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# **INTRODUCTION**

This Student Handbook provides a compilation of rights and responsibilities relating to student behavior as well as general information about the college and its operations.

## **STUDENT RESPONSIBILITY**

As a student and a member of this educational community, it is your responsibility to become familiar with and abide by the regulations contained herein. These regulations are intended to support and further the educational mission of Bay Mills Community College (BMCC). 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, the chartered governing body of Bay Mills Community College, has the final authority and responsibility 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.

# **GENERAL INFORMATION**

## **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 over seven hundred students annually through on campus, off campus, and virtual college programming. BMCC is Michigan's first accredited Tribal College ([www.higherlearningcommission.org](http://www.higherlearningcommission.org)), located on a reservation and was designated as a Land Grant Institution by the Equity in Educational Land Grant Status Act of 1994. 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 on-line instruction throughout North America.

## MISSION AND OBJECTIVES

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

In carrying out our 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:

- 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 a qualified, dedicated student-centered staff and faculty.
- To help students attain the necessary skills and self-esteem that will facilitate 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 will work to ensure the viability and sustainability of the language, culture and way of life of the Anishnabe people while promoting and emphasizing life-long learning for all students.

# ACADEMIC POLICIES

## ACADEMIC PROBATION AND SUSPENSION POLICY

Students in college are expected to assume responsibility for their own work and maintain a satisfactory level of academic progress. The following policy is in effect:

1. A first semester freshman will be placed on probation if he/she achieves a grade point average less than 1.6 at the end of the semester; he/she may be suspended if his/her grade point average is less than 1.0 at the end of the semester.
2. A second semester freshman will be placed on academic probation if his/her cumulative grade point average at the end of the second semester is less than 1.75; he/she may be suspended if his/her grade point average is less than 1.25 for the semester.
3. A third semester student will be placed on academic probation if his/her cumulative grade point average at the end of the semester is less than 1.8; he/she may be suspended if his/her grade average is less than 1.5 for the semester.
4. A fourth semester student will be placed on academic probation if his/her cumulative grade point average is less than 2.0; he/she may be suspended if his/her grade point average is less than 1.75 for the semester.
5. A student in his/her fifth semester (or more) may be suspended if his/her grade point average is less than 2.0.

Students who are on probation should:

- Consider reducing study loads
- Avoid extensive participation in extracurricular activities and outside employment responsibilities.
- Reappraise study schedules and habits.
- Confer regularly with their advisors, counselors, and instructors.
- Confer regularly with student services and make full use of the support services indentified.
- Seek tutorial assistance.

## ACADEMIC YEAR

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

## ACCESS TO RECORDS

### **Family Educational Rights and Privacy Act (FERPA)**

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

**Student Records:** Any student has the right to inspect and review educational records, files, and data directly related to him/herself, including all material included in the cumulative student record after a request to review the student record has been made in writing. Access will be granted within a reasonable time, but in no case more than 45 days after the request has been made. Further release of personally identifiable records and files without written consent of the student will not be made, with the exception of those approved under the Family Educational Rights & Privacy Act of 1974.

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

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

Transcripts of all previous work, both high school and college, must be on file in the Office of Student Services 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 ask a student to withdraw from the college, secure a GED or deny credit for current or prior college classes.

**Directory Information:** A student's directory information may be published or released unless a student informs the Office of Student Services in writing before the first day of classes for the semester that any or all items should not be released without the prior consent of the student. The request to withhold directory information is valid for the current academic year. Directory information is defined to include student's name, address, telephone listings, and major field of study, graduation status, honors, photos, and awards.

## ADMISSIONS

Bay Mills Community College has a liberal admissions policy. In general, all high school graduates are admitted and non-graduate adults who have passed the General Education Development (GED) test. Those students not possessing a diploma or GED may be admitted as long as they sign up for and complete the GED by the end of their first academic year or they are evaluated by the Office of Student Services and are determined to have the ability to benefit from the program, to which they seek admission.

