Thank you for your interest in Monroe County Community College. We are proud of our national accreditation and quality education. Academic integrity at MCCC is assured by experienced faculty who enjoy seeing students succeed.

We know that our affordably low tuition and convenient location are great attributes that attract many students to Monroe County Community College. We also know that those same students discover great unexpected benefits once they become enrolled at MCCC. We believe that it is these unexpected benefits you will find particularly rewarding during your educational pursuit at Monroe County Community College.

Benefits like professors who know your name, learn what you’re capable of achieving, and challenge you to reach your full potential. And benefits like counselors who help you explore career options and choose the right classes for transferring to four-year universities for your bachelor’s degree. And the benefit of learning from instructors who have years of experience in the fields they teach so you get the most current, practical education for today’s work environment.

As President of Monroe County Community College, I am joined by all faculty and staff in welcoming you to a college that is dedicated to enriching lives. We know that affordability and convenience are extremely important when going to college, but we also believe that personal involvement, practical academics, and responsible accessibility are at the heart of student success. At MCCC, your success is our first priority.

David E. Nixon, Ed.D.
President
Every effort has been made to insure the information in this catalog is accurate at the time of publication. The College is a dynamic institution and strives to maintain currency in our changing world, therefore the information in this catalog is subject to change. The programs, policies, and procedures in this catalog may not be considered as an agreement or contract.
About Monroe County
Community College

HISTORY

Monroe County Community College is a public, two-year institution supported by tax monies from Monroe County, educational funds from the state of Michigan, and student tuition. The Monroe County Community College District was formed on June 29, 1964, by the electors of Monroe County. On July 3, 1964, the district was given statutory authority under the provisions of Michigan Act 188 of the Public Acts of 1955 to function as a community college.

The 210-acre Main Campus is centrally located in Monroe County with easy access to Detroit and Toledo. The Whitman Center in Bedford Township near the Michigan-Ohio border offers a wide selection of courses.

Monroe County, Michigan

French missionaries came to this territory as early as 1634. The river which flows through the center of the present city of Monroe was named the River Aux Raisin because of the many grapes growing in the locality. A trading post and fort were established here in 1778. Francois Navarre was the first white settler in 1780. The first settlement was called Frenchtown, when about 100 French families came here from Detroit and Canada. The American flag was first raised in Michigan in Monroe in 1796. In 1817 Frenchtown was renamed Monroe by Governor Lewis Cass in honor of President James Monroe. St. Antoine’s Church on the banks of the River Raisin was the second church in the state.

Monroe County is located at the west end of Lake Erie and has a population of approximately 146,000. Parts of the county are industrialized but much of it is also devoted to agriculture. The Port of Monroe is located on the St. Lawrence Seaway and could lead to increased business and industrial expansion. A modern hospital is located within the county. There are many opportunities to attend the church of one’s choice.

Cultural and recreational facilities are available in the county and in nearby areas. The county is within easy driving distance of Detroit, Ann Arbor, and Toledo. Other institutions of higher learning nearby include The University of Michigan (40 miles), Eastern Michigan University (35 miles), University of Toledo (20 miles), Wayne State University (35 miles), and the University of Detroit-Mercy (35 miles).
MISSION STATEMENT
Monroe County Community College was established to provide a variety of higher education opportunities for the residents of Monroe County. The College mission is to provide:

- programs for students planning to transfer to four year institutions;
- programs for students seeking an associate’s degree or certificate in an occupational area;
- general education courses/experiences integrated throughout the curriculum;
- training and retraining for business and industry;
- a strong complement of student support services;
- other activities to meet the lifelong educational and employment needs of its students.

EDUCATIONAL OBJECTIVES
The College is organized to meet the educational needs of the community by:

1. Offering freshman and sophomore college level programs in the liberal arts, sciences and reprofessional fields for students who plan to transfer to senior educational institutions;
2. Offering one- and two-year occupational and/or career programs for students preparing for employment in technical, business, or health-related fields;
3. Providing general education courses and experiences integrated throughout the curriculum which will enable students to write and communicate effectively, utilize mathematics, and employ appropriate methods of critical thinking and problem solving;
4. Providing opportunities for intellectual, cultural, and personal development for adults in a wide range of lifelong learning courses;
5. Working with business and industry to develop training and retraining programs to meet ever-changing employment needs;
6. Providing a strong complement of comprehensive support services to assist students in pursuit of their academic and vocational goals;
7. Cooperating with other school systems, civic groups, educational institutions, and private individuals and corporations to offer educational services.

ASSESSMENT PHILOSOPHY
Assessment at MCCC is a systematic and comprehensive examination of the college mission. Relevant academic and non-academic activities will be used to determine if the mission mandates continue to be met. Assessment illustrates that the College is committed to improving in all areas, particularly the central institutional mission: teaching and learning effectiveness.

Assessment at MCCC enables the institution to demonstrate concretely and convincingly that students are learning those skills, competencies, and attributes necessary to successfully function as productive citizens. Assessment also provides our constituency with an ongoing reporting mechanism that indicates high-quality performance at an institution where public resources are effectively expended for the betterment of the MCCC district.
The assessment process at MCCC provides an appropriate, self-determined accountability mechanism which will provide assurances that MCCC continues to meet its institutional mission. It provides a clear avenue for reporting results to its accrediting organization and to the State of Michigan.

POLICY STATEMENT ONAFFIRMATIVE ACTION/AFFIRMATIVE ACTION PLAN

Monroe County Community College declares and reaffirms its commitment as an educational institution to the legal and moral principles of equal opportunity in employment and educational opportunity and of non-discrimination, on the basis of race, color, religion, sex, national origin or physical handicap, in the provision of services to the public.

Monroe County Community College, consistent with existing state and federal law, adopts an affirmative action plan designed to promote, first, the employment of the best qualified candidate and, secondarily, where legally permissible, the recruitment, hiring, retention and promotion of individuals of minority status.

Monroe County Community College, to promote diversity in the composition of its work force will:

1. Review, identify and use recruitment sources and publications specializing in or likely to yield applications from individuals of minority status;
2. Reaffirm its policy of equal opportunity and affirmative action in announcements, advertisements, recruitment materials, student orientation, faculty orientation and any other sessions calculated to acquaint newcomers to the campus;
3. Use a minority-conscious preference in the selection process only in the event of a tie breaker between otherwise equally qualified candidates;
4. Transmit copies of this policy statement on affirmative action, together with copies of MCCC’s policies on “Non-Discrimination and Sexual Harassment” and “Credo Regarding Handicapped Persons” to all administrators and supervisor employees and all other appropriate College personnel.

This plan shall be of limited duration and will be periodically reviewed to ensure that there is no legal impingement upon the rights of any citizens and to ensure that this plan is in compliance with controlling law, particularly U.S. Supreme Court decisions addressing the permissible parameters of voluntary affirmative action. Nothing in this policy statement on affirmative action shall be construed to modify or diminish Monroe County Community College’s commitment to employ the best of qualified candidates from its applicant pool without regard to race, creed or religion, color, sex, national origin, age, physical handicap, or other factors which cannot lawfully be used as the basis for employment.

POLICY STATEMENT ON ILLEGAL DISCRIMINATION AND SEXUAL HARASSMENT

The Community College District of Monroe County, Michigan affirms its desire to create a work and study environment for all individuals that is fair and responsible. The College endeavors to support an environment that will support, nurture, and reward career and educational goals on the basis of relevant factors such as ability and work performance.

The College believes that illegal discrimination and sexual harassment are inconsistent with a supportive environment, and as such, endorses all applicable state and federal legislation, which includes Elliot-Larsen Civil Rights Act (Michigan) and the 1964 Civil Rights Act (Federal) involving prohibiting discrimination or harassment in employment and in the utilization of education facilities.

It is therefore the policy of the College that no employee or qualified person participating in a College sponsored program, service, or activity shall be discriminated against because of race, color, religion, national origin or ancestry, age, height, weight, sex, marital status, veteran status, or disability.

It is furthermore the policy of the College that any illegal acts of discrimination or sexual harassment of students or employees will be considered as unacceptable and impermissible conduct. Such acts will not be condoned or tolerated by the College.

The College will investigate any allegation of illegal discrimination or sexual harassment. If inappropriate behavior is found to have occurred, prompt remedial action will be taken. Any employee found to have engaged in prohibited discrimination or sexual harassment is subject to immediate discipline up to and including termination, and any student found to have engaged in prohibited discrimination or sexual harassment is subject to immediate discipline, up to and including expulsion.

No employee or student will be disciplined or retaliated against for making a good faith complaint or request for investigation pursuant to this policy.

The College’s Equal Opportunity Officer and Title IX and Section 504/ADA Coordinator and Compliance Officer for discrimination and sexual harassment is the Director of Human Resources, Monroe County Community College, 1555 South Raisinville Road, Monroe, Michigan 48161, phone (734) 384-4245.

For procedural information, please go to www.monroeccc.edu.

MAIN CAMPUS

The Monroe County Community College campus, located on South Raisinville Road, opened for students in October 1967. The campus buildings are related to one another by an attractively landscaped center mall. Each building is both functionally and esthetically designed.
The Campbell Learning Resources Center is the focal point of the campus. This two-story building contains classrooms, faculty offices, and the necessary space to house library facilities for a collection of over 46,000 volumes, and over 300 current subscriptions as well as electronic access to thousands of magazines and journals.

The Audrey M. Warrick Student Services/Administration Building, across the mall from the Campbell Learning Resources Center, provides dining facilities, a recreation area, and a bookstore for the student body. In addition, this facility houses four community use conference rooms, a student lounge, an art room, the Cuisine 1300 restaurant, and a beautiful courtyard. The Student Government conducts its activities from this center. The counseling, admissions, administrative, and general offices are also located in this building.

The technology buildings are two separate units connected by a covered walk. The East Technology Building contains an art studio, drafting, and business education rooms. The West Technology Building houses the Regional Computer Technology Center, classrooms, offices, and laboratories related to the industrial technology curricula. A lab annex for Automotive Engineering Technology and Construction Management Technology was added in support of these two programs in 2002.

The Life Science Building, located across the mall from the technology buildings, contains offices, student newspaper, laboratories, and classrooms related to the physical and natural sciences. The building also contains two auditorium-type lecture halls and a climate-controlled greenhouse.

The Gerald Welch Health Education Building, located on the north end of Campus, houses the Nursing, Respiratory Therapy, and Physical Education Program classrooms and laboratories, a day-care center, a multi-purpose room, a dance-aerobics room, and a fitness center.

In the latter part of 2004, the College opened the La-Z-Boy Center and Meyer Theater. This 52,000 square foot building combines facilities equipped for education and training with a performing arts venue. The La-Z-Boy Center also houses the Corporate and Community Services division offices.

LEARNING RESOURCES CENTER
The Learning Resources Center provides students and faculty with services and materials selected to support the College curricula and promote independent learning or research. The library, which contains a quiet study area, photocopying machines, internet research computers, an online catalog, and microfilm equipment, is located on the first floor of the Campbell Learning Resources Center. Classrooms, faculty offices and the Learning Assistance Laboratory (LAL) are located on the second floor. The Little Theatre, Educational Media Services office, Information Systems, a microcomputer lab, and additional classrooms are located on the lower level.

Learning Resources faculty and support staff are available to assist students and faculty in all phases of library, audiovisual, and LAL services. Reference librarians provide both individual reference help and classroom research education sessions.

Learning Assistance Lab (LAL)
Academic support services are available to all students who wish to improve their classroom performance. All LAL services are free to MCCC students. The LAL is located in room C-218. Appointments can be made in person or by calling (734) 384-4167.

Tutoring
Tutoring is available for most MCCC courses. Most tutoring is done one-on-one, but group tutoring is sometimes scheduled when students request it. Although walk-ins are accepted, appointments should be made to insure a time is reserved for you. Tutoring is also available to help students improve their study strategies.

Writing Center
Student Writing Fellows assist with all stages of the writing process from pre-writing to revision and editing. The Writing Fellows are students who have demonstrated writing ability in English 254 Advanced Composition. Many courses at MCCC are assigned a Writing Fellow; however, assistance on any writing project is also available by appointment in the LAL.

Supplemental Instruction
Group study sessions are led by a trained student leader for selected courses. The leader attends class, takes notes, reads the assigned materials, and conducts two study sessions per week. The scheduled group study sessions are informal and have proven helpful to students who attend.

First Steps for Classroom Success Workshop
This workshop highlights study skills and other “success strategies.” Some of the topics covered are Organizing for Effective Study, Taking Lecture Notes, Proven Learning Tools, and Surviving the First Day of Class. These free workshops are offered the day before the Fall and Winter semesters begin, and are available to anyone interested in improving their classroom performance.

Survivor Workshop
Special half-hour workshops are scheduled throughout the semester. Topics covered are similar to those in First Steps. Specialized topics are also offered for math, accounting, and other classes.
DISABILITY SERVICES

Students with documented disabilities may be entitled to classroom and instructional accommodations, as well as access to all college facilities and programs. Accommodations are intended to “level the playing field” as much as possible, so that the student with a documented disability has an equal opportunity to succeed. Access is provided, while maintaining high academic standards.

Procedures for Requesting Accommodations for Students with Disabilities

1. Under the Americans with Disabilities Act or the Rehabilitation Act of 1973, an individual with a disability includes any person who has a physical, learning, emotional, behavioral or mental impairment which substantially limits one or more major life activities.

2. At least ten business days prior to the first class session, it is the responsibility of the student with a disability to schedule an appointment with a Learning Assistance Laboratory counselor/coordinator to begin the accommodation process. (Room C-218 of the Campbell Learning Resources Center, phone 734-384-4167)

3. Once an accommodation plan has been developed, instructors will be notified by the LAL as to the specific accommodation(s) to be provided. If a special request is received after the course/semester begins, a decision regarding the type and extent of the accommodation will be communicated to the instructor with implementation to follow within a reasonable amount of time. Testing accommodations are made on a test by test basis and require at least one week notice for special arrangements to be made.

