

STUDENT RIGHTS & RESPONSIBILITIES

GRADUATION/COMPLETION INFORMATION

Student Right to Know Act

The United States Department of Education requires all community colleges to provide current and prospective students with historical data regarding the number of students who complete a degree or a certificate. This data has been standardized so all colleges provide the information on a consistent basis. The reporting covers only students who indicated at the time of their college admission that they were seeking a degree or a certificate, and is compiled three years after their date of admission. The information was retrieved from college records and responses from a student questionnaire.

In addition to the above criteria, the following numbers cover only full-time (12 credit hours or more) students whose first semester at Monroe County Community College was Fall 2005. MCCC is proud to note that community colleges in general have an excellent reputation for meeting their students' goals, whether those goals are to receive a degree or certificate or prepare for a career or improve job skills. Because many of the programs offered at MCCC do not lead to a degree or certificate, we are especially pleased with our 33 percent graduation rate that compares favorably with other Michigan community colleges.

ACADEMIC FORGIVENESS POLICY

Monroe County Community College recognizes that some students experience difficulty with academic performance due to life's circumstances, and oftentimes their subsequent academic record prohibits them from achieving educational and career goals. For example, life's circumstances may include – but are not limited to – personal, emotional and/or financial problems or devastating and unavoidable events that did not permit them to perform at a level representative of their abilities. In an effort to lessen the negative impact of past performance on the student's ability to earn a degree, certificate or successful transfer, the college offers to students the Academic Forgiveness Policy.

The primary purpose of this policy is to provide a “fresh start” to those students who performed poorly in the past but have since demonstrated an ability to succeed with college-level academic studies. This policy is not intended to permit students with chronically poor performance to stay in college, nor to raise false hopes for students who are not making progress.

Through academic forgiveness, the student may petition to have his/her academic grade point average recalculated with failing “E” grades forgiven according to the eligibility criteria and stipulations specified below. As an alternative to academic forgiveness, students are encouraged to consider the course-repeat option, whenever possible, to improve the GPA. Because this forgiveness policy may be granted one time only, students should discuss its appropriateness with a college counselor in the Admissions and Guidance Office.

When the eligibility requirements have been fulfilled and approved, the student's cumulative GPA will be recalculated with the “E” grades removed from the calculation. Forgiven grades of “E” will remain on the student transcript with a special notation explaining this policy.

Eligibility Criteria

1. Forgiveness will be granted one time only for a student.
2. A maximum of 16 semester hours of “E” grades for courses numbered 100-level and above may be applied toward this policy.
3. If **fewer** than 36 months have elapsed since the end of the semester in which the last “E” grade to be forgiven was received, before the Academic Forgiveness Policy is applied, the student must have successfully completed (with a 2.00 GPA or higher) a minimum of 30 credit hours in courses numbered 100 or above.
4. If **more** than 36 months have elapsed since the end of the semester in which the last “E” grade to be forgiven was received, before the Academic Forgiveness Policy is applied, the student must have successfully completed (with a 2.00 GPA or higher) a minimum of 12 credit hours in courses numbered 100 or above.

Stipulations

1. The student may obtain an application for Academic Forgiveness from the college registrar. The submitted application is reviewed by the registrar for accuracy and is approved if all eligibility criteria and stipulations have been met.
2. The Financial Aid Office does not accept “forgiveness status” in the calculation of cumulative GPA for standards of progress.
3. Academic forgiveness, when granted, applies only to MCCC courses. There is no guarantee, expressed or implied, that academic forgiveness will be recognized by any other college or university.

4. Grades of “E” that have been documented for academic dishonesty are not eligible under this policy.
5. Limited access programs such as, but not limited to, nursing, respiratory therapy and culinary arts have program-specific academic standards, which address course failure/withdrawal for students enrolled in these programs.
6. A student can graduate with honors only if all grades are calculated, including forgiven “E” grades.

ACADEMIC PROBATION AND ACADEMIC DISMISSAL POLICY

A student who has completed 10 credit hours or more (and 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 CODE OF CONDUCT AND DUE PROCESS WITH REGARD TO DISCIPLINE OTHER THAN ACADEMIC

Monroe County Community College is committed to maintaining a teaching and learning environment that fosters critical thinking, creativity, personal integrity and positive self-esteem. The intent of this document is to define a collegiate standard of behavior and to describe the actions to be taken if a person disregards this standard.

Rights and Responsibilities

Students have the rights and accept the responsibilities of participating in the educational process when they participate in any course, seminar or activity sponsored by MCCC. Each student is expected to respect the rights of others and to help create a positive environment where diversity of people and ideas are valued and tolerated. A collegiate community should be free from intimidation, discrimination, harassment and violence. Students are expected to know and obey federal, state and local ordinances, as well as college policies and procedures.