The college reserves the right to deny admission to any applicant who does not meet entrance requirements. Applicants should review the admissions information and specific requirements found in the college catalog to make sure they supply all the necessary information and assure themselves the best chance for admission.

GED (General Education Development Program)

BMCC shall not accept any applicant for enrollment who hasn't graduated from high school, unless the applicant's class has graduated and the applicant has passed the GED, or a determination has been made by the Office of Student Services that the applicant has the ability to benefit from the education.

**The applicant's class is defined as the class in which the student did or should have entered the 9<sup>th</sup> grade of high school.**

BMCC serves as a national test center for the GED program. High school non-graduates can take the General Education Development Test by making arrangements at the Library. The GED Test is administered to individuals as a measure of high school equivalency. This test can only be administered after the high school class in which the individual was a member has graduated.

## ASSESSMENT

All incoming freshman and transfer students are required to take a college placement exam to determine course level recommendations and readiness for college level courses. The exam provides the faculty advisor with the information necessary to appropriately advise the student about course selection.

BMCC may also use the Gross data from the student assessment exam to determine the effectiveness of the instruction we offer. The data doesn't identify individuals as it will be used to document the level our students come in at as compared to graduation levels.

## ORIENTATION

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

Orientation for new students begins with visits by the Recruiting and Retention Coordinator to the area high schools. Events such as College Day and conferences with the Recruiting and Retention Coordinator are all part of this orientation.

## REGISTRATION

All students must complete regular admission requirements before they will be permitted to register. Registration procedures and information are published in the local newspapers in addition to being posted on the bulletin boards in the college.

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

The Office of Student Services acts as the Registrar. It is the Office of Student Services duty to preserve the academic integrity of the institution and to establish and maintain accurate permanent academic records. The Office of Student Services is also responsible for evaluating transcripts of transfer students and for certifying that graduation requirements have been met.

## FALSIFICATION OF RECORDS

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

## ATTENDANCE

Punctuality and regular attendance are indispensable to success in any human endeavor, and class work in college is not an exception. During the first week of classes, each instructor will announce and provide in writing the attendance requirements for that class. However, as a general policy students are expected to attend at least 70% of their classes. Each instructor keeps an accurate attendance record of the students enrolled in the class and reports attendance to the Office of Student Services throughout the semester. Excessive absences incurred by veterans receiving educational benefits may be reported to the Veterans' Administration as will those of students attending college under other programs requiring attendance reporting to the sponsoring agency.

### Rules Governing Absences:

- It is the personal responsibility of students who have been absent from classes to arrange make-up work with the instructor within three days after the absence has occurred. Students should endeavor to arrange for this make-up work during the office hours of the instructor. All make-up work must be completed two weeks after the students return to class.
- A student who has experienced absences which are hampering their ability to understand course material should contact the Office of Student Services for assistance such as individual tutoring. The student should also plan on not missing any additional hours of scheduled class time.
- A student who has been absent from an announced examination except finals may be charged a \$5.00 fee by the college for a substitute test unless he/she is able to justify the absence.
- Any student who registers late for a course may have already been absent from class meetings. Such absences are to be reported by the instructor. Rules governing such absences are the same as for any absence during the school year.

## CLASSIFICATION OF STUDENTS

Students who have earned fewer than thirty-two (32) credits are classified as freshmen. Those who have earned thirty-two (32) or more credits are classified as sophomores.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College Entrance Examination Board has developed and offers a set of advanced placement examinations which cover the content of college courses. Bay Mills Community College cooperates with the advanced placement program and awards credit for advanced placement courses passed. CLEP course equivalents are entered on the transcript and students are credited with the appropriate credit hours. Since no letter grades are entered, the credits are not figured into the Grade Point Average. The CLEP examinations may be taken at any authorized test center. The student must specify that the results of the tests be sent to Bay Mills Community College (code number 1250).