4. Within 30 calendar days of an accommodation request or by the first meeting of class (which ever comes first) acceptable documentation, substantiating any accommodation request must be provided to the Learning Assistance Lab. (For guidelines regarding acceptable documentation, contact the LAL at 734-384-4167.) If it is not received within this time frame, any future accommodations may be in jeopardy.

5. A student who receives an accommodation must:
   A. Notify or leave a message for a counselor when he/she will not be in class. (Non-credit students must notify or leave a message with the Corporate and Community Services Office (734-384-4127).
   B. Use the same procedure to notify the LAL if he/she has difficulty with any accommodations (notetaker, scribe, interpreter, etc.).

C. (Credit Students Only) Keep in regular contact with the Learning Assistance Lab (734-384-4167).

6. No charge will be made to the student, although cooperative arrangements with third party agencies (i.e. Michigan Jobs Commission, Commission for Blind, etc.) will be considered.

7. Any loaned equipment or materials must be returned to the LAL within 7 working days after termination of services. Failure to return equipment will result in a financial hold on student records.

8. Accommodations are made on a case-by-case basis each semester. A credit student must complete paperwork to reactivate his/her file each semester (non-credit students must reactivate each time they register for a class) to continue to receive any accommodations.

All reasonable attempts will be made to accommodate an individual’s special needs. However, this is not a guarantee that services can be provided.

BOOKSTORE

Located in the Student Services/Administration Building, the Bookstore is a one-stop place for all school supplies. The Bookstore provides new and used books, book bags, school supplies, scantron sheets, clothing, gift items, greetings cards, and snack foods. Textbooks for classes offered at the Whitman Center may be purchased at the Whitman Center during the first few days of each semester. Check the semester schedule for specific dates and times.

Do not write in a book until you are certain you are taking the class and that you have the correct textbook being used by the instructor. Refunds cannot be made if books are soiled or contain writing. You should also process all schedule changes before returning any books for refund. Full refunds on texts are normally given in the first two weeks of a semester. Make sure to keep your sales receipt and check the Bookstore for refund and exchange policies.

The Bookstore will buy back used books depending on the requirements for the next semester. The Bookstore will typically pay 50 percent of the current new book price. In addition, a used book warehouse representative will buy back other books with market value. Book buy-back is held during the last three days of fall, winter and spring semesters.
CORPORATE AND COMMUNITY SERVICES DIVISION

The basic mission of the Corporate and Community Services (CCS) Division is to provide a variety of educational opportunities to adults within the College service area. Courses and programs are designed in response to education and training needs expressed by individuals, community groups, business and industry, as well as demands for enrichment and recreational activities.

The CCS Division of Monroe County Community College is a comprehensive educational provider to many segments of the community. The diverse offerings and services touch a wide variety of citizens and organizations.

Community service programs and activities are an on-going part of the division. The CCS Division manages room usage of the College by on- and off-campus organizations for over 40,000 people annually. Community service programs include the annual Business and Industry Luncheon, the Whittman Campus Art Show, and other similar programs that reflect the diverse interests of the community. For more information regarding the services available through the CCS Division, visit our web site at www.monroeccc.edu/corpcommserve/corporat.htm.

Customized Training

The CCS Division plays a significant role in economic development activities throughout Monroe County by providing training programs designed to maintain a competitive work force. Through contract education with area business and industry, specific training programs may be offered on-site at the workplace. CCS personnel are regularly involved in countywide programs with the Chamber of Commerce, Industrial Development Corporation, and a variety of local and state agencies and organizations dedicated to economic development activities. The College is also active in the Michigan Economic Development Corporation’s EDJT Program, and the Incumbent Worker Training Program through SEMCA, which provides grant funds for employee training programs.

Under contract with the UAW-Ford National Programs Center, the CCS Division also provides staffing/services for the Skills Enhancement Program Center (SEP, located in the Learning Center of the Auto Alliance International Plant at Flat Rock, Michigan). The SEP Center staff provides instruction to UAW hourly employees in a variety of areas including: academic advising, math enrichment, computer and technical skills, reading comprehension, general math and science, high school completion and GED certificate preparation, English as a second language, and adult basic skills.

Workforce Development

The Workforce Development Office assists current and former Monroe County Community College students, as well as, alumni and county residents in locating job opportunities in the surrounding employment area. The Workforce Development Office provides information regarding available part-time, full-time, permanent, and temporary positions in a wide variety of occupational areas. Student assistant positions in all areas of the College are also available through the Workforce Development Office.

Upon registration with the Workforce Development Office, students and job seekers can obtain job information, referrals, request mailing of credential packets to potential employers, and have access to a variety of job seeking skills seminars and reference materials.

Area employers use MCCC’s Workforce Development Office free of charge to post available jobs and access qualified candidates registered with the office.

The College’s Workforce Development Office is also part of a network of ACT authorized WorkKeys Service Centers located throughout the State of Michigan. One of the primary goals of the WorkKeys Service Center at MCCC is to help employers hire qualified employees, and build a stronger workforce for Monroe County.

If you would like more information about WorkKeys job profiling, skill assessments, register for employment opportunities, or post a job, contact the Workforce Development Office at 734-384-4124, or visit the Corporate and Community Services Division web site at www.monroeccc.edu/businessandcommunity.htm.

Lifelong Learning

The Lifelong Learning Office provides educational opportunities for adults in a wide range of non-credit, non-degree programs. Through the Lifelong Learning schedule of classes, published three times per year, a variety of classes and programs are offered for professional development in business, computers, construction/real estate, industrial technology, medical skill training, and professional relicensure. Personal interest, crafts/hobby, sports/recreation, and health/wellness classes are also offered for individuals seeking personal development and leisure activities.

Evening office hours, evening and weekend class offerings, one-night classes, one-day workshops, and an easy registration process that includes an automated telephone registration system, are just some of the many advantages that Lifelong Learning offers to the adult student at MCCC.

For specific class information, contact the Lifelong Learning office, located within the Corporate and Community Services division office, Room 286 of the La-Z-Boy Center, at (734) 384-4127 for a current schedule of classes, or visit the CCS Division web site.
WHITMAN CAMPUS
The Whitman Campus is administered by the CCS Division and exemplifies the community service commitment of the College by taking courses to the community. Designed to serve the residents of Southeast Michigan and Northwest Ohio, the Whitman Campus located in Temperance, Michigan, offers a wide range of credit courses applicable toward an associate degree or transfer to a four-year institution as well as Lifelong Learning programs and customized training.

STUDENT ORGANIZATIONS AND ACTIVITIES
Monroe County Community College supports student organizations and activities. It is believed that such programs contribute to the overall intellectual, social, and emotional development of students. Participation in campus-sponsored activities can be a source of opportunity for 1) leadership development, 2) cultivation of broader interests, 3) recognition of achievements, 4) encouragement of social skills, and 5) practice in the skills of citizenship.

Opportunities are available for individuals to participate in extracurricular student-sponsored organizations and activities, and to help organize new programs or direct existing ones. Much of the responsibility for the types of student programs and their management rests with the student body. However, all organizations and activities must have the support of a staff adviser. The following list represents some of the extracurricular student-administered activities that are available at Monroe County Community College.

- Student Government
- Student Clubs:
  - Academic interest groups
  - Special interest groups
- Vocal and Instrumental Music

A Board of Directors comprised of distinguished business and community leaders as well as MCCC faculty and staff, develops the Foundation’s policies and activities. Each member brings to the Board a unique combination of experiences, skills and perspectives that assist The Foundation in meeting its goal of providing a vehicle for contributions to support College programs and activities.

A portfolio of giving opportunities is available, each within a framework that respects the wishes and charitable choices of the donor. The giving programs enable the donor to receive maximum tax benefits under existing tax laws. Donations may be cash, securities, gifts made through a will or trust, insurance, and/or real estate and personal property. The donation may be awarded for specific purposes or given without restrictions to the general fund. Gifts provided for scholarship, program enrichment, special purchases, faculty/staff mini-grants, special events, physical facilities, and other projects that augment high quality education at Monroe County Community College.

For more information about The Foundation at Monroe County Community College, contact the MCCC Office of Institutional Advancement at (734) 384-4206 or visit The Foundation at MCCC web site at www.monroeccc.edu/foundation.
ADMISSIONS POLICY

Monroe County Community College believes that liberal admissions requirements are an essential part of its philosophy. The College Admissions Policy affords equal opportunity for all qualified individuals for higher education experiences. The policy is based on the student’s ability to benefit and does not discriminate on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or disability. Any exception to this policy must be approved by the Vice President of Student and Information Services or his/her designee.

All applicants must be high school graduates or have successfully completed the General Education Development (G.E.D.) test for admission to Monroe County Community College (for exceptions see Special Admission). High school students may be admitted (dual enrollment) pursuant to State of Michigan law, or on a concurrent enrollment basis.

Individuals seeking admission to the College must submit a completed application along with official high school transcripts. All applicants who desire advanced standing consideration must provide an official transcript for all colleges attended or official certification of other educational experiences. Graduates of regionally accredited 2-year and 4-year colleges need not provide a high school transcript.

Falsification of any admissions information may be grounds for admission denial or dismissal from the College.

All new students as defined in Procedure 3.00(b) must participate in an assessment program.

* Information on location and times of testing is available in the Admissions Office located in the Student Services/Administration Building, 1555 South Raisinville Road, Monroe, Michigan 48161.

Main Campus: (734) 384-4104
Within 313, 419, and 734 area codes: 1-877-YES-MCCC
Whitman Center: (734) 847-0559

ADMISSIONS STATUS

The admission status of an applicant to Monroe County Community College is determined by records of his/her previous educational performance. Admission is based on the following:

1. Regular Admission
   In fall and winter semesters students may carry a maximum of 17 credit hours per semester. During the shorter spring and summer sessions students may carry a maximum of seven credit hours. Approval of the Vice President of Instruction, Vice President of Student and Information Services, or their designees, is required to exceed either limit.

2. Special Admission
   Applicants who have not graduated from high school may receive special admission status if five years or more have elapsed since the date their high school class would have graduated. For their first semester, these individuals may be admitted to no more than seven (7) credit hours of course work during either the fall or winter semester or four (4) credit hours for either the spring or summer session. Admission will be based upon an evaluation of the applicant’s background, experience, and assessment scores. The Vice President of Student and Information Services or his/her administrative designee will make the final decision for admission. Students entering the College as a special admission must maintain a minimum 1.8 grade point average. Specially admitted students must comply with all other admissions policies and procedures.

3. Restricted Admission
   Any student who enrolls at this institution with an assessment score at or below the minimum level in writing, reading, or math will have a limited enrollment status. Restrictions are described in Procedure 3.00(b)-Procedures on Student Assessment.

   Students who score below specified minimums on the English portion of an assessment must successfully complete English 090 prior to enrolling in a 100-level or higher English course.

   Students who score below specified minimums on the Math portion of an assessment must successfully complete Math 090 prior to enrolling in a 100-level or higher Math course.

   Students who score below specified minimums on the reading portion of an assessment must successfully complete Reading 090 within the first 15 attempted credit hours.

4. Programs with Selective Admission
   The following programs have selective admission:
   a. Nursing
   b. Respiratory Therapy
   c. Culinary Skills and Management
   Criteria used in selecting students for these programs are stated in Procedure 3.00(a).

5. Guest Student Admission
   Guest students must present a completed MCCC Application and a Guest Application form. The form is available in the Admissions Office, and must be completed by the student, and the Registrar and/or Dean’s office of the college or university that he/she is currently attending. This form is required each semester the student enrolls at MCCC.
6. High School Student Admission
High school students may be admitted on the basis of dual, or concurrent enrollment upon completion of the following:

a. Submission of an MCCC Application for Admission.
b. All new students as defined in 3.00(b) must meet assessment requirements. The admission decision, in part, will be based upon assessment results.
c. The MCCC High School Approval Form must be completed and signed by the high school superintendent or his/her designated representative prior to each semester of attendance.
d. Official high school transcripts are required prior to admission.
e. Approval by the Vice President of Student and Information Services or his/her designee is required for enrollment. A high school student is typically limited to one class.

7. Foreign Student Admission
Monroe County Community College is authorized under Federal law to enroll nonimmigrant alien students.

Foreign student applicants must be sponsored by a family residing in the College district. Sponsorship requires that the student will live with the family, and they will assume responsibility for his/her support. The sponsor must certify this by signing a Foreign Student Sponsorship Form, have the form notarized, and return it to the Admissions Office.

Prospective foreign students whose native language is not English are required to demonstrate proficiency in the English language. This can be accomplished in one of two ways: scoring 80 percent or higher on The University of Michigan Language Institute’s English Proficiency Examination (MELAB) or scoring 550 or more on the Test of English as a Foreign Language (TOEFL). Certification of English as the native language must be approved by the Vice President of Student and Information Services or his/her designee.

Once these requirements are met, the foreign applicant must complete the regular admissions process. A copy of his/her high school and college transcripts (in English) must be sent to the Admissions Office.

8. Advanced Standing
Students admitted to the College may be granted advanced standing according to the procedures noted in MCCC’s Procedure 3.00(c), Advanced Standing–Awarding of Credit.

ADMISSIONS/GUIDANCE SERVICES

Orientation
Prior to the first session of classes, new students are introduced to the College through an orientation program. During this program students are acquainted with the philosophy of the College, its physical facilities, educational opportunities, administrative procedures, student services and co-curricular activities. All students attending MCCC for the first time are encouraged to attend a new student orientation program.

