



**Muskegon Community College**

**Policy Manual**



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## **POLICY MANUAL**

### **CHAPTER I**

#### **PHILOSOPHY AND MISSION**

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## **PREFACE**

This statement of policy shall supersede any previous board action except board actions not specifically addressed in this document.

### **I.00.00 PURPOSE OF BOARD POLICY MANUAL**

A two-year college board should operate within a pattern of carefully conceived and clearly stated policies. The Board of Trustees of Muskegon Community College is the final authority in setting policy for this institution. Board policy provides the basic guidelines for discretionary action by the administration. The Board of Trustees approves the rules and regulations that are consistent with its policies.

The purpose of this Board Policy Manual is to provide the Board of Trustees with basic principles of action upon which to build consistent and stable administration, to aid in the orientation of new board members and college personnel, to set forth a basis for the evaluation of educational services, and to assist in relating the college to the public it serves.

Board policy is established only by board action in public session. Records of this policy are included in a board policy manual as amended. The Board Policy Manual is the official compilation of policy determined by Board of Trustees action.

### **I.01.00 HISTORY OF THE COLLEGE**

Muskegon Junior College was established by the Muskegon Board of Education in 1926, and was housed on the third floor of what was then the new Muskegon Senior High School. It was a pioneering effort since only four other two-year institutions existed in Michigan at the time.

By 1934, enrollment of both the college and the high school had grown beyond the capacity of a single building. The junior college, therefore, moved into the former Hackley School in downtown Muskegon across from Hackley Park (now the Board of Education Building).

It was appropriate that the college should occupy the old Hackley building, which had been presented to the public schools of Muskegon by Charles H. Hackley after fire had destroyed the original Central School. Mr. Hackley believed that a community was obliged



I.01.00 HISTORY OF THE COLLEGE *(continued)*

to offer its youth the kind of training that would enable them to earn a good livelihood and at the same time contribute to the well-being of the community.

At the time of its move into this facility and for 17 years thereafter, Muskegon Junior College was primarily geared to those students intending to complete at least four years of college. Muskegon's reputation in this field of the "college transfer" program was an enviable one, and continues to be so today.

Then in June 1951, after an enabling act by the Michigan Legislature, the name and educational scope of the college was changed. "Muskegon Junior College" became "Muskegon Community College" (MCC), thereby reflecting the expanded nature of the college's programs.

MCC's programs were broadened to serve a larger number of students with a wider variety of interests. Courses were added in retailing, the vocations, the technical fields, public health, and the trades. These courses enabled young men and women to prepare themselves for a specific field of employment in two years of training beyond high school. There was no shrinking of the transfer program, only an expanded curriculum to serve a larger segment of the community.

In the post-World War II years, enrollment climbed quickly and the community college "campus" had to grow accordingly. The Muskegon Board of Education, which still operated the college, utilized available space in many of its buildings, and rented other community facilities as needed. Indeed, by the early 1960s, enrollment had topped 2,000 and the college was operating full-time at Hackley, Vanderlaan and Wilson Schools, and part-time at eight other locations. The time had come for another step in the development of the college.

The Board of Education formed a Special Citizens Committee to study the entire program and make recommendations. The committee proposed that the college be separated from the public school system, that a county-wide community college district be created, that a board of trustees be elected to plan, build, and operate the school, and that millage be voted in sufficient amount and for enough years to build and operate the college.



I.01.00 HISTORY OF THE COLLEGE (*continued*)

In April 1963, the county overwhelmingly approved the recommendations of the committee and elected the first Board of Trustees. The elected board went to work immediately and by September of that year had purchased the 111-acre campus on which the college exists today.

Alden B. Dow and Associates was named architect and by the summer of 1965, drawings were completed and construction begun. The vocational-technical wing was completed and occupied in the fall of 1966, and the following September the entire complex was placed in service. Formal dedication ceremonies were held October 22, 1967, with Dr. Ashley Montagu, one of the world's foremost anthropologists, delivering the dedicatory address.

When the county-wide district was created, the name of the college was changed to Muskegon County Community College. In the spring of 1969, at the request of the Board of Trustees, the State Board of Education approved changing the name once again to Muskegon Community College.

The first addition to the new campus was the Frauenthal Foundation Fine Arts Center, completed in 1968, and named for the Muskegon industrialist whose gift had made the center possible – A. Harold Frauenthal. The Fine Arts Center houses the music and theater programs as well as Overbrook Theater. The college is proud to have presented many fine plays, concerts, lectures and debates from the Overbrook stage to the community at large.

January 1995, opened a new era of educational opportunity with the construction of the Center for Higher Education on MCC's campus. The 90,000-square-foot high-tech center houses upper-level courses and programs offered by Ferris State, Grand Valley State, and Western Michigan Universities. These institutions, along with MCC, have formed a consortium to coordinate offerings to meet the needs of West Michigan residents. In 2001, the center was renamed the James L. Stevenson Center for Higher Education in honor of the MCC president who conceptualized and tirelessly guided the project to its successful completion.



### I.01.00 HISTORY OF THE COLLEGE *(continued)*

For years, Muskegon County was in desperate need of a cutting-edge career tech facility for high school students. The college and the Muskegon Area Intermediate School District collaborated and proposed a plan whereby the college would build the facility on its property and the MAISD would lease and operate it. In 2002, the good citizens of Muskegon County approved the necessary millage, and in January 2004, the Career Technology Center opened its doors on MCC's campus. The facility boasts geo-thermal heating, a wind-powered generator and many other high-tech features.

MCC continued its push for 21st-century facilities when, in January 2006, it opened the Hendrik Meijer Library/Information Technology Center (LIT). The LIT, named in honor of the father of the facility's primary donor, Frederik Meijer, offers students and the community state-of-the-art library facilities/technologies, classrooms and an Internet café. The 40,000-square-foot structure has three levels overlooking woods and creek, and offers special services including interlibrary loan, group study rooms, and workstations for visually impaired persons. In short, MCC has a history of doing whatever it takes to effectively serve the citizens of Muskegon County and beyond.