## DEPARTMENTAL EXAMINATION

Regularly enrolled students may, in some subject areas, be able to earn credit for a course offered by the college by successfully completing a comprehensive examination or series of examinations. Students who believe they have mastered a course through life experience, past training, or study may, at the discretion of the Department Chairperson, instructor, and academic advisor to take the departmental examination, if one has been developed in that subject area. An examination fee of \$50.00 per exam is charged prior to the time of examination and, on the recommendation of the Department Chairperson and instructor, credit will be entered on the student's transcript. Beginning in 1995 this information is also printed on the academic transcript.

## COMPUTER LAB 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 computer software and documentation. 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. (Taken from BMCC Board of Regents Policy, adopted May 28, 1990.)

Access to computer systems and networks owned or operated by Bay Mills Community College imposes certain responsibilities and obligations and is granted subject to College policies (including those in this student handbook), and local, state, and federal laws.

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 access to knowledge and the sharing of information.

Access to the networks and to the information technology environment within BMCC is a privilege and must be treated as such. Inappropriate use will result in a cancellation of those

privileges. The administration, faculty, and staff of Bay Mills Community College may request the system administrators to deny, revoke, or suspend specific user accounts.

Bay Mills Community College characterizes as unethical and unacceptable, and just cause for taking disciplinary action, such as removal of networking privileges, and/or legal action, any activity through which an individual:

- a. 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.
- b. interferes with the intended use of the information resources.
- c. seeks to gain or gains unauthorized access to information resources.
- d. uses or knowingly allows another to use any computer, computer Network, computer system, program, or software to devise or execute any artifice or scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
- e. destroys, alters, dismantles, disfigures, prevents rightful access to or otherwise interferes with the integrity of computer-based information and/or information resources.
- f. invades the privacy of individuals or entities that are creators, authors, users, or subjects of the information resources.
- g. uses computer programs to decode passwords or access control information.
- h. attempts to circumvent or subvert system or network security measures.
- i. installs, runs, stores, downloads, or otherwise introduces any unauthorized software on any Bay Mills Community College computer system or network.
- j. engages in any other activity that does not comply with the general principles presented in this document.

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

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.

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

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

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

Bay Mills Community College students and employees who violate this policy are subject to disciplinary action as prescribed in this student handbook, and 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, Interstate Transportation of Stolen Property, The Electronic Communications Privacy Act, and Act 53 of the Public Acts of 1979 of the State of Michigan. Access to the text of these laws is available through the Reference Section of the College Library.

## HONORS LIST

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

## ACADEMIC ACHIEVEMENT LIST

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

## DISHONESTY, CHEATING

Dishonesty of any kind, including plagiarism, cheating on examinations or any assigned work, may be dealt with in any manner deemed suitable by the instructor, including the recording of a failing grade for the course. Cheating on examinations may also result in possible suspension from school if circumstances warrant.

## DROPPING AND ADDING COURSES

1. During the Drop and Add period at the beginning of each semester, a student may make changes in his/her schedule.
2. After the Drop and Add period students may withdraw from a class up to the end of the twelfth week of the semester (not including final exam week) by filling out a WITHDRAWAL form, which must contain the signature of the instructor of the course dropped and the Office of Student Services.

3. Students who officially withdraw from a class will receive a "W". Students who do not go through the official drop procedures will receive an "F" grade for courses not completed.
4. Dropping a course can have an effect on a student's current and future Financial Aid. Refer to the Financial Aid section of the catalog for details.
5. Students will not be permitted to drop a course after the beginning of the thirteenth week of classes (does not include final exam week).
6. All Withdrawal forms are secured from and must be filed in the Office of Student Services.

## 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	Superior	4.0
A-		3.7
B+		3.3
B	Excellent	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Poor	1.0
D-		0.7
F	Failure	0.0
W	Withdrawal	0.0
I	Incomplete	0.0
AU	Audit	0.0
P	Passing	0.0
CR	Credit	0.0
R	Repeat	---

**I (Incomplete)** Students are responsible for completing the requirements of courses in which they are enrolled by the end of the semester. Incomplete grades may be given when, in the opinion of the instructor, there is a probability the student can complete the work within a reasonable time after the end of the semester and has a valid excuse for not completing on time. If the student does not complete the course by the end of the extension granted, a grade of F will be recorded.