Counseling
Monroe County Community College admits students with a variety of backgrounds to its diverse instructional programs. The purpose of counseling is to help students become better decision makers, formulate realistic educational and vocational goals, and develop more effective personal skills.

The College supports a counseling program that is comprehensive in its service and is staffed by professional counselors. These services are available to all students whether enrolled on a full-time or part-time basis.

Students are not assigned to a specific college counselor. If students wish to avail themselves of the counseling services, they should make an appointment in the Admissions and Guidance Office. Students enrolled at the Whitman Center can make an appointment at the Whitman Center.

Educational Counseling
Help may be needed in dealing with issues that interfere with college studies. An objective listener can often help unscramble ideas which need to be brought into clear focus. Whether a student is simply in need of information or whether he or she needs to gain better self-understanding, a counselor can assist.

Career Counseling
The professional counselors in the Admissions and Guidance Office can help you to obtain the decisionmaking skills necessary to organize the knowledge of values, interests and opportunities necessary to select a career.

Testing Services
Many decisions require objective data. Career inventories can often assist in the process of acquiring this data. MCCC offers, free of charge, various career inventories to students (and other members of the community). Inventories are available that measure personality characteristics and career interests.
Career Center
The Career Center provides the most current research materials for those who are developing their career goals or entering the job market. The collection includes books, periodicals, and subscription services which provide detailed job descriptions. Career packets containing occupational information are sent upon request. Resume and job interview resources are available. Computerized career guidance systems assist with assessing occupational goals, searching for the right college, and writing an effective resume. Students who are interested in college transfer information will find a collection of catalogs from colleges in Michigan and Northwest Ohio, as well as applications for admission and program transfer guides. Transfer guides are also available on the MCCC web page.

The Career Center is located in the Student Services/Administration Building, A-103.

Advising
During an initial counseling interview a program of study for a certificate, associate degree, or the first two years of a four-year degree will be developed with the assistance of a college counselor in the Office of Admissions and Guidance Services. Prior to second semester, a faculty advisor will be assigned to each new student based on the student’s declared major. Each student is encouraged to meet with the faculty advisor to discuss educational goals and course scheduling.
TRANSFER CREDITS
Credits from other regionally accredited colleges and universities which are earned with a grade of C- or better and are applicable to the student’s declared MCCC program will be accepted in transfer and appear on the student’s permanent record. Requests for awarding of credit for work at unaccredited institutions or for non-collegiate educational experiences will be evaluated by the Registrar in consultation with the respective division deans. Grades and grade point average are not transferred. A student’s grade point average will be computed only for the courses earned at Monroe County Community College.

CREDIT BY EXAMINATION
Credit by examination can be obtained by three methods at MCCC. Testing can be in the form of the College-Level Examination Program (CLEP), the Advanced Placement Program (AP) (through the College Board), or the MCCC credit by exam process.

The CLEP and AP options are tests given by outside testing services and cover primarily subjects designated as transfer.

Advanced Placement Program (AP)
Credit may be granted to students who have participated in the College Entrance Board’s Advanced Placement Program in their high schools. A score of three (3) or better is required to earn academic credit. Students planning to attend Monroe County Community College should arrange to have their advanced placement examination records sent to the Registrar’s office.

College Level Examination Program (CLEP)
Credit may be granted to students who have participated in the College Entrance Examination Board’s College Level Examination Program. To earn credit, a student must score in at least the fiftieth percentile in the sophomore norms. Students planning to attend Monroe County Community College should arrange to have their CLEP scores sent directly to the Registrar’s Office.

CLEP credit is not available in cases where a student has earned credit in the same course previously. For additional information regarding which tests are accepted and how credit will be awarded, please contact the Office of the Registrar.

MCCC Credit by Examination
The third option for credit by examination available to Monroe County Community College students is divisional testing for other courses, primarily occupational and technical. This opportunity is limited to courses identified by the division deans and faculty. By passing a comprehensive examination with a grade of “C” or better, students can earn this credit.

Students may obtain applications for such examinations in the appropriate division office. There is a non-refundable fee for credit by examination. Upon successful completion of the examination, the registrar will be notified by the division dean of the grade, and credit for the course will be entered on the student’s academic record.

A student is limited to a single attempt per course for credit by examination as certified by the division dean. Credit by examination is not available as a vehicle for repeating a course. Advanced placement is not available in cases where a student has earned credit in the same college course previously. Attainment of a “C” or better grade in a course, which requires a prerequisite disqualifies the student from gaining credit in the prerequisite course(s) via credit by examination (e.g., a student may not receive credit by examination for Math 151 if he or she attained a grade of “C” or better in Math 152).

TECH PREP
The Monroe County Tech Prep Consortium is a community-wide partnership among K-12 school districts, community colleges, technical schools, and business/labor, which provides the counseling and curriculum cooperation that will produce qualified graduates for the work force.

Students can now earn college credit in occupational programs while in high school that leads to a college certificate, associate degree and, in some programs, a bachelor’s degree. Any student interested in earning Tech Prep credit should work with his/her high school counselor or contact the Monroe County Community College Office of Admissions.
CREDIT FOR MILITARY SERVICE EXPERIENCE
Credit for service experience may occur in two forms. Use of this credit is based on its appropriateness to the student’s program at Monroe County Community College.

1. A student presenting the Office of the Registrar with a DD-214 form showing a minimum of one (1) year of service with the character of discharge being either “honorable” or “general under honorable conditions” will be awarded two (2) semester hours of general elective credit.

2. Service personnel, having successfully completed certain approved training courses, may be awarded a limited amount of academic credit once proof of this training has been provided to the Office of the Registrar. MCCC follows the American Council on Education Guide to the evaluation of educational experience in the armed services.

DEFINITION OF CLASS STANDING
A freshman at Monroe County Community College is one who has earned 29 or fewer semester hours including semester hours transferred from other institutions.

A sophomore is one who has earned 30 or more semester hours including approved semester hours transferred from other institutions.
SCHEDULE OF CLASSES
Prior to the registration period for each semester, a schedule of classes is published containing the classes offered and information on registration procedures. There is an advance registration period well in advance of the beginning of each term.

Fall and Winter Semesters
Each fall and winter semester consists of approximately 15 weeks. The maximum full-time load is 17 credits. A student desiring to carry more than 17 must obtain the approval of the Vice President of Instruction, the Vice President of Student and Information Services, or their assigned representative.

Students may be required to limit their course load to fewer credits per semester if on academic probation or if placement test scores indicate that such limitation is desirable. Such students may also be required to take selected courses.

Spring and Summer Sessions
As part of the regular academic calendar, the College schedules a 6-week spring and a 6-week summer session from early May through the first week of August.

The maximum number of credits allowed in either spring or summer session is seven (7) hours.

FULL-TIME STUDENT DEFINITION
Minimum course load required to be considered a full-time student is 12 credits for fall and winter semester, and six credits for spring/summer sessions.

LATE REGISTRATION/ADDING A COURSE
Courses may be registered for or added prior to the second scheduled meeting of the class. Short courses or evening and Saturday classes that meet only once a week may not be entered once the class has met for the first time.

On-line and video classes may not be entered once orientation has been held, or the date to email the instructor has passed.

DROPPING/ADDING CLASSES
Adds and drops may be processed via WebPal, SMART or by completing an add/drop form and returning it to the Office of the Registrar on main campus.

Course Drops and Withdrawals

Student Initiated Drop from Class or Classes
Upon official voluntary withdrawal from class or classes, a “W” (indicator of withdrawal) is assigned as follows:

1. If a drop is made by the end of the first week of a full semester (15 weeks) classes, no “W” will be recorded.
2. After week one but before the end of the twelfth week of a full semester class (prorated for classes less than the full semester), the “W” (withdrawal) is automatically recorded.
3. After the twelfth week of a full semester class (prorated for classes less than the full semester), no withdrawals will be processed. Exceptions properly documented, including health and medical emergencies or error in processing may be considered.
4. The “W” (indicator of withdrawal) is not assigned by instructor. After the semester (fall, winter, spring/summer) has ended, no grade may be changed to “W.” Exceptions properly documented, including medical emergencies or error in processing, may be considered.
5. Spring, summer, and courses shorter than a semester in length will have the appropriate dates for drop and withdrawal, prorated as necessary.

Instructor Initiated Drop from Class or Classes
A faculty member may request that a student be withdrawn from class (for non-attendance) during the first 10 weeks of the fall and winter semester. Dates are prorated for spring and summer semesters and any nonstandard length course. The procedure is as follows:

1. The faculty member submits a Faculty Initiated Withdrawal Form to the Office of the Registrar.
2. The Registrar notifies the student that the instructor recommended the student be withdrawn from class and assigned the indicator of “W” (withdrawal).
3. If the student does not respond within seven (7) calendar days, the withdrawal form is processed and a “W” will be recorded.
4. The “W” (indicator of withdrawal) is not assigned by instructor. After the semester (fall, winter, spring, or summer) has ended, no grade may be changed to “W.”
WITHDRAWAL FROM THE COLLEGE
Student may withdraw from a full semester course via WebPal, SMART, or in person up to and including the twelfth week of the class. No withdrawals will be processed after that date. The withdrawal deadline is prorated for any course less (or more) than the full semester.

PASS/FAIL OPTION
Students are strongly encouraged to investigate carefully the pass/fail option as it relates to restrictions on programs, as well as the effect upon the future employment and transferability to senior institutions. Students must also investigate the effect of a pass/fail when applying to the various graduate schools.

1. The pass/fail option will be available to all students once the required form is completed and submitted to the Office of the Registrar.
2. All courses that appear on the schedule will be made available to students on a pass/fail basis.
3. The “P” (pass) grade shall be equivalent to A, B, C, and D.
4. The deadline for changing from the pass/fail option to the traditional grading system, and vice versa, will be no later than the mid-point of any course.
5. Courses elected on the pass/fail option will count toward graduation. However, a student shall not exceed twelve (12) hours of “P” (pass) in a degree program and/or one (1) course during any semester.
6. The “P” (pass) and “F” (fail) will appear on the transcript but will not be used in the computation of the honor point average.

AUDITING COURSES
A student wishing to enroll in a class as an auditor may do so by completing and submitting the necessary form to the Office of the Registrar by the mid-point of the semester. Auditors are charged the same as students taking the course for credit. There is no credit earned for courses taken on audit. Auditors are not required to take exams, but are expected to attend class on a reasonable basis.

A student may not change to or from audit after the midpoint of the course.

SENIOR CITIZEN SCHOLARSHIPS
Senior citizens (60 years and older) should process their application for admission with the admissions office, and register for class(es). Senior citizens who are district residents qualify for a tuition waiver. Senior citizens may register either for credit or audit.

INCOMPLETE COURSE WORK
A student whose semester work is incomplete in a minor way may, upon presentation of reasons satisfactory to his or her instructor, be granted the privilege of completing the work by the end of the 12th week of the next regular semester. If granted this privilege, a grade of “I" will be recorded on the grade sheet. The instructor will file with the Registrar the Student Request for Incomplete form which includes the grade to be given if the work is not completed. Failure on the part of the student to make up the incomplete work within the specified period of time will result in the grade indicated, becoming the grade of record. It is the student’s responsibility to complete the work within the specified time limits. An “I" will not revert to a “W”. In extenuating circumstances, an extension beyond the normal period may be obtained by the completion of an incomplete extension request by the student, endorsed by the instructor.

REPEATING COURSES
Students receiving a grade of “C” or better at Monroe County Community College may not enroll again to improve the grade unless the Division Academic Dean or the Vice President of Instruction give their approval.

When repeating a course, the most recent attempt is the “grade of record” for earning credit and computing the grade point average. All previous attempts, however, remain on the transcript and are identified as repeats.

SEQUENTIAL COURSE LIMITATIONS
After students have received a grade of “C” or better in a course which requires a prerequisite, they may not enroll for credit in the prerequisite course.

CREDIT FOR INDEPENDENT STUDY
Independent study in a variety of academic disciplines is possible and encouraged for those students who desire the opportunity and challenge of investigating a particular body of knowledge outside of the structured classroom setting. Credit of one to four semester hours is available upon successful completion of an approved independent study plan. For further information, contact the appropriate division dean.
VETERANS’ BENEFITS
Monroe County Community College welcomes veterans and provides information, guidance, and counseling to those eligible for educational benefits under applicable public laws. All students who are eligible for and elect to receive education and training benefits while attending Monroe County Community College, may address inquiries for information to the Office of the Registrar, MCCC, 1555 S. Raisinville Road, Monroe, MI 48161.

A student whose Monroe County Community College cumulative GPA drops below 1.800 may be certified for a maximum of two additional semesters. If, after these two (2) semesters, he or she does not raise their cumulative GPA to a 1.800, no additional certifications will be submitted on behalf of the veteran and the Veterans Administration will be notified that the student is on VA probation. Should the veteran raise his or her cumulative GPA to a 1.800 in subsequent semesters, the College can retroactively certify the veteran one (1) full year.

Developmental courses (those numbering 090-099) are not eligible for the GI Bill, therefore, credit courses in which the student will earn the grade of H, U, S, N, or AU (audit) are not eligible.

Applications for veterans’ benefits and assistance, as well as directions on how to apply for the benefits, may be obtained from the Office of the Registrar.

ATTENDANCE
Regular class attendance is necessary if a student is to receive maximum benefits from his or her work. Students are expected to attend all the sessions of class for which they are registered. Penalties may be imposed, at the discretion of the individual instructor, when he or she feels that the quality of the student’s work has been affected by absence or tardiness.

As a matter of courtesy, students should explain the reason for absence to their instructors.

Excused absences for participation in authorized campus activities shall in no way lessen student responsibilities for meeting the requirements of the class. Instructors will be notified of students participating in authorized campus activities. Students anticipating absences for these activities should notify the instructor.