### I.02.00 MISSION STATEMENT

Muskegon Community College, an associate degree granting institution of higher education, is a center for lifelong learning which provides persons the opportunity to attain their educational goals by offering programs that respond to individual, community, and global needs.

To fulfill its mission, MCC is committed to:

1. Prepare students for successful transfer to four-year colleges and universities, and enable students to pursue higher-level degree opportunities through our local partnerships with university programs.
2. Prepare students in critical thinking, communication and long-term learning skills to prepare students for the changing challenges of the future.
3. Develop technical and vocational skills necessary to enter and/or advance in the technologically sophisticated workplace of the 21st century.



I.02.00 MISSION STATEMENT *(continued)*

4. Provide for the assessment and/or improvement of learning skills and attitudes necessary for a successful educational experience.
5. Meet the unique educational, cultural, and societal needs in the community through special courses, seminars, and exhibits.
6. Respond in a rapid fashion to the ever-changing educational and training needs of local and regional business and industry.
7. Stimulate intellectual curiosity, promote humanitarian values and enhance the general educational experiences necessary for persons to function as effective citizens.
8. Create an atmosphere where diversity and inclusion are acknowledged and encouraged.
9. Provide comprehensive student services that are conducive to student learning, student success, and satisfaction in all facets of the college experience and appropriate to an open door community college.

I.03.00 NON-DISCRIMINATION, EQUAL OPPORTUNITY AND DIVERSITY

It is the policy of Muskegon Community College to provide equal opportunities and not discriminate in enrollment, education, employment, public accommodations, activities or services on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, age, or other prohibitive matters.

It is the policy of Muskegon Community College, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that harassment of students and employees at the college relating to any of the above-protected categories is unacceptable conduct and will not be tolerated.



I.03.00 NON-DISCRIMINATION, EQUAL OPPORTUNITY AND DIVERSITY (*continued*)

It is the policy of Muskegon Community College to patronize only those firms and vendors that demonstrate a commitment to equal opportunity within their own enterprises and who abide by Federal and State laws.

It is the responsibility of Muskegon Community College as a leading educational institution in the community to further these ends by providing equal opportunity, equity, and non-discrimination in employment, business practices, curriculum, enrollment, education, public accommodations, activities, and community services. As a reflection of this commitment, MCC strives to promote inclusion, equal access, acceptance and appreciation of others, while encouraging students, employees, and others to grow as individuals, and preparing these individuals to function effectively in a diverse, multicultural, and global society.

The college will strive to promote equal opportunities, and cultural diversity in the community through continuing education efforts including course offerings, seminars, panel discussions and any other role in which the college can make a contribution toward these ends.

I.04.00 ACADEMIC FREEDOM

Faculty members shall have the freedom to report the truth as they see it both in the classroom and in reports of research activities. There shall be no restraints that would impair faculty members' ability to present subject matter in this context.

I.05.00 STATE AND REGIONAL GROUPS AFFECTING THE POLICY OF MUSKEGON COMMUNITY COLLEGE

The legal authority of the Board of Trustees to operate a community college is derived from the Constitution of the State of Michigan. It shall be the responsibility of the president to work closely with all state and regional groups in the general planning and coordination of community colleges and to make known to the Board of Trustees actions taken by such groups affecting local policy or educational programs.



#### I.06.00 NORTH CENTRAL ASSOCIATION OF COLLEGES AND SCHOOLS

It is the policy of the Board of Trustees to make every effort to comply with requirements for membership in the Higher Learning Commission of the North Central Association of Colleges and Schools. Muskegon Community College has been continuously accredited since 1929, by the North Central Association.

#### I.07.00 FOUNDATION FOR MUSKEGON COMMUNITY COLLEGE

The Foundation for Muskegon Community College shall exist to provide financial support for the benefit of Muskegon Community College. It is organized and operated as a supporting organization as defined in Section 509 (a) (3) of the Internal Revenue Code of 1954 as amended, exclusively for religious, educational and charitable purposes as defined under Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended.

#### I.08.00 PUBLIC SCHOOL ACADEMIES

In an effort to foster diversity of educational opportunity without sacrificing quality of education or unnecessarily duplicating existing educational opportunity of a like nature, it shall be the policy of the Board of Trustees to review or cause to be reviewed applications for contractual authorization of public school academies.

All approved programs must have clearly defined educational goals, competent administration and staff to carry out those goals, and means and methods for ongoing evaluation of the program and sufficient financial resources for achieving those goals.

The president of Muskegon Community College or his/her designee shall review proposed applications and recommend approval, modification, amendment or rejection of applications to the Muskegon Community College Board of Trustees. The recommendation shall include the proposed length of term of agreement, as well as the proposed date of start of education under this agreement.

#### I.09.00 NEPOTISM POLICY

The college is committed to the fair and ethical treatment of all of its employees and students. Accordingly, the college prohibits favoritism in hiring, supervision and in the classroom based on family relationships. The college shall monitor potential college-related conflicts of interest between employees, representatives of the college and/or



I.09.00 NEPOTISM POLICY (*continued*)

students who are in family relationships. The administration shall take whatever action is necessary to ensure favoritism and discrimination on these relationships is avoided/eliminated. The board shall be informed of any potential conflict of interest based on this Nepotism Policy.

A. Definitions:

1. Nepotism: Favorable consideration in hiring, appointment, promotion, and supervision based on family relationships.
2. Family Relationships: the following are deemed in family relationships subject to this policy.
  - a. Individuals who are related by blood, marriage or adoption, including the employee's spouse, child, step-child, parent, step-parent, sibling, step-sibling, in-law (including sons, daughters, mothers and fathers-in-law), grandparent, step-grandparent, grandchild or step-grandchild;
  - b. Any person living in the employee's household and in a financially dependent relationship with the employee;
  - c. Any person involved in a consensual romantic relationship with the employee.