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

1. Students may audit courses with permission of the instructor. The course will be marked audit at the time of graduation.

2. Students auditing courses pay the same tuition and fees as those taking courses for college credit.
3. Once students have enrolled in a course on an audit basis, they may not change their registration to a credit basis after the second week of the semester.

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

**CR (Credit)** The grade of “CR” is recorded for departmental exams. Credit earned counts toward the total required for graduation; however, it is 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.

## FINAL GRADES

Final grades are recorded on the student's permanent record in the Office of Student Services at the close of each semester. Such grades are also sent to the student at the permanent mailing address listed in the student's record.

A copy of your permanent record is on file in the Office of Student Services. It is a total record of your academic work and includes the courses you have taken, your grades, and your cumulative GPA. Questions concerning your academic record should be referred to the Office of Student Services.

## STUDENT GRADE APPEALS

1. Students who wish to protest a faculty grading decision must do so in writing to the faculty member involved stating the basis for their appeal and attaching any documentation, with a copy delivered to the Dean of Student Services. Students have until Friday at noon of the 3<sup>rd</sup> week after the end of the semester for which the grade was received to appeal a grade.
2. If the student is not satisfied with the faculty member's protest decision, then the student must file a written complaint with the Chair of the Department which houses the class whose grade is being appealed unless the faculty member is the Department Chair at which time it will be referred to step 3. The Department Chair shall provide a written decision to the student, the Vice President of Academics, the Registrar and the Dean of Student Services for record keeping.
3. If the student's written complaint is not resolved to their satisfaction at step 2, and the student wants to continue to pursue the complaint, the student may appeal within 10 days of receiving the step 2 decision to the Vice President of Academics or the Vice

President's designee. The Vice President of Academics or their designee will chair a committee and:

- a. Select three additional committee members (see BMCC appeals committee)
  - b. Set a hearing date
  - c. Notify the student of the hearing date and their 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.
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 within 10 days of receiving the decision to the President or the President's designee. The decision of the President or the designee is final and binding.

Instructors must keep records of each class taught, including their grade book, for a period of one year after a class has ended. Instructors who are not teaching or on campus the following semester (excluding summer) must submit their class records to the Department Chair. The Department Chair will collect and maintain these records.

## GRADUATION INFORMATION

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

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

The following requirements must be met to graduate:

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

## HONORS AT GRADUATION

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

1. Students completing graduation requirements at Bay Mills Community College with a 3.50 cumulative grade point average 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 those 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 to be recorded in the student's permanent record.

## INCOMPLETES

It is expected that students will fulfill course requirements to warrant a grade for each course at the end of the semester. However, should a student receive an incomplete due to illness or other extenuating circumstances, the incomplete is to be made up within 30 days of the semester end unless other arrangements have been made with the instructor and the Vice President of Academics. An incomplete will revert to a grade specified by the instructor if not made up within the time allotted.

## INDEPENDENT STUDY (Directed Study)

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

## DROP PERIOD FOR REFUND

1. Students who officially drop from class(es) prior to the last day of the official drop period of the semester enrolled shall qualify for a tuition/fee refund of 100%. No refunds will be granted after the last official drop date for refund. (See Financial Aid Refund Policy)
2. Refunds are made to students only after the student completes a Drop Form with the Office of Student Services. Failure to obtain official release can result in failing grades and loss of tuition/fee refund privileges in effect at the time of withdrawal.
3. For students on approved financial aids or aid through other agencies that mandate recovery or financial assistance, refunds will be made in accordance with related requirements.
4. Classes canceled by the college shall qualify for a 100% refund of tuition and fees.

5. Payments received for tuition and fees are refundable to veterans in accordance with the same refund policy stated above.