RELEASE OF INFORMATION
Monroe County Community College is in compliance with the 1974 Educational Rights and Privacy Act. Students are encouraged to stop in the Registrar’s Office to learn more about their rights and privileges under this law. Essentially, it allows students to view the contents of most of their records currently on file at the College.

Also, under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, the College is allowed to release directory information on a student. MCCC has defined directory information as: name, address, email address, dates of attendance, degrees and awards received and most recent previous educational institution attended. No other information will be released without written authorization from the student.

If a student wishes the College to withhold this information, the student must so inform the Registrar, in writing, each semester. MCCC does not sell or otherwise provide mailing lists to companies or individuals outside the College other than required by state or federal regulations.

RECORDS RETENTION
Registration and drop/add forms are normally retained by the College for a period of three years. Students with inquiries regarding their academic records are expected to contact the Registrar’s office within that time period.
Fundamental to the community college philosophy, is the concept that quality education be available at low cost.

TUITION AND FEES
See current schedule of classes for a listing of tuition and fees.

PAYMENT OF TUITION AND FEES
Tuition and fees are due and payable at the time of registration. A Deferred Payment Plan is available for students enrolled in a minimum of six credit hours. Fifty percent is due at the time of registration under the Plan. The formulation of regulations regarding payment of tuition and fees and granting of refunds is the responsibility of the Vice President of Business Affairs.

RESIDENCE STATUS
Tuition will be assessed and collected according to the residence status of the student on the first day of the semester, or the first day the student is officially enrolled after the first day of the semester.

Resident rates will be assessed in cases where:
1. The student is covered by a reciprocal agreement in which Monroe County Community College is a participant.
2. The student, or parents of a dependent student, who own(s) either property or a business which is located within Monroe County (Michigan).
3. The student’s tuition is paid by his or her employer and either the student or the employer is considered a county resident. (An employer is considered a county resident if that employer operates a business, or branch thereof, within Monroe County (Michigan).
4. The student is considered a resident, as defined below:
   - If a student is a minor and his or her parent or legal guardian is a resident of Monroe County.
   - A person may qualify as a resident by residing: 1) six (6) months within the state of Michigan, and 2) thirty (30) days within a Monroe County (Michigan) precinct. If a person moves to another precinct within the county, he or she is still considered a resident of the county.
   - A person on active duty in the Armed Services of the United States, who has met the residency requirements as stated above, may register as a resident of the district.

In cases where the residency of a student is considered in doubt, the student could be asked to provide proof in the form of: 1) an up-to-date voter registration card, 2) a vehicle registration form (preprinted by the Secretary of State), 3) a driver’s license, 4) an official communication from a municipal official indicating how long the student has resided in the county.

Variation concerning individual cases in regard to these regulations should be directed to the Registrar.

REFUND OF TUITION AND FEES
The following is the standardized policy established by the College for refunds of tuition and fees and covers individual class drops, class withdrawals and complete withdrawals from the College.

A student is considered enrolled in a class until written notice is submitted to the Office of the Registrar. Non-attendance is not considered as official notice of withdrawal.

The tuition refund computation is not based on the amount paid, but rather on the total amount of tuition and fees assessed. No tuition refunds will be made after the end of the second week of classes and no exceptions to the policy will be made to students who enter late. Exceptional circumstances such as military service, death in immediate family, serious illness or hospitalization will be taken into consideration. A written request for exception to the refund policy must be submitted to the Registrar’s Office within 10 days of last attendance in class.

Fall and Winter Full Semester Courses
During the first week of the semester - 100 percent refund on any or all classes dropped.

During the second week of the semester - 50 percent refund on any or all classes dropped; however, lab fees are not refundable.

Spring, Summer and Courses Less than One Semester in Length
If a course is completed within 1 - 13 calendar days, the 100 percent refund will apply when withdrawing prior to the day of the first class meeting. No refund will be issued after this time.

If a course is completed within 14 - 63 calendar days, the 100 percent refund will apply when withdrawing on the first or second business day of the semester. If withdrawing on the third or fourth business day of the semester, students will receive a 50 percent refund, however, lab fees are not refundable. No refunds will be issued after this time.
REFUNDS FOR STUDENTS RECEIVING FINANCIAL AID

No refunds will be made to students receiving assistance through the MCCC Financial Aid Office, Michigan Bureau of Rehabilitation, Michigan Office of Services for the Blind, or Michigan Veterans Trust Fund until the amount of the financial assistance is recovered.

All students who wish to withdraw must follow MCCC official withdrawal policy. If you officially withdraw or stop attending all your classes, you may be required to repay all or part of the financial aid disbursed to you in the term you withdraw.

Beginning October 7, 2000, students receiving federal funds may be required to repay aid determined to be “unearned.” The earned/unearned calculation is based on the percentage of days attended during the term in which you withdrew. The amount of aid earned is determined on a pro-rata basis. That is, if you completed thirty percent of the term in which you withdrew, you earn thirty percent of the federal aid you received. Once you have completed sixty percent of the term, you are considered to have earned all of your aid for that semester.

The difference between your earned federal aid and 100 percent equal the percent of unearned federal funds that are subject to repayment. Federal regulations require Title IV aid to be refunded in the following order: Federal Unsubsidized Stafford Loan, Federal Stafford Loan, Federal PLUS Loan, Federal Pell Grant, and Federal Supplemental Education Opportunity Grant.

TUITION RECIPROCITY AGREEMENT

Monroe County Community College and Owens Community College

Monroe County Community College agrees to accept, at resident rates, certain residents of Ohio wishing to enroll at Monroe County Community College. Resident rates shall only apply to students enrolled in those programs at Monroe County Community College which are not offered at Owens Community College. Any students so admitted must meet all regular admission requirements of Monroe County Community College, including those for the specific program for which admission is sought.

Programs at Monroe County Community College that are part of this reciprocal agreement will vary each year. Please contact the Registrar’s Office for more information.

To apply for this agreement, an application is available at both the main campus and Whitman Center. The application for reciprocity must be submitted prior to the first day of class for the semester it is requested. Once approved by the Registrar, or designated representative, the student will be entitled to a waiver of the non-resident portion of tuition at Monroe County Community College.
MCCC, in conjunction with the federal and state governments and private and civic organizations, offers a variety of scholarship, grant, loans, and employment opportunities to assist students in financing their education.

Approximately 60 percent of all MCCC students receive some form of assistance from these sources. The purpose of financial aid is to ensure the College continues to make it possible for students of all degrees of financial capability, special talent, or high scholastic merit to attend MCCC.

No student should hesitate to apply for admission because of financial circumstances. It is the College’s goal to offer financial assistance to all candidates accepted for admission who demonstrate financial need.

The following information is provided to inform prospective and continuing undergraduate students of the various alternatives available.

FINANCIAL AID ELIGIBILITY – GENERAL REQUIREMENTS

Applying for Financial Aid
To be eligible for MCCC and federal and state assistance, a student must:

- have financial need, except for some loans and scholarships
- have a high school diploma or a General Education Development (GED) certificate, or pass an independently administered test approved by the U.S. Department of Education
- be enrolled as a regular student in an eligible program
- be a U.S. citizen or eligible noncitizen
- have a Social Security Number
- make satisfactory academic progress
- sign a statement of educational purpose/certification statement on refunds and default
- sign a statement of updated information
- register with the Selective Service, if required
- have completed the admissions process at MCCC.

The Application Process
Students can apply for federal and state aid by filling out the “Free Application for Federal Student Aid” (FAFSA), available from high school, or the Financial Aid Office located in the Administration Building, Room 159.

You may submit a FAFSA

- through the Internet by using FAFSA on the Web.
- by mailing a paper FAFSA.

You must reapply each school year.

FAFSA on the Web is a free U.S. Department of Education Web site where you can complete a FAFSA on-line and submit it via the Internet. You can use FAFSA on the Web on a personal computer (PC) or a Macintosh that is equipped with certain U.S. versions of Netscape. The address is www.fafsa.ed.gov.

To be considered for non-federal aid such as institutional and/or state aid, students may have to complete an additional application. Check with the Financial Aid Office to see which non-federal application to complete, if any. Remember, there’s no charge to apply for federal student aid.

For the Federal Family Education loan programs, there are some additional steps students must take to apply.

When completing the FAFSA, pay special attention to any questions on income. This area is where most mistakes are made. Also, in Section H of the FAFSA, fill out carefully the name(s) of the school(s) you’re interested in attending. If any of these schools participate in at least one of the programs mentioned in the Federal Student Guide, it will have a “Title IV Institution Code.” You can get a list of Title IV codes from the College’s financial aid office, your high school, or your local public library and on the Internet at http://www.fafsa.ed.gov.

Apply as soon as possible AFTER January 1st. If not applying electronically, mail the completed FAFSA in the envelope found in the application package. It will take approximately four weeks for the federal application to be processed. When you apply, you should have certain records on hand. These records are listed on the application. You should save all records and all other materials used in completing the application. You may need them later to prove the information you reported is correct. This process is called verification.

All MCCC awards are made for a period of one academic year only. Reapplication must be made for each year. Copies of the required forms may be obtained from the Financial Aid Office.

Financial aid awards for the prospective student are not approved before the student has attained regular admission status through the Admissions Office. Financial aid funds are limited, and late applicants may be either denied assistance, given loan and job aid only, or receive lower than normal scholarship awards when funds are limited or exhausted.
The Financial Aid Office reserves the right to request income and asset verification of financial statements submitted for need-based aid. Failure to provide the requested information will result in cancellation of award action. Falsification of income information submitted for the purpose of receiving financial assistance will result in cancellation of all future assistance and repayment of all prior assistance received falsely. If federal and/or state funds are involved, notification of the false information will be provided to the proper agencies (U.S. Office of Education and/or Michigan Higher Education Assistance Authority) for their further disposition.

**Mitigating Circumstances**

It is recognized that special mitigating circumstances may cause a student to fail to achieve satisfactory progress. If, in the judgment of the Financial Aid Director, mitigating circumstances justify continued financial aid eligibility, the Financial Aid Office reserves the right to make this determination.

**Right to Appeal**

Any student who is placed on probation or suspension may appeal this decision by submitting in writing, a statement explaining his or her performance, and the reason why he or she believes he or she should not be placed on probation or suspension status to the Director of Financial Aid.

**Financial Need**

Aid from most financial aid programs is awarded based on financial need. (An exception is the Federal Stafford Loan Programs. It’s possible to receive a Federal Stafford Loan regardless of income.) The information reported when applying for aid is used in a formula, established by Congress, that calculates your Expected Family Contribution (EFC), an amount families are expected to pay toward education. For the Federal Pell Grant Program, if the EFC is below a certain number, students are eligible for a Pell Grant.

\[
\text{Cost of Education} - \text{Expected Family Contribution} = \text{Financial Need}
\]

The financial aid administrator takes the cost of education for the College and subtracts the amount you and your family are expected to pay toward that cost. If there’s anything left over, students are considered to have financial need.

**Dependency Status**

Certain questions answered when applying for financial aid will determine whether students are considered dependent on their parents and must report their income and assets as well as their own, or independent and report only their own income and assets (and those of a spouse). Income and asset information are used in determining your eligibility for federal student aid.

Students are classified as dependent or independent because federal student aid programs are based on the idea that students’ parents have the primary responsibility of paying for their children’s education. Students who have access to parental support (dependent students) should not receive federal funds at the expense of students who don’t have that access (independent students).
An independent student is one of the following —
(2005-2006)
• someone born before January 1, 1982
• married
• a graduate or professional student
• someone with legal dependents other than a spouse
• an orphan or ward of the court
• veteran of U.S. armed forces

If you claim to be an independent student, the school will ask for proof before awarding any federal student aid. If you think you have unusual circumstances that would make you independent even though you normally would be considered dependent, talk to the financial aid administrator. The aid administrator can change your status to independent if he or she thinks your circumstances warrant it. Remember, the financial aid administrator won’t automatically do this. That decision is based on his or her judgment, and it’s final - you can’t appeal it to the U.S. Department of Education.

**NOTE:** Independence criteria are determined annually by the Federal Government and are subject to change.

### THE STUDENT’S FINANCIAL AID PACKAGE

Usually a combination of gift (scholarship and grant) and self-help (job and loan) aid is offered the student. The proportion is determined annually.

Where Pell Grant, Michigan Competitive Scholarship, or Stafford Student Loan estimates appear, students are responsible for obtaining and completing necessary application forms to secure this aid.

**Changes in the Award**

The Office of Financial Aid anticipates that students will receive the aid package described in their award announcement. It may, however, be necessary for the College either to increase or decrease the award if changes occur in enrollment status, family financial status, or the student’s own financial resources or expenses.

Changes in enrollment status include changing majors, taking fewer than 12 credit hours per semester, or withdrawal before the end of the semester. Reductions in credit hours below 12 credits in a semester without approval from the Office of Financial Aid may result in a cancellation of assistance for that semester. Students should consult the Office of Financial Aid before making a change of this type.

### Special Circumstances

Although the process of determining a student’s eligibility for federal student aid is basically the same for all applicants, there is some flexibility. For instance, if the financial aid administrator believes it’s appropriate, based on the documentation you provided, they can change your status from dependent to independent.

In some cases, the financial aid administrator may adjust your cost of attendance or the information used to calculate your Expected Family Contribution (EFC) to take into account circumstances that might affect the amount you and your family are expected to contribute toward your education. These circumstances could include a family’s unusual medical or dental expenses, or tuition expenses for children attending a private elementary or secondary school. Also, an adjustment may be made if you, your spouse, or either of your parents (if applicable) have been recently unemployed. If conditions such as these apply to you or your family, contact the financial aid administrator. Check with the financial aid administrator if you feel you have any other special circumstances that might affect the amount you and your family are expected to contribute. But remember, there must be very good reasons for the financial aid administrator to make any adjustments, and you’ll have to provide adequate proof to support those adjustments. Also, remember that the financial aid administrator’s decision is final and cannot be appealed to the U.S. Department of Education.