B. Procedure:

1. Hiring: If any possibility of nepotism exists, the person responsible for the hiring must submit the situation for review in writing to his/her supervising staff member and the appropriate Human Resources administrator prior to selection.
2. Supervision: If any possibility of nepotism exists or develops the person responsible for the supervision must submit the situation for review in writing to his/her supervisor and the appropriate Human Resources administrator.



I.09.00 NEPOTISM POLICY (*continued*)

3. In the classroom: When an individual becomes enrolled in the class of an instructor with whom there is a family relationship, the instructor must submit the situation in writing to his/her immediate supervisor and the appropriate Vice President for review.



## **MCC POLICY MANUAL**

### **CHAPTER II**

#### **ORGANIZATION**

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## 2.00.00 AUTHORITY

Muskegon Community College is a public college primarily serving the residents of Muskegon County, Michigan. It is controlled by a duly elected Board of Trustees, and is organized and operated under the provisions of Article VIII, Section 3, of the Constitution of the State of Michigan.

## 2.01.00 DUTIES AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES

The full and final control of the college lies with the Board of Trustees which is responsible for and has a duty:

1. To establish policies and by-laws for its own governance and for control and governance of Muskegon Community College and to make additions, deletions and changes in those policies and by-laws, consistent with those duties and responsibilities.
2. To appoint the president.
3. To review and act upon the recommendations of the president regarding the appointment of personnel. The president shall report all discharges to the board as information. The board shall fulfill its duty as final arbiters regarding discharge/discipline issues only when required by the terms of union contracts and/or personnel manuals.
4. To review and act upon financial matters including the annual budget, capital expenditures relative to additional facilities or major repairs, modifications or replacement of established facilities. The Board of Trustees supervises the financial well-being of the institution.
5. To hold title to and conserve the property.
6. To hold the institution's future in trust and give it stability, to support the president and staff, and to keep a discerning eye upon the institution's welfare.
7. To see that the institution's future in trust and give it stability, to support the president and staff, and to keep a discerning eye upon the institution's welfare.
8. To provide for long-range plans.



## 2.01.01 NUMBER, TERM OF OFFICE, AND SELECTION OF TRUSTEES

“The community college district shall be directed and governed by a Board of Trustees, consisting of 7 members, elected at large on a nonpartisan basis. At the organizational election there shall be elected 3 members for 6-year terms, 2 for 4-year terms and 2 for 2-year terms. Thereafter, at the next regular community college election immediately preceding the expiration of their terms of office, their successors shall be elected for terms of 6 years.”

Laws, Statutes and Constitutional Provisions Affecting the Establishment and Administration of Community Colleges, Article IV, A. Act 331, 1966, Section 14 (389.14)

## 2.01.02 ELECTIONS

The Muskegon County Clerk shall serve as the “Election Coordinator” for Muskegon Community College (MCC) elections. Potential candidates should contact the county clerk on election requirements.

## 2.01.03 BOARD MEETINGS

### A. Regular Monthly Meetings

Meetings of the Board of Trustees shall be held in compliance with the Open Meetings Act No. 267 of the Public Acts of 1976 at such times and dates as determined biennially in January.

### B. Special Meetings

Special meetings of the Board of Trustees may be called by the chairperson of the Board of Trustees or any two members thereof, with written notice of the time, place and purposes of such meeting served upon each board member and posted not less than two days prior thereto. The notice provided herein may be waived in writing by any member.



2.01.03 BOARD MEETINGS *(continued)*

C. Biennial Meeting (Organizational Meeting)

The biennial meeting of the Board of Trustees will be held at the first regularly scheduled meeting of the Board of Trustees in January following the date of the regular community college election.

2.01.04 QUORUM

A majority of the members of the Board of Trustees shall constitute a quorum at any meeting of the Board of Trustees, but no act is valid unless voted at a meeting of the Board of Trustees by a majority vote of the members elect of the Board of Trustees and a proper record made of the same.

A record of each meeting and trustee attendance will be kept and available in accordance with Act 442 of the Public Acts of 1976, as amended (the Michigan Freedom of Information Act).

2.01.05 PUBLIC PARTICIPATION IN MEETINGS

Board of Trustees' meetings required to be "open" by the Open Meetings Act are indeed public and the board shall grant time for the public to make statements to the board. If the statement will be longer than two minutes, the person wishing to make the statement must reserve time on the board agenda by submitting a request in writing to the board chair twenty-four hours in advance of the meeting. It is the board's intention that its meeting be conducted in an orderly fashion and that the problems or issues before it be settled expeditiously. The board will reserve to itself the privilege of requesting that comments be pertinent to the subject at hand and of limiting the length of time allowed for comments beyond two minutes.

2.01.06 AGENDA OF THE BOARD

The monthly business of the college will be conducted in accordance with a written agenda prepared by the board chairperson or designee. The agenda will be mailed or hand delivered not later than Saturday prior to the week of the board meeting. Action items



2.01.06 AGENDA OF THE BOARD *(continued)*

will include sufficient information to assist members in making a decision. Items may be added to the agenda at the board's meeting upon approval of the Board of Trustees. Informational items, not requiring action, may be a part of the agenda. The agenda will determine the outline for the official minutes and will be filed with the minutes as explanatory materials.

2.01.07 MINUTES OF THE BOARD

Minutes of the board meetings will be signed by the secretary and made a part of the permanent record of the college. Prior to the subsequent board meeting, a copy of the minutes will be provided each board member. The approval of the minutes, as corrected, will be officially noted. Within 30 days after the approval of prior board minutes, a copy of the minutes shall be placed in the college library and posted online. Minutes of study sessions will be part of the permanent record of the college and will be available as provided in the Open Meetings Act.

2.01.08 ORGANIZATION AND RESPECTIVE DUTIES OF MEMBERS OF THE BOARD

The Board of Trustees shall elect a chairperson, vice-chairperson, secretary and treasurer at the biennial organizational meeting called for the purpose according to law. The officers shall be elected for a term of two (2) years, subject to change of officers by resolution of the Board of Trustees. Said officers shall perform the duties provided by law, described in the By-Laws of the Board of Trustees.