(Refund Policy for Dropped Classes See Page 21)

#### RETURN OF FINANCIAL AID - FEDERAL AID REFUND POLICY

**If you are thinking about withdrawing from all classes prior to completing the semester, please contact the Financial Aid Office to determine how the withdrawal will affect your financial aid and possible repayment.**

If you withdraw, drop out, quit attending or are dismissed, you may be required to re-pay all or part of your financial aid. You may also owe a payment to the college for your tuition, fees and/or books. All schools are required to use specific refund calculations when a student totally ceases attendance during the academic year.

The Financial Aid Office will review your financial aid eligibility at the time of withdrawal. The withdrawal date is the date you completed the withdrawal process or officially notified BMCC of your withdrawal date. BMCC may always, at its option, use your last date of attendance as a documented academically related activity in lieu of any other withdrawal date.

The amount of your financial aid that may need to be returned to the programs, along with the amount you may owe the school will be calculated according to a federal formula. You will be notified of any payment obligations you may have. A copy of the federal formula can be obtained from the BMCC Financial Aid Office.

#### REPETITION OF COURSES

When a student repeats a course in which they earned a grade, the grade received for the repeated class will supersede the first grade. The student is reminded that the first grade will continue to be on his/her record although it has been superseded by the second grade.

#### 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 student and their degree requirements.

#### TRANSFER INFORMATION

Every American college and university has general educational requirements of their own. The Student Services Office maintains records of these requirements and can assist the student preparing for transfer. Information can also be obtained from academic advisors.

In general, any student who receives an Associate in Arts or an Associate in Science Degree from Bay Mills Community College is not required to pursue further General Education requirements at most four-year colleges and universities in Michigan.

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

### **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 students will be assisted by their advisors and the Registrar in this process, they must assume responsibility for meeting the requirements of the college or university in which they plan to enroll.

### **WITHDRAWING FROM COLLEGE**

1. A student finding it necessary to withdraw from college after the official Drop and Add period must complete a Withdrawal form with the Office of Student Services. Failure to obtain an official release can result in failing grades in all courses.
2. Withdrawing from college can have an adverse effect on current and future Financial Aid. Refer to the Financial Aid section of the catalog for more information.
3. A student can be dropped from a course/class for the reason of non-attendance. This does not relieve the student of his/her responsibility for withdrawing.

### **NON-DISCRIMINATION POLICY**

It is the policy of Bay Mills Community College not to discriminate on the basis of race, sex, age, color, national origin or ancestry, marital status, disability, political affiliation or belief in its education's programs, activities, admissions, or employment policies as required by title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, and the American's With Disabilities Act of 1990.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, or any inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, should be directed to:

Office of Student Services  
Bay Mills Community College  
12214 W. Lakeshore Drive  
Brimley, MI 49715  
Telephone: 906-248-3354

## FINANCIAL POLICIES

To assist you in meeting your financial obligations for the upcoming academic year, the following sections explain the procedures for billing and collecting fees, billing due dates, the semester schedule of tuition and fees, and the charges and credits that will appear on your statement.

### STATEMENT DUE DATES

**Students who are not eligible for or not applying for financial aid are expected to pay their tuition and fees by the last day of the drop period and their books at the time of purchase.**

**If you are eligible for financial aid, you must file your financial aid forms by the financial aid deadline dates, or you will be required to pay for your books at the time of purchase. If your financial aid does not include books, you will be required to pay for your books at the time of purchase. Please refer to Financial Aid Deadline, page 20, for more information.**

### ON-CAMPUS/OFF-CAMPUS STUDENTS (Excluding Non-Residents of the U.S.)

All student bills are expected to be paid in full by the end of September for the fall semester and the end of January for the winter semester. If there is an unpaid balance on your account after those deadlines, you will continue to receive a monthly statement each month until the end of the semester. The amounts not paid by the last week of the semester will be sent to a collection agency.

### NON-RESIDENTS OF THE U.S.

If you are not a U.S. resident, you will be required to pay for your tuition and fees by the last day of the drop period, and your books at the time of purchase unless you have financial aid that is equal to or greater than the bill. If you have financial aid that is less than your student bill, you will be required to pay the difference by the last day of the drop period. If you are receiving financial aid through your tribe or employer, you must submit written documentation to the Financial Aid Office before financial aid will be applied to your account.