### Award Revision

Overpayments resulting from full or partial cancellation of aid will normally result in a debt on the student’s account and must be paid back according to normal repayment policies of the College. It is the student’s responsibility to verify the accuracy of billing charges, aid credits, and stipend checks.

### Award Disbursement

Scholarships and Pell Grants are usually divided in half and credited directly toward the semester bill. When possible, awards are applied to the first bill in each semester; however, late awards or award revisions will be applied throughout each semester. When FFEL Stafford Student Loan checks are received by the College, they will be released as soon as regulations permit.

Stipend checks are usually available the day classes begin each semester. However, should federal or state money not be received, students should plan to have sufficient funds for books and other expenses until checks are available.
Many new tax benefits for adults who want to return to school, and for parents who are sending or planning to send their children to college are available due to the balanced budget act signed into law in August, 1997. These tax cuts effectively make the first two years of college universally available, and they will give many more working Americans the financial means to go back to school if they want to choose a new career or upgrade their skills. When fully phased in, 12.9 million students are expected to benefit – 5.8 million under the “HOPE Scholarship” tax credit, and 7.1 million under the Lifetime Learning tax credit.

**Up to a $1,500 “Hope Scholarship” Tax Credit for Students Starting College**

The “Hope Scholarship” tax credit helps make the first two years of college or vocational school universally available. Students will receive a 100 percent tax credit for the first $1,000 of tuition and required fees and a 50 percent credit on the second $1,000. This credit is available for tuition and required fees less grants, scholarships, and other tax-free educational assistance, and will be available for payments made after December 31, 1997 for college enrollment after that date. A high school senior going into his or her freshman year of college in September, 2000, for example, could be eligible for as much as a $1,500 HOPE tax credit.

This credit is phased out for joint filers who have between $85,000 and $105,000 of adjusted gross income, and for single filers who have between $42,000 and $52,000 of adjusted gross income. The credit can be claimed in two years for students who are in their first two years of college or vocational school, and who are enrolled on at least a half-time basis in a degree or certificate program for any portion of the year. The taxpayer can claim a credit for his own tuition expense or for the expenses of his or her spouse or dependent children.

**STATEMENT OF STUDENT FINANCIAL AID RIGHTS AND RESPONSIBILITIES**

1. Students have the right to be informed of, and to apply for all financial aid programs for which they are eligible. The responsibility to apply by program deadlines and to acquaint themselves with the application procedure resides with the student.

2. Students have the right to know how financial need and award packages will be determined, and to request a review of the financial aid package should circumstances change to affect negatively the family’s ability to meet costs of attendance, and the responsibility to notify the College should new resources become available to the student that were not originally considered.

3. Students who borrow to attend the College have a right to full disclosure of the terms and provisions of loan programs, including typical repayment schedules and the responsibility to attend exit interviews before leaving College. They must repay loans on a timely basis and keep the College informed of their current address.

4. Students have the right to be informed of financial aid policies and have the responsibility to be aware of all published financial aid policies and to comply with these policies.

5. Students have the responsibility to submit accurate information on all College documents relating to the financial aid application process.

**TAX STATUS OF FINANCIAL AID**

The Tax Reform Act of 1986 amended the Internal Revenue Code section pertaining to the taxability of scholarship and fellowship grants. Effective January 1, 1987, only the amount of a scholarship or fellowship grant which is used for qualified tuition and related expenses (i.e. tuition, fees, books, supplies and equipment) is excluded from gross income. Any amount of a scholarship or fellowship grant which is used for non-course related expenses (such as room and board) is taxable and has to be included in the student’s gross income.
Maintaining Eligibility
Satisfactory progress may be evaluated on a semester basis. To be eligible for renewal of financial aid, students must complete satisfactorily 70 percent of the credit hours on which their award was based by the end of the spring session and maintain a cumulative 1.8 grade point average.

Financial Aid Policy on Satisfactory Academic Progress
Students must make satisfactory progress toward completion of their certificate/degrees at MCCC to be eligible to receive aid from the following programs: Pell Grant, Family Federal Education Loans, Supplemental Educational Opportunity Grant, Michigan Educational Opportunity Grant, Federal College Work Study, Michigan Work Study, Michigan Competitive Scholarship Program, and endowed need based scholarships. Grade point average (GPA), per semester, cumulative credits earned, and a maximum time frame, are all elements of the satisfactory progress determination. Requirements vary depending upon class level and attendance status as follows:

<table>
<thead>
<tr>
<th></th>
<th>Cumulative GPA Required</th>
<th>Credit Hours Attempted</th>
<th>Credit Hours Earned</th>
<th>Semesters of Eligibility</th>
<th>Academic Year Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
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<tr>
<td>Undergraduate</td>
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<tr>
<td>First 2 years</td>
<td>1.8</td>
<td>12</td>
<td>9</td>
<td>6</td>
<td>3</td>
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<tr>
<td>Undergraduate</td>
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<tr>
<td>After 2 years</td>
<td>2.0</td>
<td>12</td>
<td>9</td>
<td>6</td>
<td>3</td>
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<tr>
<td>Half-Time/Less Than Full-Time</td>
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<tr>
<td>Undergraduate</td>
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</tr>
<tr>
<td>First 2 years</td>
<td>1.8</td>
<td>6-11</td>
<td>6</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>Undergraduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>After 2 years</td>
<td>2.0</td>
<td>6-11</td>
<td>6</td>
<td>10</td>
<td>6</td>
</tr>
</tbody>
</table>

Federal aid recipients may not owe a refund from any federal grant or loan or be in default on any federal loan to attend MCCC.

Transfer students to MCCC must have a Financial Aid Transcript from each institution attended, whether or not financial aid was received, on file before federal aid will be given.

Students who are required to register for the Selective Service may be required to document their actual registration before federal student aid will be disbursed. Secure details from the MCCC Financial Aid Office.

Students on leave of absence and students registered at other institutions are not eligible to receive MCCC financial assistance.

Tuition and Fees Deduction
You may be able to deduct qualified education expenses paid during the year for yourself, your spouse, or a dependent. The tuition and fees deduction can reduce the amount of your income subject to tax up to $4,000. This deduction is taken as an adjustment to income. This means, you can claim this deduction even if you do not itemize deductions on Schedule A (Form 1040). This deduction may be beneficial to you if you cannot take either the Hope or Lifetime Learning credit because your income is too high. The tuition and fees deduction is available for 4 years, 2002 through 2005.

Going to School While You Work
The new tax law extends Section 127 of the tax code for three years. Section 127 allows workers to exclude up to $5,250 of employer-provided education benefits from their income. The assistance must be for undergraduate courses beginning prior to June 1, 2000. This provision will enable many Americans to pursue their goals of lifelong learning.

STANDARDS OF SATISFACTORY PROGRESS FOR FINANCIAL AID RECIPIENTS
The Higher Educational Amendments of 1980 require Monroe County Community College to define and monitor standards of satisfactory progress for all students receiving Title IV student financial aid funding.
Guest students attending MCCC are not generally eligible to receive financial assistance through MCCC. Students should check their home institution to determine eligibility for financial assistance.

Other Considerations
Repeated courses will count toward determination of enrollment status. However, for purposes of financial aid satisfactory progress, only credits adding to the cumulative credits earned will be acceptable toward the required minimum number of credits per semester.

Incomplete courses do not earn credit nor influence the grade point in the semester in which the course is incomplete; however, they are counted once they are complete. Based upon student initiated appeal, credit earned from incomplete courses may be counted as mitigating circumstances.

Withdrawn courses neither earn credit nor influence grade point average. Students may retake courses from which they have withdrawn which will count toward determination of enrollment status in that semester.

SOURCES OF STATE AND FEDERAL FINANCIAL AID

Pell Grants

Application Procedures
Students may apply for a Pell Grant by filing the Free Application for Federal Student Aid.

The completed application should be submitted for processing according to the directions included on it. A calculated Student Aid Report (SAR) will be sent to the applicant. The applicant’s award is then determined by MCCC based upon enrollment and submission of a SAR to the Office of Financial Aid. Funds will be credited to the student’s institutional account when all documentation is submitted to the Financial Aid Office.

Methods of Selection of Recipients and Allocation of Awards
The Pell Grant Program is an entitlement program based on financial need. Scholastic accomplishment has no bearing on eligibility. The applicant must be enrolled as a student in an approved postsecondary institution and must need financial assistance to continue his or her education.

Financial need is determined by a formula applied to all applicants and the student eligibility index is calculated by this formula.

Awards are available for up to the period of time taken to receive the first baccalaureate degree. Students must reapply every year.

Award Schedule
Currently awards range from $200 to $4,050, but may not exceed one-half the total cost of attendance. The amount of the award will be affected by costs of attendance and enrollment status and status at time of first Pell Grant disbursement.

Rights and Responsibilities of Recipients
Students must continue to make satisfactory academic progress in the program in which enrolled. Students must not owe any refunds on Pell Grants or other awards or be in default on repayment of any student loans.

Supplemental Educational Opportunity Grants (SEOG)
These are federal grants awarded by MCCC to undergraduate students who are U.S. citizens or permanent residents demonstrating financial need. The grants must be at least $100 and not more than $2,000 per year. Students must be making satisfactory progress to continue receiving the grant, and meet all other conditions outlined in the Financial Eligibility section.

Michigan Competitive Scholarship Program
These scholarships offer tuition and fees to Michigan residents of 12 months who qualify through a competitive examination, and who show financial need. Recipients must be attending MCCC full-time. Awards may be renewed annually for a maximum of 10 semesters, as long as need, a 2.0 grade point average, and satisfactory academic progress are maintained.

More information is available from high school counselors and by writing to the State of Michigan, Department of Education, Student Financial Assistance Services, P.O. Box 30008, Lansing, MI 48909.
Michigan Adult Part-Time Grant
This grant is designed to provide grant assistance for needy adults who enroll at MCCC on a part-time basis (3-11 credit hours). Maximum grant eligibility per year is $600 for a maximum of two years of study. Students must qualify as self-supporting under current federal criteria, demonstrate need, be out of high school (other than GED) for at least 2 years, be a Michigan resident for at least 12 months, be a U.S. citizen or permanent resident, not be incarcerated, not enrolled in a theology or divinity program, not be in default on a student loan, and must be making satisfactory academic progress, as defined by MCCC.

Michigan Education Opportunity Grant
This grant is designed to provide need-based assistance to full-time undergraduate students up to $1,000 per year. Student must be a Michigan resident for at least 12 months, be a U.S. citizen or permanent resident, be making satisfactory academic progress as defined by MCCC, may not be incarcerated in a corrections institution, and not be default on a student loan.

OTHER SOURCES OF FINANCIAL AID

Michigan Bureau of Rehabilitation
The Bureau of Rehabilitation is an arm of the Michigan Department of Education, designed to provide rehabilitative services to vocationally handicapped or impaired individuals.

Any person with an impairment such as an amputation, a cardiac condition, speech problems, deafness, blindness, orthopedic involvements, or epilepsy, can make application for service through the Bureau of Rehabilitation.

All services provided are individually planned to meet the established need and could include, for example: tuition, fees, books, prosthetic devices, maintenance, or other services that would be required for the completion of a rehabilitation program.

A student who feels that vocational rehabilitation services are needed may make inquiry and application for assistance by contacting the office of the State of Michigan Bureau of Rehabilitation serving the student’s home area.

Bureau of Indian Affairs
Grants for qualified students of at least one-quarter American Indian descent are available through the U.S. Department of the Interior, Bureau of Indian Affairs. Information can be obtained by contacting Scholarship Officer, B.I.A., Higher Education Grant Program, Michigan Intertribal Education Association, Inc., Baraga, Michigan 49908.

Public Act 174
Michigan Indian Tuition Grant
This program currently provides free tuition at MCCC for North American Indians. Information can be obtained by contacting the Michigan Commission on Indian Affairs, 5423 North Logan, Lansing, Michigan 48914, (517) 373-0054.

BENEFITS FOR CHILDREN OF DECEASED OR TOTALLY DISABLED VETERANS

Public Law 634
Those eligible for educational benefits are young men and women whose veteran-parents died of injuries or disease resulting from military service during World War 1, World War II, or the Korean conflict. Students generally must be between 18 and 26 years old; however, children will be permitted to begin school before their eighteenth birthday and finish after their twenty-sixth in some instances.

To be eligible for full benefits, a student covered under the above program must carry at least 12 semester hours of credit.

Public Act 245
Sons or daughters of a veteran who died for service-connected causes, or who is totally disabled as a result of service-connected causes of any war in which the United States has been a participant, may be eligible for benefits under Public Act 245 of the Public Acts of 1135, as amended. The benefits waive the regular fees each semester until the student reaches 23 years of age. Anyone who believes he or she is eligible should request an application from the Michigan Veterans Trust Fund, Lansing, Michigan. Recipients must be full-time students and must maintain a minimum cumulative 2.25 grade point average.

EMPLOYMENT PROGRAMS
Job opportunities on campus are available to MCCC students, regardless of financial need, who are enrolled half-time. Employment in moderation can be beneficial to a student’s educational need, and earnings can often reduce or eliminate the necessity to borrow. Federal regulations prevent recipients of federal aid programs, i.e., College Work Study, Supplemental Educational Opportunity Grants, from obtaining campus job earnings that, when combined with other aid resources, would exceed their financial need as outlined on the award letter. Therefore students receiving aid from these programs are not able to work on campus without authorization from the Financial Aid Office.
Students accepting student loans are committing themselves to a serious legal and moral obligation: loans must be repaid. Repayment may take as long as 10 years after leaving college. Students are urged to consider their ability to repay a loan, their future credit rating, and their potential indebtedness before accepting a loan. The staff of the Office of Financial Aid is willing to discuss the implications of loans on students’ future financial situations.

