you will be asked to invite your parent as a contributor during the FAFSA process by entering their email address. The contributor will then receive an email prompting them to log in, provide consent, and complete their required sections. All contributors must provide consent for their federal tax information to be securely transferred from the IRS through the FUTURE Act Direct Data Exchange (FA-DDX). If a required contributor does not provide consent, your FAFSA will be considered incomplete, and you will not be eligible for

federal financial aid.

Most tax information will transfer automatically from the IRS once consent is given, so students and parents generally do not need to gather tax forms unless additional documentation is requested. However, you may still need to provide your Social Security number, Alien Registration Number if you are not a U.S. citizen, bank account balances, records of untaxed income, and investment information if applicable.

For dependent students, parents will enter their own financial information directly; students are no longer expected to collect and enter this information on their parents' behalf. If you have questions or need assistance, BMCC's Financial Aid Office is here to help guide you through the process.

FINANCIAL AID DEADLINE

Don't delay applying for aid. Completing the Free Application for Federal Student Aid early will help you avoid missing deadlines, thereby maximizing the amount of aid for which you are eligible. The FAFSA can be filed as soon as **October 1st** of the student's senior year in high school and each subsequent year in college. Bay Mills Community College highly recommends completing your application as soon as possible so that student's meet the State of Michigan's March 1st state aid deadline. Completing your FAFSA early will ensure you have a complete financial aid file by the **June 30th** deadline. 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 1st of each year.

If you do not have a complete financial aid file before the semester begins 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 with student billing for your tuition and fees within five business days from the beginning of the semester. If you're eligible for financial aid, refund checks will be issued during the semester for 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 located on the website at www.bmcc.edu 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 the equivalent of six years (12 semesters) of Pell Grant eligibility over their lifetime. This is known as Lifetime Eligibility Used (LEU) and is tracked by the U.S. Department of Education. The lifetime limit is 600%, which represents six full-time years of funding. You can view your LEU and how much eligibility you have remaining at www.studentaid.gov or by contacting BMCC's Financial Aid Office.

Pell Grant awards are now based on enrollment intensity. Beginning with the 2024–2025 award year, your Pell Grant amount is prorated based on the percentage of a full-time course load you are enrolled in, rather than fixed categories like half-time or three-quarter time. For instance, if you're enrolled in 9 credits out of a 12-credit full-time load, your enrollment intensity is 75%, and you will receive 75% of your Scheduled Award for that term.

While students can receive more than 100% of their annual Pell award in certain cases, such as when attending summer classes, this still counts toward the same 600% lifetime cap.

Planning ahead is important. If you intend to complete an associate degree and transfer to a four-year institution, stay on track with your academic plan and complete your courses in a timely manner. Pell Grant eligibility is finite, and once you reach 600% LEU, you will no longer qualify for additional Pell funding.

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 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 regulations (34 CFR 668.16(e)) require schools to implement a Satisfactory Academic Progress (SAP) policy to ensure that students are making measurable academic progress toward the completion of an eligible academic program. This policy applies to all students enrolled at BMCC, including both Title IV and non-Title IV recipients. Students must meet the SAP standards outlined below to remain eligible for federal financial aid, institutional aid, and scholarships. Non-Title IV recipients will be subject to the same SAP standards as those receiving federal financial aid.

SAP Evaluation

The Financial Aid Office will evaluate SAP at the end of each semester to ensure students are making progress in three areas: credit hour completion, GPA, and maximum timeframe.

Credit Hour Completion

Students must successfully complete at least 67% of all attempted credit hours on a cumulative basis. Failure to meet this requirement will result in the student being placed on SAP warning for the next semester. If the deficiency is not corrected by the end of the SAP warning period, financial aid will be suspended. Students on SAP warning will be notified in writing and provided with details on how to correct the deficiency.

Grade Point Average (GPA)

Undergraduate students must maintain a minimum cumulative GPA of 2.0, as outlined in the BMCC Student Handbook. Students with a GPA below 2.0 will be placed on academic warning and SAP warning. If the GPA is not raised to the required 2.0 by the end of the warning period, financial aid will be suspended. Transfer credits will not be considered in the cumulative BMCC GPA calculation but will count toward attempted and earned credits.

MAXIMUM TIMEFRAME

Federal financial aid is limited to 150% of the credit hours required for a student's program of study. For example, for a program requiring 66 credit hours, students can receive financial aid for up to 99 attempted credit hours. All attempted credit hours, including those from prior enrollments or other institutions, count toward this limit.