### INTERNET STUDENTS

If you are an Internet student, full payment will be required by the last day of the drop period, except for students who have financial aid that is equal to or greater than the bill. If you have financial aid that is less than your student bill, you will be required to pay the difference by the last day of the drop period. You must have a complete financial aid file before financial aid will be applied to your account.

## SEMESTER SCHEDULE OF FEES

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

Tuition per credit hour	\$85.00
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### **Student Fees (Full and Part-Time)**

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

### **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 classes have additional or special fees to support the courses.

## FINANCIAL OBLIGATIONS

Students are expected to meet their financial obligations to the college promptly and fully. As a condition of enrollment students shall be held responsible for all fees, fines, maintenance and damage charges, or other financial obligations which they have incurred with the college. Those who have financial obligations will be denied registration for the subsequent and following semesters and their official records and transcripts will be withheld by the Office of Student Services until payment is made.

The college may elect to cancel enrollment and shall withhold information on academic transcripts for students who fail to meet financial obligations by specified deadlines.

## FINANCIAL AID

Students, both full-time and part-time, who have financial need should apply for financial aid. Contact our Financial Aid Office for information and application forms. A new financial aid application is required each year. Do not neglect this paperwork if you think you are eligible. Early filers will avoid problems with payment deadlines. Please remember that you are responsible for all costs not covered by financial aid and for all payments in a timely manner.

## FINANCIAL AID DEADLINE

The priority deadline for filing your Free Application for Federal Student Aid (FAFSA) and having a complete financial aid application on file is **June 30** of each year. If you have other sources of financial aid, such as a direct pay by your tribe or employer, please submit a copy of the documentation to the Financial Aid Office by **August 1** of each year. If you only plan to attend in the winter semester, please complete the FAFSA by **October 31** and provide authorization of other financial aid by **December 1**.

**If you miss the financial aid deadline, you may still apply for financial aid during the academic year or semester you are enrolled. However, you will be required to pay for your books at the time of purchase. If you are an Internet student, you will also be required to pay your tuition and fees. You cannot apply for financial aid after the year or semester you are attending has ended.**

**FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY**

Federal law requires all students who receive federal financial aid to make Satisfactory Academic Progress (SAP) toward their degree. The intent of this policy is to ensure that students who are receiving federal financial aid for their education are making measurable academic progress toward completion of an eligible academic program in a reasonable period of time. Please contact the Financial Aid Office to review this policy.

**BOOKSTORE**

Students who have completed financial aid applications on file by the financial aid deadline and are eligible for assistance may charge their bookstore purchases unless the financial aid does not include books. Financial Aid will supply the list of eligible students to the Bookstore.

**Students who have not filed for financial aid by the deadline date or who are not eligible for financial aid will be required to pay for their books at the time of purchase.**

**FINANCIAL AID REFUND CHECK DISTRIBUTION SCHEDULE**

If you do receive financial aid, we will apply the financial aid to your college bill first and if you have a credit, we will issue a refund check. Refund checks will be issued in accordance with the following schedule:

<b>If your financial aid file is complete or other financial aid* is received by:</b>	<b>Check will be issued on:</b>
September 1	September 30
September 30	October 15
October 15	November 15
November 15	December 15
December 15	January 31
January 31	February 15
February 15	March 15
March 15	April 15
April 15	May 15

\*Other financial aid is defined as tribal assistance, State of Michigan, employer assistance, etc.

Refund checks will be issued on the next business day if the date listed falls on a weekend or a holiday.

## PAYMENT OPTIONS

You may pay in **U.S. funds** with cash (in person only), personal check, money order, Discover, MasterCard, or VISA. You may make a credit card payment directly on your student account by using our secure online payment system located on our website at [www.bmcc.edu](http://www.bmcc.edu). Checks should be made payable to Bay Mills Community College. Payments should be mailed to Bay Mills Community College, Attn: Cashier, 12214 West Lakeshore Drive, Brimley, MI 49715.