**Federal College Work Study Program**

The College participates in the federally funded College Work Study (FCWS) Program. Students must be U.S. citizens or permanent residents and meet all other requirements included in the Financial Aid Eligibility section. Employment extends to most areas of college activity. Every effort is made to refer students to positions compatible with their interests and qualifications, although such opportunities are not always available. Pay rates commensurate with federal minimum wage guidelines. Jobs for all student employees are obtained through the Workforce Development Office.

Once students have earned the amount for which they are eligible, they will be terminated from the program and will be unable to continue College Work Study employment.

**Michigan Work Study**

The Michigan Work Study Program (MWS) is designed to provide work opportunities for needy, undergraduate students who enroll at approved degree-granting Michigan colleges on at least a half-time basis.

Qualification for this program is the same as for federally funded College Work Study.

**College Employment**

Other student jobs are available on campus in addition to those described under the College Work Study Program.

Applications for student assistant positions on campus are processed through the Workforce Development Office at the College, Room A-154.

**Off-Campus Employment**

Businesses throughout Monroe County and the surrounding areas utilize the Workforce Development Office to advertise available full- and part-time positions through up-to-date job postings. Qualified student and alumni may be referred for these positions. Information on summer employment is also posted and includes local, state, national, and international opportunities.

**LOAN PROGRAMS**

Several loan programs are available. A student is not required to accept a loan in order to receive other types of aid. Students should discuss the possibility of replacing part of the value of a loan with a job with the Office of Financial Aid to determine whether employment is available.

Students accepting student loans are committing themselves to a serious legal and moral obligation: loans must be repaid. Repayment may take as long as 10 years after leaving college. Students are urged to consider their ability to repay a loan, their future credit rating, and their potential indebtedness before accepting a loan. The staff of the Office of Financial Aid is willing to discuss the implications of loans on students’ future financial situations.

**Family Federal Educational Loans**

**What Loans are available?**

Family Federal Educational Loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The federal government pays interest on the loan (“subsidizes” the loan) until the student begins repayment and during authorized periods of deferment.

An unsubsidized loan is not awarded on the basis of need. Students are charged interest from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be capitalized. The interest will be added to the principal amount of your loan and will increase the amount you have to repay. If you choose to pay the interest as it accumulates, you’ll repay less in the long run.

Students may receive a subsidized FFEL and an unsubsidized Stafford Loan for the same enrollment period.

**Who can get a Family Federal Education Loan?**

If you’re a regular student enrolled in an eligible program of study at least half-time, you may receive a FFEL. Students must also meet other general eligibility requirements.

**How much can I borrow?**

A dependent undergraduate student can borrow up to:

- $2,625 if you’re a first-year student enrolled in a program of study that is at least a full academic year;
- $3,500 if you’ve completed your first year of study, and the remainder of your program is at least a full academic year; or
- $5,500 a year if you’ve completed two years of study, and the remainder of your program is at least a full academic year.
An independent undergraduate student or a dependent student whose parents are unable to get a PLUS Loan, can borrow up to:

- $6,625 if you’re a first-year student enrolled in a program of study that is at least a full academic year (at least $4,000 of this amount must be in unsubsidized loans);
- $7,500 if you’ve completed your first year of study, and the remainder of your program is at least a full academic year (at least $4,000 of this amount must be in unsubsidized loans); or
- $10,500 a year if you’ve completed two years of study, and the remainder of your program is at least a full academic year (at least $5,000 of this amount must be in unsubsidized loans).

NOTE: The College can refuse to certify your loan application or can certify a loan for an amount less than you would otherwise be eligible for, if the school documents the reason for its action and explains the reason to you in writing. The school’s decision is final and cannot be appealed to the U.S. Department of Education.

NOTE: The preceding amounts are the maximum yearly amounts you can borrow in both subsidized and unsubsidized Stafford Loans. You may receive less than these yearly maximum amounts if you receive other financial aid that is used to cover a portion of your cost of attendance.

The total outstanding debt from all Stafford Loans combined cannot exceed:
- $23,000 as a dependent undergraduate student;
- $46,000 as an independent undergraduate student (no more than $23,000 of this amount may be in subsidized loans); or
- $138,500 as a graduate or professional student (no more than $65,500 of this amount may be in subsidized loans). The graduate debt limit includes any Stafford Loans received for undergraduate study.

What’s the interest rate charged on these loans?
For Stafford Loans that were first disbursed before July 1, 1994, the interest rate on these loans may be different. Check with the lender or agency that holds the loan.

On subsidized loans, the federal government pays the interest while you’re enrolled in school at least half time, during a grace period, or during authorized periods of deferment. Interest will begin to accrue when you enter repayment.

For unsubsidized loans, you’ll be charged interest from the day the loan is disbursed until it is repaid in full, including in-school, grace, and deferment periods. You may choose to pay the interest during these periods or it can be capitalized.

Is there a charge for these loans?
You’ll pay fees of up to four (4) percent, deducted proportionately from each disbursement of your loan. For a FFEL Loan, a portion of this fee goes to the federal government to help reduce the cost of the loans.

When do I pay back these loans?
After you graduate, leave school, or drop below half-time enrollment, you have six months before you begin repayment. This is called a “grace period.”

During the grace period on a subsidized loan, you don’t have to pay any principal, and no interest will be charged. During the grace period on an unsubsidized loan, you don’t have to pay any principal, but interest will be charged. You can either pay the interest or allow it to accumulate.

After you leave school or drop below half-time enrollment, you’ll receive information about repayment and will be notified of the date repayment begins. However, you’re responsible for beginning repayment on time, even if you don’t receive this information.

FFEL PLUS Loan
FFEL PLUS Loans enable parents, who do not have adverse credit histories, to borrow money to pay the education expenses of each child who is a dependent, undergraduate student enrolled at least half-time. The yearly limit on a PLUS Loan is equal to the student’s cost of attendance. The interest rate on a PLUS Loan is variable but will never exceed 9 percent. Repayment on a PLUS Loan begins 60 days after the final disbursement for the period of enrollment in which you borrowed.
Short Term Loans
Short term loans are available to help pay for books and supplies. Preference is given to full-time students. A short term loan must be repaid by the end of the semester for which the loan is made. Application forms are available at the College Financial Aid Office.

Endowed Scholarships

Dr. Florence Ames Fine Art Scholarship
Donor: Dr. Florence Ames
Eligibility: Full-time second year art major, minimum 3.0 GPA, artistic merit

William J. and Jennie E. Bacarella Scholarship
Donor: William J. and Jennie E. Bacarella
Eligibility: Business-related curriculum major, non-traditional age student; Monroe County resident

Beach Culinary Scholarship
Donor: Mrs. Eugene W. Beach
Eligibility: Culinary Skills and Management Program student

Helen M. and Eugene W. Beach Scholarship
Donor: Mrs. Eugene W. Beach
Eligibility: Nursing or Respiratory Therapy student, financial need

William J. and Hildreth C. Braunlich Scholarship
Donor: Family and Friends
Eligibility: St. Mary Catholic Central graduate, academic achievement

Elizabeth and Samuel Campbell Memorial Scholarship
Donor: Various Citizens
Eligibility: Financial need and academic excellence

Guire Scholarship Fund
Donor: Iva Mennig Trust
Eligibility: Math or Science major, financial need, scholastic achievement

Dr. Gerald L. Howe Scholarship
Donor: Dr. Gerald L. Howe
Eligibility: Full-time student enrolled in health related curriculum, Monroe County resident, graduated in top 25 percent of high school class in college prep curriculum, academic promise

Gwendolyn M. Jacob Memorial Scholarship
Donor: C. S. and Marion F. McIntyre Foundation
Eligibility: Graduate of Monroe High School with preference given to a student who has also attended Lincoln Elementary School in Monroe (at least 1 year), full-time student enrolled in transfer program, financial need

Karen Karau-Collins Memorial Scholarship
Donor: Jane Karau and Family and Friends
Eligibility: Computer Science student, at least 6 hours per semester

Mary L. and Edward P. Kehoe Scholarship
Donor: Mary L. and Edward P. Kehoe
Eligibility: Minimum of six credit hours per semester, recipient working 30 hours per week or more in addition to attending college or have successfully completed a home school program

Dr. Martin Luther King, Jr. Scholarship
Donor: Concerned Citizens of the Community
Eligibility: Full-time student, resident of Monroe County, financial need

M. Carol Kish Culinary Scholarship
Donor: Monroe County Community College Library Staff and Friends
Eligibility: Culinary Skills and Management Program student, completed 24 credit hours toward culinary degree

C. S. & Marion F. McIntyre Memorial Scholarship
Donor: C. S. and Marion F. McIntyre Foundation
Eligibility: Full-time student enrolled in transfer program, demonstrate a financial need

Monroe County Community College Alumni Association Scholarship
Donor: Monroe County Community College Alumni Association
Eligibility: Nominated by Monroe County Community College Alumni Association member and additional letter of reference

LaVerne B. Norton Scholarship
Donor: Patrick H. Norton
Eligibility: Academic promise, minimum of six credit hour per semester, preference given to a Monroe County resident

Pearl K. Quermbach Memorial Scholarship
Donor: Family and Friends
Eligibility: Financial need

Robbin Ramage Memorial Scholarship
Donor: Ramage Trust Fund
Eligibility: Full-time student

C. Ernest Read Scholarship
Donor: C. Ernest Read Trust
Eligibility: Sophomore, significant contributions to campus life during the freshman year

Drew Reeves Memorial Scholarship
Donor: Family, Friends and Colleagues
Eligibility: Automotive Engineering Technology Program student

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Annual Scholarships

Adopt-A-Student Scholarship
Donor: The Foundation at MCCC
Eligibility: Monroe County resident, financial need, good academic standing

Saverio Costello Memorial Scholarship
Donor: Judge Joseph A. Costello, Jr.
Eligibility: Financially disadvantaged

Education Plus Credit Union Scholarship
Donor: Education Plus Credit Union
Eligibility: Member of Education Plus Credit Union, enrolled for minimum of six credit hours, no other financial assistance

Fallen Firefighters Scholarship
Donor: Monroe County Firefighters Association
Eligibility: Monroe County firefighter or dependent

The Foundation at MCCC Scholarship
Donor: The Foundation at MCCC
Eligibility: Demonstrate financial need

Denise A. Gray Scholarship
Donor: Friends and Family
Eligibility: African-American, Monroe County resident, minimum of 6 credit hours per semester

B. J. Harman Mathematics Scholarship
Donor: Dr. B. J. Harmon
Eligibility: Enrolled for minimum of six credit hours, 3.0 GPA (mathematic/science coursework GPA 3.0), Monroe County resident

IAAM Scholarship
Donor: IAAM – Chapter 6
Eligibility: Accounting major who has completed at least 15 credit hours in Business Division courses, enrolled for minimum of six credit hours

International Association of Administrative Professionals Scholarship
Donor: IAAP Monroe Chapter
Eligibility: Enrolled in Electronic Office Systems Program

Philip J. Iott Memorial Scholarship
Donor: Pennie M. Iott, Family and Friends
Eligibility: Participant in Balanced and Restorative Justice (BARJ) system

Future Leaders of Monroe Scholarship
Donor: Alumni and Friends of Leadership Monroe
Eligibility: Minimum of six credit hours per semester, demonstrate community service in Monroe County

Mercy Memorial Hospital Guild Scholarship
Donor: Mercy Memorial Hospital Guild
Eligibility: Monroe County resident, Nursing student, financial need, volunteer experience in healthcare setting preferred

Mercy Memorial Nursing Scholarship
Donor: Mercy Memorial Hospital
Eligibility: Nursing students

Ruthie Merrit Memorial Scholarship Fund
Donor: Family and Friends
Eligibility: Monroe County resident, 10 semester hours completed with at least a 2.5 GPA, letters of recommendation, reflection/reaction paper

Dennis J. Miller Jr. Scholarship
Donor: Family and Friends
Eligibility: TBD

Monroe County Association of Realtors Scholarship
Donor: Monroe County Association of Realtors
Eligibility: Monroe County resident, business curriculum major, at least 6 credit hours per semester, community service participation

Monroe Exchange Club Scholarship
Donor: Monroe Exchange Club
Eligibility: Full-time student, resident of Monroe County

George Rhodes Scholarship
Donor: Friends and Colleagues
Eligibility: Part-time student (6 credit hours) who has worked at least one semester in tutoring program at MCCC, recipient must be active in MCCC tutoring program during award year, 3.0 GPA

Richard and Marjorie Sieb Scholarship
Donor: Richard and Marjorie Sieb
Eligibility: Monroe County resident, at least six credit hours per semester

Elizabeth Steffes Memorial Scholarship
Donor: James J. Steffes
Eligibility: Financial need

Roy Turner Scholarship
Donor: Family
Eligibility: Monroe County firefighter or child/grandchild of a local (Monroe County) firefighter, full-time student, Monroe County resident, minimum GPA of 2.5

David H. Yoas Memorial Scholarship
Donor: Family and Friends
Eligibility: Welding or Automotive Technology Program, enrolled for minimum of 4 credit hours per semester
Scholarships Provided by MCCC

Board of Trustees Scholarship
Eligibility: Monroe County high school graduate or graduate of Milan High School who resides in Monroe County, upon recommendation of their respective facilities; must be enrolled for 12 or more credit hours per semester.
Stipend: Tuition and fees
Number: Two for each Monroe County high school, one for Milan high school, renewable
Contact: High school counseling office

Presidential Scholarship
Eligibility: Monroe County resident, cumulative high school GPA of 3.5 or better; leadership qualities; demonstrated participation in school and/or community affairs; must be enrolled for 12 or more credit hours per semester
Stipend: Tuition and fees
Number: Ten per year, renewable
Contact: High school counseling office

Instructional Scholarship
Eligibility: Must be enrolled for 12 or more credit hours in designated program per semester; GPA 2.2
Stipend: Tuition and fees
Number: Up to 16 per year, renewable
Contact: Vice President of Instruction or high school counseling office

Performing Music Scholarship
Eligibility: Monroe County resident, full-time student, participating in the MCCC Band or MCCC Agora Chorale, audition required
Stipend: Tuition and fees
Number: 14 per year, renewable
Contact: College Humanities/Social Science Division

Lewis D. McClure Scholarship
Eligibility: Monroe County resident, demonstrated financial need, minimum high school or college GPA 2.5
Stipend: Tuition and Fees
Number: One annually
Contact: Financial Aid Office

Senior Citizen Scholarship
Eligibility: Monroe County resident, age 60 or over
Stipend: Tuition and fees
Number: Variable
Contact: Financial Aid Office
Grading System/Course Numbering

GRADE REPORTS
Reports showing the grades earned by the student are issued at the end of each semester and are mailed to the student’s current address.