Attempted hours include all credit hours a student enrolls in, whether completed or not. This

includes:

- Courses in which a student receives a non-passing grade (F)
- Incomplete grades (I)
- Withdrawals (W)
- Repeated courses (counted once as earned but all attempts count as attempted)
- Remedial courses (count toward attempted and earned hours)

SAP WARNING REVIEW

At the end of each semester, the Financial Aid Office will review the academic progress of students on SAP warning. If the student is meeting SAP standards by the end of the warning period, they will be removed from SAP warning. If not, they will be placed on SAP suspension and lose eligibility for financial aid.

RIGHT TO APPEAL FINANCIAL AID SUSPENSION

Students who are placed on SAP suspension due to extenuating circumstances may appeal their suspension. Appeals must be submitted in writing to the Financial Aid Director. The appeal must include an explanation of the circumstances that affected the student's academic performance, and how the situation has been resolved or improved.

Mitigating Circumstances for Appeal

The following circumstances may be considered when evaluating an appeal:

- Medical or mental health issues
- Death in the immediate family
- Military call to active duty
- Family/relationship issues, including abusive relationships
- Disability issues that were not previously diagnosed or documented
- Natural disasters
- Job loss or significant changes in employment
- Successful completion of a recent semester at another institution with at least a 2.5 GPA and 100% completion rate
- Other extenuating circumstances not listed but deemed acceptable by the Financial Aid Office.

Non-Acceptable Reasons for Appeal

The following reasons will not be considered valid for appeal:

- Lack of financial resources
- Conflicts with employment schedules
- Change in marital status
- Childcare issues
- Transportation issues
- Lack of knowledge of college policies or SAP requirements
- Failure to correctly process web registration activity
- Dissatisfaction with course instructors and/or materials
- Failure to follow course prerequisites or placement results

Supporting Documentation

Appeals must be supported with documentation specific to the mitigating circumstance. The Financial Aid Office provides a list of required documentation for each type of circumstance. Appeals without appropriate documentation will not be considered.

Removal from Suspension

Students who are on SAP suspension and have successfully met SAP standards without financial aid will have their aid reinstated for future semesters. The Financial Aid Office will review their progress each semester to determine eligibility for reinstatement.

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 (BOR) Award WAIVES TUITION costs for all students admitted to BMCC who meet the following guidelines:

1. Must be a **TRIBAL MEMBER** of a U.S. Federally Recognized Tribe and submit a copy of your tribal I.D. or verification of tribal membership from your Tribal Enrollment Clerk.
2. Must maintain a minimum **2.0 GRADE POINT AVERAGE**.
3. Students must display **GOOD MORAL CHARACTER** to remain eligible (the *BMCC Student Handbook* defines acceptable student behavior).

Any student currently earning below a 2.0 cumulative GPA 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 become eligible until their cumulative GPA is brought up to the 2.0 requirement.

Students granted the BOR waiver will still be required to cover other costs, such as textbooks and fees. The BOR Tuition Award is considered a last dollar scholarship. It will only be applied to cover the remaining tuition costs after all other federal, state, local/outside, or institutional aid restricted to tuition and mandatory fees have been utilized.

Michigan Indian Tuition Waiver (MITW)

The Michigan Indian Tuition Waiver (MITW) is a program enacted by Public Act 174 of 1976 that waives the tuition costs (full-time and part-time) for eligible Native American students in

public community colleges and universities within Michigan. Students who have resided in Michigan for at least 12 months and are enrolled members of a federally recognized tribe are required to apply for the Michigan Indian Tuition Waiver. If a student is deemed ineligible for the MITW, they may qualify for the Board of Regents Tuition Waiver upon submission of an official denial letter to our office.

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 Human Resources Department. 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. Applications are available on-campus or online at www.bmcc.edu.

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 POLICY

TUITION AND FEES

The Bay Mills Community College (BMCC) Board of Regents has the authority to set tuition and fees rates (Charter of the Bay Mills Community College, Article VII, Section 9).