There will be a 3% foreign transaction fee added to the student's account for any check received in Canadian funds.

## PAYMENT PLANS

The college is no longer requiring a signed payment agreement, however, all accounts must be paid in full by the end of the semester or they will be sent to collections. Students who are making timely payments under an existing signed payment plan will be allowed to continue to make payments according to the agreement; however, should the student fall 30 days behind on payments, the amount owed will be referred to collections.

## REFUND POLICY FOR DROPPED CLASSES

Students will receive a full refund of tuition and fees, except for the non-refundable fees if a class is dropped within the period of time set out below. The following schedule should be used to determine the refund period for a specific class:

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

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

## REFUND CHECKS

Credit balances on your statement that are not related to financial aid will result in a refund check only if you request one from the Student Billing Office.

## EMPLOYER/TRIBAL PAID STUDENT BILLS

If your employer or tribe is paying your bill, please remit a copy of your billing statement to your employer or tribe as soon as possible to assure timely payment. Unpaid bills are your responsibility.

## BAY MILLS INCENTIVE PROGRAM

If you are eligible and have a past due bill, your educational incentive check will be issued to you and the college. The amount owed will be deducted first and if you have a credit, we will issue you a refund check.

If you are eligible and have no past due bill, you will receive your educational incentive check directly and will be personally responsible for making payment to the college for your current bill.

## MONTHLY BILLS

If an account is paid in full, there will be no further statement sent from the Student Billing Office unless additional charges are added to the account. If, however, there is a balance on your student account due to unpaid charges, you will continue to receive a statement each month until the matter is taken to Tribal Court or referred to an outside collection agency for resolution.

## FINANCIAL HOLDS

The college will not issue transcripts and reserves the right to withhold grades, diplomas, and deny subsequent registration to any student whose account has an outstanding balance. Please keep this in mind and if at any time you anticipate a problem in meeting your financial obligation to the college, call the Student Billing/Financial Aid Office as early as possible. The more time we have to work with you, the better we will be able to assist you.

## DELINQUENT ACCOUNTS

Accounts that are outstanding at the end of each semester will be referred to Tribal Court or an outside agency for collection. **The student is then responsible for all charges due to the college as well as all collection agency or legal fees incurred to collect the delinquent account which may exceed 50% of the original amount owed.**

## COLLEGE REGULATIONS

### ASSEMBLY

1. 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.

2. 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.
3. 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.
4. The right of assembly does not give license to riot, resort to violence or 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.
5. 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.

## BULLETIN BOARDS

Bulletin boards for display of posters, informative literature, student activities, notices, etc., are located in each college building. Boards are designated for specific uses and are for officially approved notices only. Approval for student notices and posters can be obtained from the Office of Student Services. All materials must be dated or they will be removed.

## 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 extracurricular 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 attention of administration.

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

To view the Student Council constitution, bylaws, and rules of election go to BMCC webpage at [www.bmcc.edu](http://www.bmcc.edu).

## ELIGIBILITY FOR ACTIVITIES

A student is qualified to hold office in a student organization and to participate in any activity by meeting the following requirements:

1. They must be enrolled as a degree-seeking student and passing all credit classes in which they are enrolled at the time the student list for the activity is certified.
2. They must be in good academic standing with minimum cumulative and prior semester grade point average of 2.00.

3. All students who pay the activity fee and comply with Items 1 and 2 above are eligible for participation and office-holding in student clubs.

## COLLEGE SOCIAL ACTIVITIES AND ORGANIZATIONS

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.

All student activities including dances, assemblies, concerts, and club meetings must be scheduled through the Office of Student Services following approval of the Student Council.

At the beginning of each semester, all clubs and organizations of the college are requested to submit to the Office of Student Services and to the Student Council a list of proposed club meetings, events, and social activities indicating the time and place of these activities. Additional meetings may be planned but must be scheduled in advance so that room assignments may be made.