2.01.09 INDIVIDUAL AUTHORITY OF MEMBERS

Board members have authority only when acting as a Board of Trustees, legally in session. No member or employee of the Board of Trustees has the power to act in the name of the Board of Trustees outside of board meetings unless specifically authorized by the Board of Trustees, in public session, to do so.

2.01.10 POWERS OF BOARD

The Board of Trustees has the power to make plans for, to promote and/or acquire, construct, own, develop, maintain and operate a community college as authorized by the Michigan Constitution and Statutes as amended.



## 2.01.11 BOARD COMMITTEES

The Board of Trustees shall authorize, and the chairperson shall appoint, with advice and approval of the Board of Trustees, such committees as may be deemed necessary. Such committees shall report and make recommendations to the Board of Trustees for appropriate action and disposition and shall be dissolved when the purpose for which they were appointed has been fulfilled.

## 2.01.12 VACANCIES

### A. Causes

The office of a member of the Board of Trustees shall become vacant immediately without declaration of any officer or any acceptance of the Board of Trustees or its members, upon the death of the incumbent, or being adjudicated insane or being found to be mentally incompetent by the proper court; resignation; removal from office; conviction of a felony; election or appointment being declared void by a competent tribunal; refusal or neglect to file acceptance of office, or refusal or neglect to take and subscribe to the constitutional oath of office and deposit the same in the manner and within the time prescribed by law; or ceasing to possess the legal qualifications for holding office including residence qualification.

### B. Vacancy Appointment

Whenever a vacancy in the Board of Trustees occurs, the remaining members of the board by majority vote shall fill the vacancy immediately with a qualified elector of the community college district. Any person so appointed shall hold office until the next regular community college election held for the election of members to the Board of Trustees in the community college district at which time the electors of the community college district shall fill the office for the unexpired portion of the term.

## 2.01.13 REMUNERATION

No member of the Board of Trustees except the secretary and treasurer may receive any compensation for any services rendered the district. Expenses of board members may be reimbursed when the expenses are within budget constraints and guidelines authorized by the Board of Trustees.



#### 2.01.14 RULES OF ORDER

The parliamentary procedures for conduct of all meetings will be governed by *Robert's Rules of Order Newly Revised* in all cases to which they are applicable and in which they are not inconsistent with the by-laws, or other applicable laws.

#### 2.01.15 BOARD MEMBER ELIGIBILITY FOR COLLEGE POSITIONS

No board member may be eligible for employment at the college either concurrent with his/her term or until twelve (12) months after the member's term expires or the member resigns from office.

#### 2.01.16 TRUSTEE EDUCATION

Board of Trustee members are expected to participate in educational activities that enhance their ability to govern effectively as community college trustees and in articulating college services to the community.

To support this effort, the college shall maintain membership in state and national educational and trustee organizations that provide formal in-service training opportunities, including, but not limited to ACCT and MCCA for board members. Reasonable expenses for attending these meetings shall be paid by the college. The chairperson of the Board of Trustees will monitor the attendance of trustees at such activities to: assure institutional representation; encourage trustee participation; and approve expenses.

Institutional membership in trustee organizations, the assignment of delegates to these organizations, and trustee participation in in-service training activities shall be discussed at the biennial organizational meeting, or any other time deemed necessary by any trustee or the president of the college.

#### 2.01.17 CONFLICT OF INTEREST

A trustee shall not have any direct pecuniary interest in a contract with the college, nor shall he or she furnish directly any labor, equipment, or supplies to the college.

In the event a trustee is employed by a corporation or business or has a secondary interest in a corporation or business that furnishes goods or services to the college, the



2.01.17 CONFLICT OF INTEREST *(continued)*

trustee shall declare his/her interest and refrain from debating or voting upon the question of contracting with the company.

It is not the intent of this policy to prevent the college from contracting with corporations or businesses because a trustee is an employee of the firm. The policy is designed to prevent placing a trustee in a position where his/her interest in the college and his/her interest in his/her place of employment (or other indirect interest) might conflict and to avoid appearances of conflict of interest even though such conflict may not exist.

2.01.18 FEDERAL FUNDS

No federal appropriated funds shall be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement. If any funds other than federal appropriated funds are paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with a federal grant or cooperative agreement, the college shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

2.01.19 SUPPLANTING OF STATE OR LOCAL FUNDS

Federal funds received by the college will be so used as to supplement, and to the extent practicable, increase the amount of state and local funds that would, in the absence of such federal funds, be made available, and in no case supplant such state or local funds.

2.02.00 ADMINISTRATIVE STRUCTURE

The purpose of administration in a community college is first and foremost to promote and support the instructional program. Administrative activity should facilitate teaching by faculty and learning by students if it is to perform its function in a satisfactory manner. The



## 2.02.00 ADMINISTRATIVE STRUCTURE *(continued)*

community college exists to be of service to people, and administrative services must facilitate this objective.

The functions of administration are classified into the following areas:

1. Office of the President
2. Academic Affairs
3. Administrative Services
4. Student Services

## 2.02.01 TABLE OF ADMINISTRATIVE ORGANIZATION

Details of the table of administrative organization will be submitted by the president from year to year, in connection with the proposals for the salary and contractual arrangements, for the consideration of the Board of Trustees.

All appointments to the administrative staff will be made only when the job description accompanying the position is approved by the Board of Trustees.

## 2.02.02 INTERNAL ORGANIZATION

The Board of Trustees reviews annually the administrative and professional staff positions. The approved positions are published as the Staffing Table for that ensuing contractual year. The Board of Trustees of Muskegon Community College (or those designated by them) has full authority pertaining to assignments, salaries, terms of contract and evaluations of all administrative personnel.

## 2.02.03 FUNCTIONS

Overall responsibility for the operation of the college is assigned to the president. It is the president's responsibility to organize the college to provide adequate development and supervision of its three (3) major functional areas: academic affairs, administrative services and student services. Additional functions of development, research, informational services and information technology are considered to be staff functions that support these three major categories.