The 2025-2026 Tuition and Fee Schedules are established as follows:

Tuition (Full and Part-Time)

100-200 Level Courses, tuition per credit hour	\$ 95.00
300-400 Level Courses, tuition per credit hour	\$ 285.00

Student Fees (Full and Part-Time)

Registration fee per semester	\$ 30.00
Technology fee per semester	\$ 20.00
Lab fee per science course (on campus only)	\$ 20.00
Student Fees per credit hour	\$ 30.00

Other Fees

Departmental examination fee per exam	\$ 50.00
Transcript fee	\$ 10.00
Returned check fee (for non-sufficient funds)	\$ 20.00

Some programs and/or courses may have additional or special fees to support the courses. A complete list of these fees can be found on the BMCC website at bmcc.edu under Tuition and Fees. 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:

- 15 and 16-week courses, regular semester course – first ten business days
- 8-week course – first five business days
- 6-week course – first four business days
- 4-week course – first two business days
- 2-week course or less – one business day

Exceptions may be made when warranted by unusual circumstances.

In the event BMCC is unable to fully deliver the instruction for which a student has paid for, the College will provide a reasonable alternative for delivering instruction or issue a refund for the education that the student did not receive. BMCC reserves the right to switch to all online instruction if emergency situations warrant it.

BILLING STATEMENT AND DUE DATES

- A. Student billing statements are available electronically by accessing the account online through Student Records at www.bmcc.edu. No statements will be mailed unless requested.
- B. All student bills are expected to be paid in full within five business days from the beginning of the semester. If students have a complete financial aid file prior to the beginning of the semester, financial aid will be applied to the account. Any remaining balance that financial aid does not cover is the student's responsibility. If the student does not have a complete financial aid file before the semester begins, they may still apply for financial aid during the semester they are enrolled. However, students will be required to pay the full cost of their bill by the due date. If students are eligible for financial aid, refund checks will be issued during the semester for any excess aid.
- C. BMCC offers a payment plan to help pay tuition and fees over the current semester. Student outstanding balances will be divided into three equal monthly payments. The first payment is due within the five business days from the beginning of the semester. Contact the Student Billing Specialist, before the beginning of the semester, to setup a payment plan.
- D. If students fail to pay the balance in full or setup a payment plan within five business days from the beginning of the semester, their account is delinquent and will be referred to a court or an outside agency after 30 days.
- E. A business hold will be placed on the student account until the balance is paid in full. This hold will prohibit a student from early enrollment in next semester's courses.
- F. Online students who have not paid in full OR have a payment arrangement plan signed within five business days from the beginning of the semester will lose their online access immediately and may be dropped from classes after ten business days.

ALLOWING VETERANS TO ATTEND OR PARTICIPATE IN COURSES PENDING VA PAYMENT

- A. Section 103 of Public Law (PL) 115-407, 'Veterans Benefits and Transition Act of 2018,' amends Title 38 US Code 3679 by adding a new subsection (e) that requires disapproval of courses of education, beginning August 1, 2019, at any educational institution that does not have a policy in place that will allow an individual to attend or participate in a course of education, pending VA payment, providing the individual submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33.
- B. Pending Payment Compliance. In accordance with Title 38 US Code 3679(e), Bay Mills Community College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. Bay Mills Community College will not:
 - Prevent the student's enrollment.
 - Assess a late penalty fee to the student.

- Require the student to secure alternative or additional funding.
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

To qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class.
- Provide a written request to be certified.
- Provide additional information needed to properly certify the enrollment.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about VA educational benefits is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

PAYMENT OPTIONS

The following payment options are available to students:

Paying Online

1. Students may make a credit card payment directly on their student account by using BMCC's secure online payment system through Student Records at www.bmcc.edu. BMCC accepts VISA, MasterCard, and Discover.
2. Credit card payments can also be made in-person and by phone in addition to payments made online.
3. Student credit card information, especially full credit card numbers of any student, shall not be shared through email accounts or any other insecure electronic messaging systems. All staff should discourage students from sharing their credit card information through insecure email and other insecure electronic means.

Paying in Person

The Receptionist/Cashier is located in the Michael C. Parish Administration Center and is open Monday through Friday from 8:00 a.m. to 4:30 p.m. Students may pay 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 insufficient fund accounts. 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

- A. If a student pays for a course and it is dropped or canceled, the student must contact the Accounting Office to receive a full refund of tuition and fees.
- B. 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.
- C. Students who pay online using their credit card will receive a refund to the credit card that was used to make the payment.

FINANCIAL HOLDS

- A. 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.
- B. The college reserves the right to withhold transcripts, grades, diplomas, and deny subsequent registration to any student whose account has an outstanding balance.