Dances and all other social activities sponsored by clubs and organizations of Bay Mills Community College shall be held only for registered students of the college and their guests. In special instances, invitations may be extended to other groups. Any college-sponsored activity must be chaperoned with the club sponsor serving as the official chaperon in addition to at least one other college employee present to assist at the function. The responsibility of admitting duly registered students and the conduct of the students during the event rests with the sponsoring club or organization. Students may be asked to present their student ID at any college function and should carry it with them at all times.

In the inauguration of new activities, clubs and organizations, students and faculty and advisors should present organization plans to the Office of Student Services and the Student Council. All new college organizations and/or publications, in order to receive official sanction, must be approved by: (1) the Student Council, (2) Office of Student Services, (3) and the President.

## STUDENT CONDUCT/DISCIPLINE

Enrollment in Bay Mills Community College carries with it certain obligations. The responsibility for good conduct rests with each individual student, and it is expected that students will perform in a manner so as to be a credit to themselves and to the college. Students are responsible for familiarizing themselves with the rules and regulations of the college and observing the standards of conduct set by the college.

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

The college expects that each student will abide by the regulations governing student conduct. This handbook and the college catalog state the general rules. Such statements cannot be all inclusive and individual student conduct violations may need to be determined on a case by case basis within the scope of this policy.

## DISCIPLINARY PROCEDURES

The administration of discipline at Bay Mills Community College is designed so that decisions in disciplinary matters will meet essential standards of fairness.

1. Upon receipt or development of a complaint or violation of a college regulation, the accused will be notified in writing by the Office of Student Services.
2. The written notification will state the nature of the misconduct and the rule or law the student is alleged to have violated.
3. The student charged with the infraction will be requested to appear before the Office of Student Services for an initial hearing. This will provide the administrative officer an opportunity to evaluate the case and explain to the student the rights and choices they have. The student shall be entitled to:
  1. a written notification of the time and place of hearing.
  2. written notification of the names of the complainants and/or witnesses who are directly responsible for having reported the alleged violation, of if there are no such persons, written notification of how the alleged violation came to the official's attention.
  3. elect not to appear before the Conduct Committee; in which case the hearing will be held in the student's absence.
  4. the Conduct Committee will:
    1. assure the student has a written statement of the charges and opportunity for the presentation of witnesses on behalf of the student.
    2. inform the student in writing of its results and findings.
  5. the student shall be informed of their final right to appeal to the Board of Regents. The written appeal must be received within ten (10) business days of the date of the written notification of the Conduct Committee decision. This appeal shall be directed to the President, who shall schedule a hearing at the next regularly scheduled meeting of the Board of Regents.
  6. the decision of the Board of Regents can be any of the following: (1) to uphold the decision of the Conduct Committee, (2) return the case to the conduct Committee with some direction, (3) establish a new decision.
  7. for all cases the decision of the Board of Regents is final.

## GAMBLING

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

## ILLEGAL CONTROLLED SUBSTANCES

The possession, sale, or use of illegal controlled substances on campus or at college-sponsored events or classes shall not be tolerated by Bay Mills Community College. Students violating this policy shall be subject to disciplinary action and dismissal. The Drug-Free School and Communities Act Amendments of 1989 require clear and consistent sanctions for violation of this policy. Separate publications regarding Drug/Alcohol use/abuse are available through the Office of Student Services.

#### NON-COLLEGE SPONSORED ACTIVITIES

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

#### SEXUAL HARASSMENT POLICY

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

Any employee, staff member, or student engaging in such prohibited activity shall be subject to disciplinary action up to and including termination from this institution, as determined by Administrative or Board action.

This policy applies to acts of sexual harassment against any member of the college community.

#### SMOKING

Bay Mills Community College believes in offering a clean air environment to students. In accordance with this policy, smoking is not permitted in any campus buildings.

#### SOLICITING

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

#### ALCOHOLIC BEVERAGES

The use or possession of any alcoholic or intoxicating beverages is prohibited on campus.

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