## 2.03.00 POLICY RESPONSIBILITIES OF ADMINISTRATION AND FACULTY

In matters of institutional affairs, administrative personnel have the responsibility generally for execution of policies and coordinating policy development in all areas of the college to reflect the input of institutional planning and long-range goals.

In matters of instructional affairs, faculty have the responsibility for recommending and formulating policy (except in those areas assigned by law to specific offices) as they participate either individually or through representation in established process. The faculty will be asked to consider suggestions and recommendations made by individuals, committees, task groups, departments, or divisions following investigation, review and the recommendation of the appropriate council, before such matters are adopted as policy or procedural action.

## 2.04.00 THE COUNCILS

Broadly stated, matters of institution can be most meaningfully developed, coordinated, implemented and evaluated when the internal institutional structure permits and encourages participation and involvement by representatives from the college community. Therefore, five (5) permanent councils are representative of the major instructional functions of the college:

1. Instructional Affairs Council
2. Student Services Council
3. Business Administrative Council
4. Information Technology Council
5. Joint Sustainability Council

A sixth council, a Coordinating Council, will serve as the clearinghouse of all actions put forth by the above-named councils. The Coordinating Council will expedite and implement all recommendations made by the councils.

These councils, in cooperation with the administration, Faculty Association, Student Government Association and non-teaching associations, provide orderly channels for seeking opinions, expressing ideas and developing recommendations. It is expected that these councils will be primarily policy-planning and recommending in their functions. However, it is conceivable that the councils may, on occasion, serve as sounding boards



2.04.00 THE COUNCILS – *(continued)*

for determining the merit of a new idea or to discuss the feasibility of calling for a review of established policies, practices and/or procedures.

2.05.00 PUBLICATION OF OFFICIAL DOCUMENTS

The board shall authorize the publication and distribution of official college documents, such as the catalog, student handbook, etc., which shall state the procedures, regulations, guidelines and information necessary to carry out the board policy in a manner not inconsistent with board policy. All such publications shall be approved by the president or his/her designee and may, from time to time, be amended consistent with this policy.



**MCC POLICY MANUAL**  
**CHAPTER III**  
**ACADEMIC AFFAIRS**

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- 3.00.01 ASSOCIATE IN SCIENCE AND ARTS DEGREE
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- 3.00.04 UNITS OF WORK
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- 3.00.06 CHARLES H. HACKLEY CENTER FOR ALLIED HEALTH EDUCATION
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### 3.00.00 GRADUATION AND CREDENTIAL REQUIREMENTS

Curriculum and degree requirements are established by the institutional governance system and approved by the president.

To receive an associate degree, diploma, certificate or professional development credit at Muskegon Community College, a student must meet the following requirements:

- A. All candidates must maintain a 2.0 grade point average.
- B. A minimum Muskegon Community College credit requirement (Residency Requirement).
  - 1. Associate Degrees – A student must complete not less than 30 credit hours or the last 15 credit hours at Muskegon Community College in order to receive an associate degree.
  - 2. Diplomas – A student must complete 26 credit hours at Muskegon Community College in order to receive a diploma.
  - 3. Certificates – A student must complete 6 credit hours at Muskegon Community College in order to receive a certificate.
  - 4. Professional Development – A student must complete 3 credit hours at Muskegon Community College in order to receive professional development credit.
- C. Students returning to Muskegon Community College after a three (3) year absence will be under the requirements of the current catalog.

Any exceptions to these graduation requirements must be brought before the Petitions Committee with the full concurrence of the department(s) involved.

### 3.00.01 ASSOCIATE IN SCIENCE AND ARTS DEGREE

The Associate in Science and Arts (ASA) degree is primarily a transfer oriented degree. In order to receive the degree, each student must complete a minimum of 62 credit hours of course work and the program requirements as listed in the Muskegon Community College catalog.



### 3.00.02 ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate in Applied Science (AAS) degree is awarded for successful completion of an occupationally oriented curriculum. It may also be used as a transfer degree to certain baccalaureate programs.

Candidates for this degree must complete a minimum of 62 credit hours of course work and all course requirements for a specific Associate in Applied Science program as outlined in the Muskegon Community College catalog.

### 3.00.03 CERTIFICATE PROGRAMS

Specialized one-year certificate programs are available in a variety of areas – please visit the Muskegon Community College website at: [www.muskegoncc.edu/](http://www.muskegoncc.edu/) for a current listing. These programs are designed for immediate employment and are not intended for transfer purposes.

### 3.00.04 UNITS OF WORK

A. College work is measured in terms of the semester credit hour.

B. Community Education Services are a vital part of the total college program at Muskegon Community College. Students entering special programs that have been designated to meet specific needs of the community will be awarded one unit of Community Education Service credit for each 15 contact hours attempted or completed. It is the policy of the Board of Trustees that short courses and/or workshops that do not meet on an organized basis and do not meet for a minimum of 15 contact hours will not be awarded Community Education Service units. The Board of Trustees authorizes the president or designee to make the final determination in deciding the certification of courses and programs for Community Education Service units.

### 3.00.05 MAXIMUM HOURS OF WORK EXPERIENCE ELECTIVE-ASSOCIATE DEGREE

The maximum number of hours of co-op in any program to be applied toward the associate degree is 6-12 credit hours depending upon the program. These hours can only be applied in an area directly related to a student's program at the college. Those students



3.00.05 MAXIMUM HOURS OF WORK EXPERIENCE ELECTIVE-ASSOCIATE DEGREE –  
(continued)

not graduating in a specific program may use no more than 6 (six) credit hours toward an associate degree.

3.00.06 CHARLES H. HACKLEY CENTER FOR ALLIED HEALTH EDUCATION

The Charles H. Hackley Center was established to expand allied health educational offerings and to effectively respond to the needs identified in the following areas:

1. Training and education for those entering health occupations for the first time.
2. In-service training seminars for health care agencies.
3. Continuing education courses for those currently working in health professions.