The Americans With Disabilities Act With Amendments (2008) affords students an equal opportunity to participate in educational courses/programs/services. If you have a permanent disability and require accommodations in order to meet the guidelines set forth in the MCCC Student Code of Conduct, please contact the Disability Services Office at 734.384.4167, located in the Learning Assistance Lab, C 218.

Code of Conduct

Students at MCCC are expected to show respect for order, law, the rights of others and the mission of the college, as well as to maintain standards of personal integrity.

Behavior that violates these standards includes, but is not limited to:

1. Obstruction or disruption of teaching, administration or other normal college operations or activities.
2. Dating violence, domestic violence, stalking and sexual assault.
3. Failure to comply with directions of college officials, security or other law enforcement officers while acting in the performance of their duties.
4. Direct or indirect threats to the health or safety of self or others.
5. Illegal use, possession or distribution of alcoholic beverages, narcotics or controlled substances, or public intoxication.

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6. Theft or destruction on college property.
 7. Unauthorized entry or use of college facilities.
 8. Misuse of college or personal technology or violation of the Acceptable Use Policy.
 9. Harassment or discrimination.
 10. Possession of firearms, explosives, chemicals or other dangerous weapons.
 11. Conduct which is disorderly, lewd or indecent.

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* 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* working days to let the student know what disciplinary action will be taken and that he/she can appeal the decision.

Appeals

A student may appeal the decision rendered by the vice president of student and information services and request a review by the college president. The appeal must be initiated within five* working days of the vice president's decision. After review, the president's decision is final and binding.

*All procedural timelines may be adjusted 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 division dean. If the student is not readmitted to class, it is also the duty of the instructor to notify his/her division dean of the student's dismissal.

Should the student appeal his/her dismissal to the instructor's division dean, it will be the responsibility of the instructor and the division 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 division 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; the chair of the 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.

ANTI-BULLYING POLICY

It is the policy of the college that bullying behavior by or against any member of the college community, whether student, employee, faculty or guest, will not be tolerated. Violation of the anti-bullying policy can result in discipline up to and including expulsion for students, and up to and including termination for employees.

While each circumstance is different, bullying is inappropriate, unwelcome behavior (which can be through verbal or other communication or physical contact) that targets an individual or group because of a characteristic of the individual or group, whether protected by anti-discrimination laws or not. Prohibited bullying may be the result of repeated behavior or, if sufficiently severe, a single incident; can be direct or indirect, and can be effectuated through verbal, physical, electronic or other means.

Conduct constitutes prohibited bullying when a reasonable person in the circumstances would find the conduct sufficiently severe, based on its nature and frequency, to create an environment which is hostile or intimidating and which unreasonably interferes with the work, educational or college opportunity, or is intended to cause or is reasonably foreseeable to cause physical, emotional or psychological harm.

Prohibited bullying behavior can take a variety of forms, and may include, but is not limited, to the following examples:

- Verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name calling; using an individual or group as the butt of jokes;
- Verbal or physical conduct of a threatening, intimidating or humiliating nature;
- Sabotaging or undermining an individual or group's work performance or education experience;
- Inappropriate physical contact, such as pushing; shoving, kicking, poking, tripping, assault or the threat of such conduct, or damage to a person's work area or property; and
- Inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, pagers, websites or online chat rooms in a threatening, intimidating or humiliating manner.

Bullying behavior violates the college's Code of Ethics (see Policy 6.46) and its expectation that employees will be treated with respect and courtesy; the Student Code of Conduct (see Procedure 3.10) and its expectation that students will respect the rights of others and help create a positive environment where diversity of people and ideas is valued and tolerated, and may also violate the Statement on Illegal Discrimination and Sexual Harassment (see Policy 1.65).

Any individual that feels that he/she has been the victim of prohibited bullying, or who witnesses any incident of bullying, should promptly report it. The college will investigate any allegation of bullying. Complaints by employees should initially be reported to the employee's immediate supervisor, unless the supervisor is the person about whom the complaint is being made, in which case, the complainant should be made to that person's supervisor, unless that person is the individual about whom the complaint is being made, in which case the complaint should be made to that person's supervisor. The complaint may also be made to the director of human resources at 734.384.4245. A student may bring forward a complaint to the division dean or to the vice president of student and information services at 734.384.4224. Administrative offices are located in the Audrey M. Warrick Student Services/Administration Building.

An individual complaining of bullying may be required to make the complaint in writing, and anonymous charges will not be the basis of any administrative action. In investigating complaints of bullying, attempts will be made to respect the privacy of all individuals involved, but due to the nature of fact-finding and investigation that may be needed, confidentiality cannot be guaranteed.

No individual will be disciplined or retaliated against for making a good faith complaint regarding bullying.

If inappropriate bullying behavior is found to have occurred, prompt remedial action will be taken. Any employee found to have engaged in prohibited bullying or retaliatory behavior is subject to immediate discipline up to and including termination, and any student found to have engaged in prohibited bullying or retaliatory behavior is subject to immediate discipline, up to and including expulsion.