DELINQUENT ACCOUNTS

- A. The BMCC Student Billing Specialist should be contacted immediately if the student is having trouble meeting their financial obligations. BMCC is willing to work with students to avoid taking collection action. Early communication is essential.
- B. Students can arrange a payment plan with the Student Billing Specialist. If a payment plan is made, the account is not delinquent unless the pre-arranged payments are not made. Students who miss one payment by more than five business days and do not communicate with the Student Billing Specialist will have their account deemed delinquent.
- C. Delinquent accounts that are 30 days past due will be referred to an outside agency for collection.
- D. The student is responsible for paying all charges due to the college as well as all collection agency and/or legal fees incurred to collect the delinquent account which may exceed 50% of the original amount owed.
- E. See also the BMCC 200.101 Bad Debt Write-Off Policy for Student Accounts.

BOOKSTORE

BMCC partners with eCampus to provide textbooks to our on-campus and online students; however, students may purchase their books from any source available. It is the responsibility of the student to ensure he/she has ordered correct textbooks from a reliable source and the textbooks arrive in time to start their classes. Please visit the bookstore page on our website to find the current textbook listing for on-campus and online courses.

BOOK VOUCHERS

BMCC students are responsible for paying for their books at the time of purchase unless they qualify for a financial aid charge approval for a book voucher. If a student has federal student aid on file and is pre-registered for courses, they will also automatically receive a book voucher three weeks prior to the start of the semester. This voucher will be sent to the student's BMCC email account from eCampus, our online bookstore partner. Students who register after this timeframe should contact the Financial Aid Office to request a book voucher once their registration is complete. All financial aid awards, including the Pell Grant, can be reviewed through the Student Records section of the BMCC portal.

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 place 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
- Starfish Early Alert System
- Proctoring
- Success Seminars
- Student Activities/Clubs
- Laptop & Calculator 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 Anishinaabe 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/Pow wows/Round Dance
- 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 may contact the Disability Services Office if they wish 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.

TRIO-SSS Services:

- 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 BMCC

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).

1. Informal 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. 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 Vice President of Student Affairs 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.

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 Vice President of Student Affairs.

Students should fill out the forms provided by the Vice President of Academics or the Vice President of Student Affairs. 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 Vice President of Student Affairs 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 Vice President of Student Affairs, (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.

CODE OF CONDUCT

For Students, Visitors, Volunteers, And Guests: Bay Mills Community College (BMCC) reserves the right to maintain a safe and orderly educational environment for students and college personnel. All individuals have the right to a safe campus learning environment free from interference or disruption. The purpose of this policy is to maintain a safe and orderly college campus community.

Students, visitors, volunteers, and guests are expected to conduct themselves in accordance with generally accepted standards of appropriate behavior, this policy, as well as all federal, state, and local laws. When a student, visitor, volunteer, or guest acts in a manner that disrupts the safety of our college community, appropriate action will be taken to restore and protect the safety of the college.

Some examples of behavior that may result in the removal of students, visitors, volunteers, and guests from the premises include.

- a. Misuse, damage, or theft of BMCC property.
- b. The physical or verbal disruption of instructional or student services activities; administrative activities; public service functions; authorized curricular or extra- curricular activities; the orderly operation of the campus; or, the prevention of authorized visitors from carrying out the purpose for which they are on campus.
- c. Physical, verbal, or written intimidation, harassment, or abuse of any other person.
- d. Conduct which is rude, disrespectful, obscene, lewd, indecent, or offensive, which so incites others as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the College.
- e. Participation in a physical altercation, or threatening violence, against another person.
- f. Conduct of a sexual nature including but not limited to indecent exposure, voyeurism, or loitering for the purpose of soliciting or engaging in any lewd act or conduct.
- g. Sexual assault or physical abuse including but not limited to rape, sexual assault, domestic violence, dating violence, or stalking as defined by local, state, and federal law.
- h. Any conduct that threatens the health or safety of any person, including oneself.
- i. Possession or use of weapons, explosives, incendiary devices, unlicensed dangerous chemicals or objects which may be used as weapons or to threaten bodily harm with them thereof.
- j. Failure to comply with directions of college personnel who are acting within the scope of their employment.
- k. Smoking in College buildings, in areas where prohibited, or in college vehicles.
- l. Drug and alcohol use, possession, distribution, or sale of on campus.
- m. Returning to the college community while a particular incident involving that individual is currently under review by BMCC administration or while the individual was banned from the campus.