3.01.00 CURRICULUM DEVELOPMENT

Curriculum development reflects a commitment to the principle that a major objective of education is to encourage adaptability in individuals. To accomplish this task, curriculum development will provide for:

1. Transmission of knowledge.
2. Cultivation of the capacity for abstract reasoning.
3. Cultivation of humanitarian and aesthetic values.
4. A disciplined examination of man, nature, and the physical environment.
5. Cultivation of basic reading, writing, and speaking skills.
6. Cultivation of career goals.
7. Encouragement of creative expression.



3.01.00 CURRICULUM DEVELOPMENT (*continued*)

- 8. A response to community needs; especially as it pertains to the business and industrial sector.
- 9. An emphasis on the physical well-being of the individual.

3.02.00 LEARNING OUTSIDE OF THE CLASSROOM

The Board of Trustees endorses the use of learning outside of the classroom that serves to supplement or enrich the existing educational program, consistent with administrative policy.

3.03.00 SCHOLASTIC STANDARDS

A. Grades

Letter grades will be reported for each semester for every course undertaken as follows:

A	Excellent
B	Above Average
C	Average
D	Below Average
E	Failure
I	Incomplete
W	Withdrawn
WP	Withdrawal-Passing
WF	Withdrawal-Failing
AU	Audit
CS	Community Education Services
WA	Withdrawal according to agreement
WI	Withdrawal because of illness
WM	Withdrawal Military
WR	Withdrawal due to repeat
P/NP	Pass/No Pass



3.03.00 SCHOLASTIC STANDARDS (continued)

B. Grade Points.

For the purpose of determining grade-point averages, grades are interpreted as follows, with +/- used at the discretion of the individual instructor:

A	4.0	D+	1.3
A-	3.7	D	1.0
B+	3.3	D-	.7
B	3.0	E	0
B-	2.7	CS	0 (Community Education Services)
C +	2.3		
C	2.0	P/NP	Not applicable
C-	1.7		

C. Pass/No Pass Grading Policy

A grade of pass/no pass may be given in certain courses, if approved by the Instructional Affairs Council or the appropriate vice president.

D. Incompletes

1. When a student is unable to complete all of the required work for a course because of illness or other unpredictable circumstances, the student may request an Incomplete "I" grade. When requested by the student, the instructor's judgment will determine whether the incomplete grade will be assigned. If the instructor does not deem the circumstances to be appropriate for an incomplete grade, the student may elect to withdraw from the course according to the withdrawal policy.
2. Although shorter time periods may be assigned on a case-by-case basis by the instructor, "I" grades must be completed within one year of the official occurrence of the grade.
3. Failure to complete an "I" grade by the deadline date specified at the time of final grade submission will translate to an "E". If a student completes the course work prior to the expiration date, the instructor can submit a grade change form.
4. The incomplete grade form must accompany all incomplete grades submitted.



3.03.00 SCHOLASTIC STANDARDS (*continued*)

E. Withdrawal Policy

1. The student shall be entitled to withdraw with a “W” grade through the last regular day of class or prior to the time of the final examination.
2. Grades of “W”, “WP” and “WF” will not be used to compute the grade point average.
3. An instructor may recommend that a student be withdrawn from a course at any time, for just cause. A meeting between the student, instructor and the appropriate vice president will be held as soon as feasible to discuss the matter, unless the student waives this right.

F. Audit (Non-credit) Policy

Students may register for college credit courses on an audit (non-credit) basis. A student desiring to audit a course must follow the college procedures as listed in the catalog. Students may not change from credit to audit.

G. Change of Grades, “WI” and “WR”

1. Grades may be changed by the Petitions Committee to “WI” within one year of the date the grade was officially recorded, in cases of physical or mental illness with written evidence by a qualified professional; i.e., doctor, psychologist, etc. In each instance, the student and instructor involved will have the opportunity of speaking before the committee. The respective department chairperson will represent those faculty members no longer at the college. Tuition refund requests due to grades of “WI” must be made during the semester in which they occurred.
2. Prior to Fall 2007, changing a grade by repeating course: The credit and grade will be used to compute the grade point average (GPA) with the exception of specifically exempted courses. The first grade will be changed to “WR” (Withdrawal Repeat). The “WR” is not computed in the student’s GPA.



3.03.00 SCHOLASTIC STANDARDS (*continued*)

Effective Fall 2007: The previous grades for repeated courses are retained on the transcript, but only the most recent grades and quality points are used in calculating the grade point average with the exception of some specifically exempted courses are computed in the grade point average and credit is granted.

3. Challenging a grade: Grades may be challenged retroactive one year from the date the grade was officially recorded. Instructors will be required to keep grade report records for three years from the date on which the grade was posted. A student who chooses to challenge a grade should follow the steps outlined below in an attempt to resolve the complaint:
  - a. Talk to the instructor.
  - b. Talk to the department chairperson.

If the student is not satisfied at the department level with a faculty member or department chair, the student may address the complaint to the appropriate vice president. If the student is not satisfied with the vice presidents' response, the student may appeal to the Petitions Committee. The decisions of the Petitions Committee will be final.

H. Re-evaluation of Grades for an Entire Semester

The College permits students, within specific and defined guidelines, to petition for a removal of grades for an entire semester by developing a Withdrawal According to Performance Agreement.

(See a counselor for current guidelines.)

I. Academic Achievement Lists

I. President's List

The names of those students who have completed 12 credit hours with a 4.0 grade point average in any semester are published by the college, subject to privacy regulations and guidelines. Those recognized are designated as President's List students.



3.03.00 SCHOLASTIC STANDARDS (continued)

2. Dean's List

The names of those students who have completed 12 credit hours with a 3.5 grade point average in any semester are published by the college, subject to privacy regulations and guidelines. Those recognized are designated as Dean's List students.

3. Academic Honors List

The names of those students who have completed 6 credit hours but less than 12 credit hours with a 3.5 grade point average or higher in any semester are published by the college, subject to privacy regulations and guidelines. Those recognized are designated as Academic Honors students.