Students are responsible for providing their current address.

Grades are also available to students on-line via WebPal and by telephone via SMART.

GRADING SYSTEM
The student’s work in each course is graded on the following system. Grade points are assigned as indicated.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Points Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B - Good</td>
<td>3</td>
</tr>
<tr>
<td>C - Fair</td>
<td>2</td>
</tr>
<tr>
<td>D - Poor, but Passing</td>
<td>1</td>
</tr>
<tr>
<td>E - Failure</td>
<td>0</td>
</tr>
<tr>
<td>I - Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>W - Withdraw</td>
<td>0</td>
</tr>
<tr>
<td>AU - Audit</td>
<td>0</td>
</tr>
<tr>
<td>*S - Satisfactory</td>
<td>0</td>
</tr>
<tr>
<td>U - Unsatisfactory</td>
<td>0</td>
</tr>
<tr>
<td>TR - Indicates Transfer Credit Accepted</td>
<td>0</td>
</tr>
<tr>
<td>N - No Grade</td>
<td>0</td>
</tr>
<tr>
<td>*P - Pass</td>
<td>0</td>
</tr>
<tr>
<td>*F - Fail</td>
<td>0</td>
</tr>
<tr>
<td>*H - Satisfactory completion of a developmental course institutional credit and does not apply toward graduation.</td>
<td></td>
</tr>
<tr>
<td>R - Repeated class, prior attempt.</td>
<td></td>
</tr>
<tr>
<td>CEU - Courses that earn CEU’s are identified with a course number between 700-899 and do not apply toward graduation.</td>
<td></td>
</tr>
</tbody>
</table>

* Not included in GPA

Grading practices regarding letter grades awarded in the Associate Degree Nursing Program are different in that letter grades of A, B, C, and E are issued; there are no D grades.

COURSE NUMBERING SYSTEM
090-099 - Developmental - courses that carry institutional credit only and do not apply toward graduation.
100-149 - Freshman Career/Occupational
200-249 - Sophomore Career/Occupational
150-199 - Freshman University Parallel
250-294 - Sophomore University Parallel
295-299 - Field Trips, Seminars, Workshops, Independent Study, Co-Op
700-999 - Lifelong Learning - Non-Credit

GRADE POINT AVERAGE (GPA)
To compute the Grade Point Average for a semester, divide the total honor points earned by the total semester credit hours attempted.

To compute the cumulative Grade Point Average, divide the total points earned by the total credit hours attempted in all semesters. A Grade Point Average of “C” (2.0) is required for graduation.

Total Grade Points Earned = GPA
Total Semester Hours Attempted

NOTE: Credit accepted from other institutions is not used to calculate the student’s GPA at Monroe County Community College.

CREDIT HOURS
All courses carry a specified number of credits. A three-credit lecture course meets three clock hours per week during the 15-week semester. More clock hours per week are required during short courses. Certain courses that require laboratory work or skill practice may meet for more hours per week than the number of credits they confer.

MCCC courses have a minimum of 800 instructional minutes per credit hour.

APPEAL PROCEDURE FOR GRADE CHANGE
The appeal process shall consist of an initial appeal to the instructor in question, a second appeal to the dean of the division the instructor is teaching in, and a final appeal to a board consisting of three nonadministrative faculty and two students to be appointed by the Vice President of Instruction. The decision of the appeal board will be final and binding. A tie vote by the board will result in the grade remaining unchanged.
Students wishing to initiate a grade appeal have up to six months from the time the grade was issued to request the Vice President of Instruction to appoint an appeal board to hear the arguments. The request must be made in writing.

**ACADEMIC HONORS**

**Dean’s List**  
Full-time students completing 12 credits or more who earn a Grade Point Average of 3.5 or higher will be placed on the Dean’s List each fall or winter semester. The names of students qualifying for the Dean’s List will be distributed to the media.

**Graduation with Honors**  
Students who maintain a 3.5 overall average or higher upon graduation are awarded graduation honors at commencement. As grades are not available in time for the ceremony, honors in the commencement program are based on the cumulative GPA at the end of the term preceding graduation. Graduation with honors is, however, placed on the transcript and the diploma using the GPA upon completion of the requirements for the degree.

<table>
<thead>
<tr>
<th>Honors Designation</th>
<th>GPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>3.900 to 4.000</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.700 to 3.899</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.500 to 3.699</td>
</tr>
</tbody>
</table>

**TRANSCRIPTS**

A transcript is the official cumulative record of a student’s enrollment at Monroe County Community College. This data is maintained by the Office of the Registrar and is cumulative from the student’s first attendance at MCCC.

A student may request an official transcript by making a request in writing or by using the secure WebPal system. The student’s signature is required for all written requests. The cost of each transcript is $2.00. A transcript requested by 4:00 p.m. will generally be available by 8:30 a.m. the following business day. Any transcript issued to the student, either by mail or in person, will carry the inscription “issued to student.”

Unofficial transcripts are issued at no charge upon students request by the Registrar’s Office. A photo ID is required. An unofficial transcript issued to the student will carry the inscription “unofficial transcript.” A transcript will not be issued to/for any student who has an indebtedness to the College.

To comply with the provisions of the Family Educational Rights and Privacy Act of 1974, no transcript will be released without the written authorization of the student.
Graduation and Degree Requirements

GENERAL REQUIREMENTS FOR GRADUATION

Upon successful completion of an approved plan of study and provided the following requirements have been fulfilled, the student will be awarded an associate degree from Monroe County Community College.

- The student must earn a minimum of sixty (60) semester hours of credit, twenty (20) of which must be earned at Monroe County Community College.
- The student must attain at graduation a cumulative grade point average of “C” or higher (2.000 or higher on a 4.000 scale).
- The student must meet the general education requirements for his or her program of study as specified in the Monroe County Community College catalog under which the student has applied for graduation.
- The student may fulfill requirements for graduation using any Monroe County Community College catalog published during their period of attendance, with the limitation that no student may use a catalog more than 10 years old at the time of graduation. Exceptions may be considered by the appropriate administrator.

Students who enroll in certificate programs of substantial length (45 or more semester hours) for the first time in fall 2002 must meet the general education requirements as specified in the 2002-2003 or a subsequent Monroe County Community College catalog.

SECOND DEGREE

To earn a second associate degree from Monroe County Community College, the student must complete twenty (20) semester hours in a specific subject area beyond the requirements of the first associate degree.

ABOUT MCCC DEGREES AND PROGRAMS

Any MCCC degree may be earned by fulfilling the general requirements and the requirements specific to the individual degree (AS, AA, AAS, AFA). This type of degree is called an undesignated degree and appears on the transcript as the degree only.

In addition to earning the specific degree, students who complete one of the occupational degree programs will have the program designation entered on their transcript along with the degree.

Specific program outlines which reflect a high level of specialization are listed elsewhere in this catalog. Deviation from degree requirements or from a specified program may be made only with approval of the division Dean, the Vice President of Instruction, or their designee.

GENERAL EDUCATION

General education unites students from diverse areas of study in the pursuit of knowledge that community college graduates should possess. At Monroe County Community College general education courses are the foundation of each certificate program of substantial length (45 or more credit hours) and of each associate degree (60 or more credit hours). To earn a certificate of substantial length or an associate degree from MCCC, students must demonstrate competency in each of the five general education areas:

- **Written Communication.** Graduates will communicate ideas and information in writing using the rules of standard American English.
- **Mathematics.** Graduates will accurately apply appropriate mathematical approaches to the analysis and interpretation of numerical information.
- **Social Science.** Graduates will demonstrate understanding of social science concepts.
- **Science.** Graduates will demonstrate understanding of the processes of scientific inquiry.
- **Computer Skills.** Graduates will use computer technology to retrieve and communicate information. The competency may be demonstrated by successfully completing an approved course or by demonstrating competency on a designated examination.

Students must complete, at the minimum, the general education coursework or the standardized tests and skills assessments described below. Some degree programs require specific or additional general education courses.

**Written Communication**

Complete one course (3 credits) from the following:

- ENGL 101 Written and Oral Communication
- ENGL 151 English Composition I

**Mathematics**

Complete one course (minimum of 3 credits) from the following:

- Any MATH course numbered 121 or higher
- BSMTH 101 Business Mathematics

OR

Achieve a satisfactory score on a standardized Mathematics test.

**NOTE:** Students who meet the Mathematics requirement by achieving a satisfactory standardized test score do not receive academic credit and may need to earn additional credit to meet degree requirements.
Social Science
Complete one course (3 credits) from the following:
POLSC 101 American Institutions
POLSC 151 Introduction to Political Science

Science
Complete one course (minimum of 4 credits) from the following:
ASTRN 151 (Introduction to Astronomy)
BIOL 152 (Biological Science)
BIOL 154 (Introduction to Environmental Science)
BIOL 155 (Allied Health Anatomy and Physiology I)
BIOL 157 (Anatomy and Physiology I)
CHEM 150 (Fundamental Principles of Chemistry)
CHEM 151 (General College Chemistry I)
CHEM 150 (Fundamentals of Health Science Chemistry)
ESC 151 (Earth Science)
GEOG 151 (Elements of Physical Geography)
PHY 101 (Technical Physics)
PHY 151 (General Physics I)
PHY 251 (Engineering Physics I)
PHYS 151 (Physical Science)

Computer Skills
Complete one course (minimum of 2 credits) from the following:
CIS 130 Introduction to Computer Information Systems
WPR 102 Word Processing I
WPR 110 Personal Word Processing
OR
Achieve a satisfactory score on a Computer Skills Assessment.

NOTE: Students who meet the Computer Skills requirement by achieving a satisfactory skills assessment score do not receive academic credit and may need to earn additional credit to meet degree requirements.

DEGREE REQUIREMENTS

Requirements for the
Associate of Arts Degree (AA)
To earn the Associate of Arts degree, the student must successfully complete courses from the following areas to meet the minimum general education distribution requirements:

Written Communication – 6 Semester Hours
To meet this distribution requirement, the student must successfully complete English 151 and one (1) additional course selected from English 102, 152, 155, or 254.

Mathematics and/or Science* – 8 Semester Hours
To meet this distribution requirement, the student must:
1. Successfully complete courses selected from two (2) or more of the following subjects: Astronomy, Biology, Chemistry, Earth Science, Mathematics, Geography 151, Physical Science, Physics.
2. Pass the Mathematics assessment or successfully complete at least three (3) semester hours of mathematics from courses numbered MATH 121 or higher.

Social Science – 15 Semester Hours
To meet this distribution requirement, the student must successfully complete Political Science 151 and additional courses selected from two (2) different subject areas listed below:
Anthropology, Economics, Geography (except 151), History, Political Science (except 101 and 151), Psychology, Social Work, or Sociology.

Computer Skills
To meet this distribution requirement, the student must successfully complete one (1) course selected from CIS 130, WPR 102, or WPR 110, or achieve a satisfactory score on a computer skills assessment.

Humanities – 6 Semester Hours
To meet this distribution requirement, the student must successfully complete courses selected from two (2) different subject areas listed below:
Art, Communications, English (excluding 101 and ENGL courses taken to meet Written Communication requirements), Humanities, Journalism, Music, Philosophy, Speech, or Theater.

Foreign Language – 8 Semester Hours
The student must successfully complete eight (8) semester hours of one foreign language. Students with a minimum of four semesters of one foreign language in high school may petition the Dean of Humanities/Social Sciences for a waiver of up to four (4) credits of this requirement. Students receiving waivers do not earn college credit and will need to earn additional hours to meet the 60-hour degree requirement.

* It is strongly recommended that students select a science course with a scheduled laboratory period.
Requirements for the Associate of Science Degree (AS)

To earn the Associate of Science degree, the student must successfully complete courses from the following areas to meet the minimum general education distribution requirements:

**Written Communication** – 6 Semester Hours
To meet this distribution requirement, the student must successfully complete English 151 and one (1) additional course selected from English 102, 152, 155, or 254.

**Mathematics and/or Science** – 8 Semester Hours
To meet this distribution requirement, the student must:
1. Successfully complete courses selected from two (2) or more of the following subjects: Astronomy, Biology, Chemistry, Earth Science, Mathematics, Geography 151, Physical Science, Physics.
2. Pass the Mathematics assessment or successfully complete at least three (3) semester hours of mathematics from courses numbered MATH 121 or higher.

**Social Science** – 9 Semester Hours
To meet this distribution requirement, the student must successfully complete Political Science 151 and additional courses selected from two (2) different subject areas listed below:
- Anthropology, Economics, Geography (except 151), History, Political Science (except 101 and 151), Psychology, Social Work, or Sociology.