Implementation:

- a. A student, visitor, volunteer, or guest who violates this policy may be removed from campus immediately and not allowed to return pending review of the matter by the college administration.
- b. The BMCC Administration and Faculty are authorized to immediately expel any student, visitor, volunteer, or guest who engages in conduct that is

prohibited by federal, state, or local laws or this policy by requesting that the individual leave the college property.

- c. If the student, visitor, volunteer, or guest does not leave the premises upon request by an administrator or faculty member, the responding administrator or faculty member shall then contact Bay Mills Law Enforcement.
- d. In the event any BMCC employee witnesses circumstances that he or she believes involves the threat of imminent harm to BMCC property or to any individual, that employee may contact the Bay Mills Law Enforcement.
- e. In the event an employee asks a student, visitor, volunteer, or guest to leave the BMCC campus, the individual shall prepare an incident report upon conclusion of the matter. The report should be delivered as soon as feasible to the College Administration Department.
- f. The BMCC Administrative Department will review incidents related to purported violations of this Policy to determine whether the individual is allowed to reenter the college community or whether the individual should be temporarily or permanently prohibited from entering the college property. The individual who is the subject of that review will then be informed of the decision, to the extent that his or her location can reasonably be determined.
- g. If the student, visitor, volunteer, or guest has grounds to believe that the action is unjust, they may appeal in writing to the President within 5 business days of the decision. The President may then arrange a meeting with the individual to discuss the matter and revisit the prior determination, which may be revised.

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).

HAZING

I. Hazing

Bay Mills Community College prohibits hazing in any form for any college recognized or sanctioned organization, student, or other person associated with an organization operating under the sanction of or recognized by the college. The purpose of this policy is to prevent incidents of hazing within the college community through information, education, and reporting processes.

II. Definitions

A. Hazing

The term ‘hazing’ means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that—

1. is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
2. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—
 - a. whipping, beating, striking, electronic shocking, placing of a harmful substance on someone’s body, or similar activity;
 - b. causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
 - c. causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - d. causing, coercing, or otherwise inducing another person to perform sexual acts;
 - e. any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - f. any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
 - g. any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal laws.

B. Aggravated Hazing

Aggravated hazing occurs when a person commits a violation of hazing that results in serious bodily injury or death to the minor or student; and

1. The person acts with reckless indifference to the health and safety of the minor or students; or
2. The person causes, coerces or forces the consumption of alcoholic liquid or drug by the minor or student.

C. This Policy applies to any acts of hazing occurring on or off campus.

D. Consent and Participation. The express or implied consent of the victim will not be a defense.

Apathy or acquiescence in the presence of hazing are not neutral acts; they are a violation of this policy.

E. Student organization. The term ‘student organization’, means an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

F. Advisor. An advisor to a student organization may include an administrator, employee, faculty member, teacher, alumnus, or volunteer, acting in an official/professional or unofficial capacity.

III. Responsibility for Management

The Office of Student Affairs is responsible for accepting information about, investigating, reporting, and adjudicating, as necessary, any reports or incidents of hazing. Education and training for college community members on the topic of hazing prevention is the responsibility of the college.

IV. Reporting Incidents of Hazing

If you believe you have witnessed, experienced or are aware of conduct that constitutes hazing, the college encourages you to report it to the Office of Student Affairs. College employees, faculty members, instructors/professors, alumni, and volunteers of any organization ("Mandated Reporters") are required to report knowledge or suspicion of hazing. In addition, the college encourages all members and guests of the college community to report knowledge or suspicion of hazing. Each report to the college will be investigated.

V. Applicability

This policy applies to hazing that takes place between two or more people affiliated with the college, whether it occurs on college property or off-campus. It also applies whether hazing occurs at a sanctioned or non-sanctioned event. This policy applies to the following:

- A. Students enrolled at the College and who are involved with student organizations;
- B. Minors participating in college-sponsored youth programs;
- C. Other individuals associated with an organization, including volunteers, advisors, staff/faculty, and alumni of the organization;
- D. Any organization operating under the sanction of or recognized as an Organization by the College;

VI. Sanctions

The College will hold violators of this policy fully accountable. Hazing is a serious violation of the Student Code of Conduct. Individuals who are found responsible will be subject to appropriate disciplinary action that may include employee discipline and/or student discipline.