J. Probation, Disqualification, and Dismissal (handled by Petitions Committee)

1. "Academic Probation" - Any student who receives a cumulative grade point

average of less than 2.0 ("C") for 12 or more semester hours of credit will be placed on academic probation, and this fact will be entered on his/her academic record.

2. "Academic Dismissal" - Students placed on academic probation for two consecutive semesters may be dismissed from the college for one semester.

Normally, such dismissal occurs during the summer session, and the student is prohibited from enrolling for the fall semester. However, students who have been dismissed may enroll in classes for the summer session in order to correct their academic deficiencies. Those who earn a 2.0 grade point average or better for a minimum of three (3) credit hours during the summer session will be permitted to enroll on a probationary status for the fall semester. If the dismissed student enrolls for the fall semester and then fails to achieve a grade point average of 2.0 ("C") during the summer session he/she will be dropped from all classes. Refunds will be handled through the business office.

Any student who is dismissed from the college may appeal to the Petitions Committee for reinstatement. The Petitions Committee will review the student's progress and permit re-entry if they think the student has a reasonable chance for success in a subsequent semester. Students who do not appeal will not be allowed to enroll for the dismissal semester.



3.03.00 SCHOLASTIC STANDARDS (continued)

K. College credits from other institutions may be accepted. However, grade point average is computed only for credits earned at Muskegon Community College.

L. Honors Designation:

<u>Honors Designation</u>	<u>G.P.A. Requirements</u>
Summa Cum Laude	3.8-4.0
Magna Cum Laude	3.6-3.79
Cum Laude	3.4-3.59

3.03.01 COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

The College-Level Examination Program (CLEP) sponsored by the College Entrance Examination Board (CEEB) affords students and prospective students the opportunity to demonstrate their academic proficiency at the freshman or sophomore college level in various areas and in specific subjects whether or not they have had previous formal college instruction in the materials covered by the tests.

A. CLEP, in General

The Board of Trustees of Muskegon Community College endorses the use of the College-Level Examination Program (CLEP) for credit under the following conditions:

1. A student may choose to write either the general exams and/or the specific exams; however, no student shall be granted more than 30 semester hours of credit through CLEP examination.
2. In order to receive credit on the General Exam, a student must score at the 50<sup>th</sup> percentile or higher. The acceptance and determination of minimum scores for the CLEP Subject Examination will be determined by the department authorizing credit for that subject.
3. If a transcript with CLEP credit indicated is received for a student from an accredited four-year or two-year college, Muskegon Community College shall honor the decision of that institution and accept CLEP credits as transfer credits in appropriate areas.



3.03.01 COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) *(continued)*

4. If a student submits evidence of satisfactory completion of CLEP exam(s), this evidence shall be evaluated by the Registrar's Office to determine if credit should be granted.
5. Credit by examination does not affect the grade point average and will not remove an "E" grade from the transcript.
6. All CLEP scores accepted for credit at Muskegon Community College will be recorded on the transcript. The name of the CLEP exam, the equated course at Muskegon Community College and the amount of credit will become a part of the student's permanent record.

B. General Examination

A student or prospective student may elect to write any or all tests comprising the General Examination battery under the following stipulations:

1. To be eligible for consideration for credit, a student must have been granted admission to the college and an official score report must be on file.
2. No advance placement has been gained for the course(s).
3. No higher level course(s) in that subject was taken prior to taking the General Examination(s).
4. Credit for the General Examination(s) will not be granted in subject areas where prior college credit (MCC or transfer) has been earned.
5. CLEP General Examination credit may not be used to repeat any course(s) previously taken.
6. Grades for the General Examination(s) where credit is granted will be recorded as credit (Cr), without points.



3.03.01 COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) *(continued)*

7. Credit for CLEP General Examinations will be granted as follows for each of the five tests showing a composite score at or above the 50th percentile based on college sophomore norms published by Educational Testing Service, except as stated in one through six above:

- A. English Composition
  - English 101                    3
  - English Cr.                    3
  
- B. Humanities
  - Fine Arts Cr.                3
  - English Literature        3
  
- C. Mathematics
  - Mathematics Cr.            6
  
- D. Natural Science
  - Biology Cr.                3
  - Physical Science Cr.    3
  
- E. Social Science
  - History Cr.                3
  - Social Science Cr        3

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C. Subject Examination

A student or prospective student who has had experience or background comparable to a course in this college may elect to write the CLEP Subject Examination under the following conditions:

- I. To be eligible for consideration for credit a student must have been granted admission at Muskegon Community College and an official score report must be on file.



3.03.01 COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) *(continued)*

2. No MCC or transfer credit has been earned in the courses.
3. No advance placement has been gained for the course(s).
4. No higher level course(s) in that subject was taken prior to taking the Subject Examination.
5. CLEP Subject Examination credit may not be used to repeat any course(s) previously taken.
6. Grade(s) for Subject Examination(s), when credit is granted, will be recorded as Credit (Cr), without points.
7. Credit for CLEP Subject Examinations will be granted in disciplines approved by appropriate Muskegon Community College faculty.

3.03.02 CREDIT FOR EXPERIENTIAL LEARNING

In order to provide for the validation and awarding of credit for experiential learning, the college may award credit under the following circumstances:

1. In order to have prior experiential learning evaluated, a person must be admitted as a regular student to Muskegon Community College.
2. Any regularly enrolled student who feels prior experiences have academic equivalences may apply for assessment.
3. A student may earn up to eight credit hours in any one subject area and not more than a total of thirty semester hours of credit through the assessment of experiential learning.
4. Credit granted for experiential learning may not be used to remove failing grades previously received in a college course.



3.03.02 CREDIT FOR EXPERIENTIAL LEARNING *(continued)*

5. Experiential learning credit shall be entered on the student's official record as Credit for Experiential Learning along with the equivalent MCC course and semester hour's notation.
6. Experiential learning credit shall not carry an academic grade and will not be used in the computation of the grade point average.
7. Upon application for assessment of experiential learning, the student will pay a non-refundable fee of \$100.00 per application.
8. No award of credit for experiential learning may duplicate that received by other means; i.e., credit by examination, transfer, Muskegon Community College course work.