**Computer Skills**
To meet this distribution requirement, the student must successfully complete one (1) course selected from CIS 130, WPR 102, or WPR 110, or achieve a satisfactory score on a computer skills assessment.

**Humanities** – 3 Semester Hours
To meet this distribution requirement, the student must successfully complete one (1) course selected from the subjects listed below:
- Art, Communications, English (251 or higher, excluding 254 and 261), Foreign Language, Humanities, Journalism, Music, Philosophy, Speech, or Theater.

* It is strongly recommended that students select a science course with a scheduled laboratory period.

Requirements for the Associate of Applied Science Degree (AAS)

To earn the Associate of Applied Science degree, the student must successfully complete courses from the following areas to meet the minimum general education distribution requirements:

**Written Communication** – 3 Semester Hours
To meet this distribution requirement the student must successfully complete English 101 or 151.

**Mathematics**
To meet this distribution requirement, the student must successfully complete one (1) MATH course numbered 121 or higher, or BSMTH 101, or achieve a satisfactory score on an achievement test.

INDUSTRIAL TECHNOLOGY STUDENTS – MATH 121 and 124 (Technical Mathematics I and II) are recommended for students whose goal is to complete the associate of applied science degree and seek employment. MATH 157 (College Algebra) and MATH 159 (Trigonometry and Analytical Geometry) are recommended for students interested in transferring to a four-year institution. Other MATH courses may be selected for transfer depending on the student’s choice of transfer institution. Students interested in transfer are encouraged to seek the assistance of a faculty advisor or admissions counselor.

**Social Science and Humanities** – 6 Semester Hours
To meet this distribution requirement, the student must successfully complete Political Science 101 or 151, and one (1) additional course from the subjects listed below:
- Anthropology, Art, Communications, Economics, English (except 101 and 151), Foreign Language, Geography (except 151), History, Humanities, Journalism, Music, Philosophy, Political Science (except 101 and 151), Psychology, Social Work, Sociology, Speech, or Theater.

**Science** – 4 Semester Hours
To meet this distribution requirement, the student must successfully complete one (1) course selected from the subjects listed below:
- Astronomy 151, Biology 152, 154, 155, or 157, Chemistry 150, 151, or 160, Earth Science 151, Geography 151, Physical Science 151, or Physics 101, 151, or 251.

**Computer Skills**
To meet this distribution requirement, the student must successfully complete one (1) course selected from CIS 130, WPR 102, or WPR 110, or achieve a satisfactory score on a computer skills assessment.
**Technical and Specialty Areas** – 32 Semester Hours  
Deviation from a specified program may be made only with approval of the Division Dean, the Vice President of Instruction, or their designee.

**Requirements for the**  
**Associate of Fine Arts Degree (AFA)**  
To earn the Associate of Fine Arts degree, the student must successfully complete courses from the following areas to meet the minimum general education distribution requirements:

**Written Communication** – 3 Semester Hours  
To meet this distribution requirement the student must successfully complete English 101 or 151.

**Mathematics**  
To meet this distribution requirement, the student must successfully complete one (1) MATH course numbered 121 or higher, or BSMTH 101, or achieve a satisfactory score on an achievement test.

**Social Science** – 6 Semester Hours  
To meet this distribution requirement, the student must successfully complete Political Science 101 or 151, and one (1) additional course selected from the subject areas listed below:  
- Anthropology, Economics, Geography (except 151), History, Political Science (except 101 and 151), Psychology, Social Work, or Sociology.

**Science** – 4 Semester Hours  
To meet this distribution requirement, the student must successfully complete one (1) course selected from the subjects listed below:  
- Astronomy 151, Biology 152, 154, 155, or 157,  
- Chemistry 150, 151, or 160, Earth Science 151,  
- Geography 151, Physical Science 151, or Physics 101, 151, or 251.

**Computer Skills**  
To meet this distribution requirement, the student must successfully complete one (1) course selected from CIS 130, WPR 102, or WPR 110, or achieve a satisfactory score on a computer skills assessment.

**Humanities** – 6 Semester Hours  
To meet this distribution requirement, the student must successfully complete courses selected from two (2) different subject areas listed below:  
- Art, Communications, English (except 101 and 151), Foreign Language, Humanities, Journalism, Music, Philosophy, Speech, or Theater.

**Area of Specialization** – 32 Semester Hours  
(Art Courses)  
The student must successfully complete one of the art curricula which reflects a high degree of specialization.

*It is strongly recommended that students select a science course with a scheduled laboratory period.*
ACADEMIC PROBATION AND ACADEMIC DISMISSAL POLICY

A student who has completed 10 credit hours or more (received a grade of, A, B, C, D or E) at Monroe County Community College is automatically placed on probation at the end of the semester when his/her cumulative grade point average falls below 1.8.

A student who has been placed on probation will be removed from probation when he/she has achieved a cumulative grade point average of 1.8 or more.

Students on academic probation may not enroll for more than 12 semester hours. A student on probation who earns a semester grade point average of 2.5 or higher while taking 10 credit hours may carry 15 hours the next semester with the approval of his/her adviser.

During the semester in which the 20th semester hour is completed, a student on probation who fails to raise his/her cumulative grade point average to 1.8 or more will be subject to dismissal. Cases of dismissal may be appealed to the Academic Review Committee. A dismissed student who appeals to the Academic Review Committee, and is readmitted, must continue to meet with the Academic Review Committee prior to registration for any subsequent semester, or until such time the cumulative grade point average improves to 1.8 or higher. A readmitted student who achieves a grade point average of 2.25 or higher, even though his/her cumulative grade point average is not 1.8, will be considered to have demonstrated significant improvement and will automatically be continued on probation for the next semester.

Exceptions to this policy may be made by the Vice President of Student and Information Services or his/her designee.

STUDENT CONDUCT AND DISCIPLINE

Monroe County Community College recognizes that the purposes of the educational process (to question, experiment, test, and confirm results) are shared by faculty, administration, students, and community and that these crucial objectives carry with them mutual obligations.

DUE PROCESS WITH REGARD TO DISCIPLINE OTHER THAN ACADEMIC

The intent of this document is to retain the legal responsibility of the Board of Trustees as it is delegated through the President to the Vice President of Student and Information Services, or his or her designee, for the health and welfare of the student body. The steps outlined in this Procedure will be used when a student’s conduct is considered unsatisfactory according to College standards. Unsatisfactory conduct may include, but is not limited to: disruptive/inappropriate behavior anywhere on campus and destruction, theft, or mutilation of College property. Criminal activities will be referred to local legal authorities in addition to any disciplinary sanctions the College decides to impose.

Disciplinary Procedure

Action by the Vice President of Student and Information Services may be initiated upon his/her knowledge of any student conduct considered to be unsatisfactory. Action will also be initiated upon the receipt of a written statement from any Monroe County Community College employee who reports that a student’s conduct has been unsatisfactory. The Vice President of Student and Information Services will then:

1. Notify the student in writing within five (5) working days of the complaint filed against him/her, and/or arrange for a conference with said student.
2. Meet with the student whose conduct has been accused of being unsatisfactory.
3. Make a decision of what disciplinary status to impose upon the student based upon the severity of the problem:
   a. Warn the student that past conduct or behavior has not been satisfactory and/or
   b. Curtail specified privileges for a designated period of time and/or
   c. Have the student make financial restitution to the College and/or
   d. Dismiss or suspend the student from the College.
4. Send a certified letter within five (5) working days to let the student know what disciplinary action will be taken and that he/she can appeal the decision.
5. The Vice President of Student and Information Services will notify all parties they can appeal the decision directly to the President of the College whose decision is then final and binding. This appeal must be initiated within five (5) working days of the receipt of the Vice President’s decision.
6. Procedural timelines may be waived by the Vice President in the interest of facilitating due process and fairness.
Guidelines For Classroom Discipline

If a student behaves in a disruptive or unsafe manner, the instructor in charge may dismiss the student responsible from the class. The instructor should review the student’s behavior with the student prior to the next class meeting to determine cause for further action. The instructor may permit the student to return to class after satisfying himself or herself of the student’s desire to refrain from the behavior that led to his/her suspension. The instructor may decide to disallow the student’s continuation in the class. It is the duty of the instructor in charge, however, to inform the student that he/she may appeal the dismissal to the instructor’s Academic Dean. If the student is not readmitted to class it is also the duty of the instructor to notify his/her Academic Dean of the student’s dismissal.

Should the student appeal his/her dismissal to the instructor’s Academic Dean, it will be the responsibility of the instructor and the Academic Dean to come to an agreement as to whether the student should be allowed to return to the instructor’s class. This agreement must be reached as soon as possible, but should not exceed 48 hours from the time the student is dismissed from class.

If the Academic Dean, the instructor and the student cannot reach an agreement allowing a student to return to class, a committee will be established and called into session within an additional 48 hours to hear the facts from all parties involved. This committee will be formed as follows: Student Government shall appoint two students with no vested interest to the appeal committee; Chair of Academic Review Committee will appoint two non-vested faculty members to the committee; and the Vice President of Student and Information Services will appoint one administrator not directly related to the problem. This committee will make its recommendation to the Vice President of Instruction. The decision of the Vice President of Instruction is final and binding.
Academic Dishonesty

Statement on Academic Honesty

The College expects students to be honest in all academic work and maintain their own integrity as well as the academic integrity and reputation of their institution. Students who seek to better their records in dishonest ways demean themselves and show a lack of regard for others. Instead, students should take full advantage of the opportunities offered by the College to ensure that their time here is well-spent, their experience is productive, and their academic credentials are valuable. Students who do this will be better prepared for future endeavors and are more likely to meet with success in a world in which their performance will be the main criterion of recognition and advancement.

Acquisition of knowledge and the development of the skills necessary for success in one’s chosen field are among the aims of education. Academic dishonesty is inconsistent with those aims and will not be tolerated. Academic dishonesty is an intentional act of fraud in which a student seeks to claim credit for the work or efforts of another without authorization, or uses unauthorized materials or fabricated information in any academic exercise. The College considers academic dishonesty to include forgery of academic documents, intentionally impeding or damaging the academic work of others, or assisting other students in acts of dishonesty. It is the student’s responsibility to know what constitutes academic dishonesty. If a student is unclear whether a particular act constitutes academic dishonesty, he or she should consult with the instructor of the class involved.

Any act of Academic Dishonesty will result in disciplinary action by the College. The maximum penalty under the provisions of this policy is permanent expulsion from the College. Disciplinary action will be determined according to the severity of the infraction as recommended by the faculty member and sanctioned by the College administration.

Disciplinary Procedure

1. All acts of academic dishonesty, based on the instructor’s determination of probable cause and following review with the appropriate Academic Dean, shall be reported in writing to the Vice President of Student and Information Services. The faculty member will submit the completed Academic Dishonesty Report Form to the Vice President of Student and Information Services, with copies to the student and the appropriate Academic Dean.

The student accused of academic dishonesty should sign the Academic Dishonesty Report Form indicating his/her agreement or disagreement with the charge and his/her agreement or disagreement with the recommended penalty. In the event the student signs the form in agreement with both the charge and recommended penalty, and if the Vice President of Student and Information Services accepts the recommended disciplinary action, the student waives the right to appeal.

2. The faculty member reporting an act of academic dishonesty may recommend expulsion from the College or program, or a lesser disciplinary action such as a failing grade on the test, paper, project, etc., or a failing grade in the course. In all cases of academic dishonesty, the proportionality of the sanction is to be considered relative to the incident. Sanctions less than expulsion should be based on a preponderance of the evidence**, whereas expulsion from the College or a program should be based on clear and convincing evidence***.

3. The Vice President of Student and Information Services shall make available an opportunity for consultation with both parties. Following consultation (if desired by either or both parties), the Vice President shall inform in writing the faculty member and student of his/her acceptance, rejection or modification of the disciplinary recommendation within seven (7) days of receipt of the Academic Dishonesty Report Form.

4. The Vice President shall inform both parties of the appeal/due process available.

5. The Vice President shall maintain a record of all acts of academic dishonesty.

6. Once the faculty member recommends disciplinary action, the student shall not be permitted to withdraw from the course until the review process is completed. If the charge of academic dishonesty is set aside, the student may withdraw from the course, following the withdrawal procedures for the time period of the initial incident.

7. Procedural timelines may be waived by the Vice President in the interest of facilitating due process and fairness.
Appeals Procedure

1. A student subject to disciplinary action for academic dishonesty or the faculty member who reported the act of academic dishonesty, may appeal the decision of the Vice President of Student and Information Services as to whether academic dishonesty did or did not take place. Neither the student nor the faculty member can appeal the disciplinary action or sanction as rendered by the Vice President. The appeal must be made to the Vice President’s office within seven (7) days of notice of the Vice President’s decision.

2. The Vice President shall appoint an appeals committee composed of two (2) students, two (2) faculty members, and an administrator to hear the appeals. The Vice President and the faculty member making the charge shall not serve on the committee.

3. If it is the Vice President’s decision that academic dishonesty has occurred, and the student appeals, the committee shall determine whether the student has committed academic dishonesty. If the committee determines the student has not committed academic dishonesty, all disciplinary action shall be rescinded. If the committee determines the student has committed academic dishonesty, the Vice President’s disciplinary action shall stand. The committee’s determination shall be final and binding.

4. If the Vice President determines that the charge of academic dishonesty has not been proven, the faculty member may appeal the decision. If the appeals committee (see item 2) determines that the proofs establish an act or acts of academic dishonesty, the committee shall, by majority vote, determine the appropriate sanction. The committee’s determination shall be final and binding.

* Probable cause: reason to believe, based on reliable information, that academic dishonesty has occurred and that a particular student has committed an act of academic dishonesty.

** Preponderance of the evidence: burden of proof has been established by evidence which outweighs the evidence against.

*** Clear and convincing evidence: the evidence must satisfy that the proposition has been established with a high degree of probability.