- A. Students or student organizations found responsible for violations of this policy are subject to the Student Code of Conduct and the full range of sanctions available. Student organizations may lose college recognition.
- B. Employees of the college who are found to be in violation of this policy are subject to conduct review and potential disciplinary action.
- C. Non-employees found to be in violation of this policy may be removed from their role(s) in connection with the student organization at issue.

D. Violations of this policy are subject to referral to appropriate law enforcement agencies, for action and adjudication. Any penalties for violations of federal, and/or tribal law are determined in addition to college action.

VII. Distribution and Public Access

To ensure access to this policy, the college provides a link to this policy to each student organization recognized by the college and is included in New Student Orientation programs for students, including orientations for new students. Additionally, the College links the policy on college websites relating to students and where it likely will be seen by individuals who must obey the policy.

VIII. Anti-Hazing Training

The college is dedicated to ensuring the safety of the college community and providing hazing prevention training. New student orientation will offer at least one opportunity to complete anti-hazing training. A mandatory online anti-hazing module will be available to students and student organization advisors and volunteers. All faculty, staff, advisors, and volunteers who advise or coach a student organization and who have direct contact with students must complete mandatory anti-hazing training provided by the college.

IX. Record Retention of Incidents of Hazing

The college will collect information with respect to hazing incidents at the college beginning July 1, 2025. The college will then publish a Campus Hazing Transparency Report (CHTR) which summarizes the findings concerning any student organization (except that this shall only apply to student organizations that are established or recognized by the institution) found to be in violation of the college's standards of conduct relating to hazing. Beginning no later than August 1, 2025, the CHTR report will be made available to the public on the BMCC website and updated every January 1 and August 1. In addition, disclosure about hazing and other crimes required by the Campus Security Act will be available in the Clery Annual Security Report (ASR) and can also be viewed at the BMCC website.

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 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, Vice President of Student Affairs, 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 Vice President of Student Affairs.

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, through its varied and expanding collections, is a major academic resource for students at Bay Mills Community College. Its facilities stimulate intellectual curiosity, promote research, and provide an atmosphere of learning. The library director and assistant director, along with a part-time work study student, work 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 Bay Mills Community College.

The library also maintains interlibrary loan agreements with many Michigan public and academic libraries. An arrangement with the Upper Peninsula Region of Library Cooperation-Automated Library System and Michigan eLibrary allows the patron to have access to over 6,000,000 books and materials by utilizing an online system linking participating libraries within the State of Michigan. Books and other research materials are readily available to BMCC library patrons by means of interlibrary loan.

GED PROGRAM

Consolidated Community School Services (CCSS) offers community members who are not high school graduates GED test preparation on-campus. The GED test is a four-subject high school equivalency test that measures skills required by high schools and requested by colleges and employers. The four subjects are Science, Social Studies, Mathematical Reasoning, and Reasoning through Language Arts. Acceptance into these programs is based on age and expected high school completion date. Please visit the CCSS website at ccss.eupschools.org for more information.

MUKWA HEALTH AND FITNESS CENTER

BMCC's health and fitness center is located at 12400 W Spectacle Lake Rd in Brimley, Michigan. Currently enrolled BMCC students are eligible for a membership fee of \$30.00 per semester (fall/spring/summer). Individuals interested in membership can stop by the fitness center and fill out a new member packet with a staff member or download the membership packet and bring it into the fitness center. Members have 24/7 access to the facility. Amenities for current members include access to showers, fitness center equipment/floor, and group exercise classes. Other services provided include Manipulations, Tanita Scale, Community Bike Share Program, Snowshoe and Cross Country Ski Share Program.

WAISHKEY BAY FARM

Bay Mills Community College's Waishkey Bay Farm includes 280 acres being developed as an extension, teaching, research, and incubator facility focusing on sustainable agriculture and strengthening the local food system in ways that are consistent with traditional Anishinaabek values. Current operations include season extension crops with two hoop houses and a greenhouse, a community garden, pasture-based chicken production, an apiary, a small apple orchard, industrial hemp variety trials, cultivated blueberries, and grass-based beef production. Waishkey Bay Farm has been verified through the Michigan Agricultural Environmental Assurance Program (MAEAP) since 2013. The farm is located at 10135 W Mills Road in Brimley, Michigan.