3.03.03 INDIVIDUAL STUDY COURSE

In attempting to provide varied educational opportunities that allow each student to fulfill his/her potential, the college offers "Individual Study Courses."

A student may take as part of his/her regular program, a maximum of ten (10) credit hours in individual study. The application of these credits toward a given major or minor will be judged by the institution accepting these credits. Each Individual Study Course will carry variable credit (1/2 - 5) as contracted between the faculty member and student.

An individual study course may be used to fulfill a general education requirement unless specifically noted otherwise on the proposal.

Individual study course options are available:

1. To replace existing course work for the purpose of meeting graduation requirements.
2. To provide additional opportunities within a discipline to a student who has taken all available courses or their equivalent in a subject area.
3. To supplement transfer credit to meet program requirements.



#### 3.03.04 SPECIAL TOPICS COURSES (297)

In order to provide increased flexibility in the course work that may be offered by the college, the Board of Trustees endorses the use of “special topics courses.” Offered on a short-term, trial basis, these special topics courses allow for curricular experimentation and provide for given groups of students who wish to study with a qualified faculty member in an area that is not part of the ongoing college curriculum.

A subject area may offer, as part of its curriculum, a maximum of ten (10) credit hours in “special topics” during any one term. A student may take as part of his/her regular program, a maximum of ten (10) credit hours in special topics. The application of these credits toward a given major or minor will be judged by the institution accepting these credits.

Special topics courses may be offered in nearly every area of study. All courses will be numbered 297 and will carry variable credit (1-4), as agreed between the faculty member proposing the course, the department chairperson/ coordinator/ director for the area, and the appropriate vice president. Special topics courses may not be offered for more than two consecutive semesters/sessions unless they have been processed through the normal course proposal procedure as outlined by the Instructional Affairs Council

#### 3.03.05 CONTRACTING WITH BUSINESS AND INDUSTRY (CWB&I)

Contracting with Business and Industry (CWB&I) is a process of education that allows a student to enter into an agreement arranged for and managed by the college in cooperation with a local business or industry. A student who is interested in obtaining skills and experiences that Muskegon Community College does not provide in the classroom, will be able to gain these skills and experiences in an on-the-job setting. Forms for CWB&I are available in the Academic Affairs and Placement Offices.

#### 3.04.00 TEXTBOOK SELECTION

The selection of textbooks is the right and responsibility of the faculty/department.



### 3.05.00 COLLEGE CALENDAR

The academic year will be determined in a manner consistent with applicable state laws.

#### A. Fiscal Year

The fiscal and statistical year shall begin on July 1, and end June 30, of the following year.

#### B. Holidays

All offices and departments of the college shall be closed on the following legal holidays:

1. Labor Day
2. Thanksgiving Day (and day following)
3. Christmas Day (and day preceding) \*
4. New Year's Day (and day preceding) \*
5. Good Friday - afternoon only
6. Memorial Day
7. Independence Day
8. Martin Luther King Day

\* As determined in the current labor agreement and personnel policies.

### 3.06.00 ARTICULATION

Students who successfully complete specific “articulated” courses in secondary schools that are a part of the Muskegon-Newaygo-Ottawa-Oceana-Allegan Articulation Project Consortium will be granted credit for such courses, in accordance with established procedures, provided that they decide to continue their education at Muskegon Community College.

### 3.07.00 RESEARCH

It shall be a general policy of the Board of Trustees to support and encourage research and data gathering programs concerning the following broad areas:



3.07.00 RESEARCH (*continued*)

1. Student Characteristics
2. College Growth
3. Curriculum Analysis
4. Continuing Education
5. Follow-up of Students

3.08.00 RESOLUTION - COOPERATION FOR FOUR-YEAR PROGRAMS

The Board of Trustees endorses the Resolution of Cooperation by pledging resources to the coordination of higher education beyond the associate degree in the county of Muskegon. This pledge will encourage Muskegon Community College and senior institutions to provide continuous educational programs beyond the associate degree level. It is also the intent that the structures of such programs are implemented in a manner to preserve the integrity of the college.

3.09.00 HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

Although not mandatory, Muskegon Community College highly recommends that all students enrolled in HPERD activity classes have a physical examination prior to the first day of the activity. Students choosing to waive the opportunity to submit a physician's certificate of examination must sign a waiver form and present it to their instructor on the first day of class.

3.10.00 COMPUTER LITERACY

The Board of Trustees perceives computer literacy as a basic education skill. The college shall provide sufficient resources that all students be afforded the opportunity and encouraged to acquire basic computer literacy; and, as deemed appropriate, basic computer literacy will be considered a requirement for program completion. The Board of Trustees further encourages the development of computer-assisted education and techniques as indicated and feasible.

To emphasize the Board of Trustees' commitment to this policy, institutional progress toward promoting computer literacy will be reviewed at least annually.



### 3.11.00 ATTENDANCE

Students at Muskegon Community College are expected to attend all sessions of the classes in which they are enrolled. (At the discretion of a faculty member, any student with excessive absence may be dropped from class.) If an instructor does not take attendance into account when determining a student's status in a course, the instructor shall maintain a consistent means of showing participation on the part of each student. Questions regarding application of the policy may be referred to the Petitions Committee.

### 3.12.00 GUARANTEE

Muskegon Community College will refund the tuition of any Muskegon Community College associate degree graduate for any course passed at Muskegon Community College with at least a "C" grade (2.0) if that earned course credit does not transfer to a college or university within two years of graduation. Such course must be listed as transferable on the transfer institution's official curriculum guide sheets, dated 1988 or thereafter, on file in the Muskegon Community College Student Services Office.

Any graduate of an associate degree program in technical studies judged by the employer as lacking in technical job skills normally expected of an entry-level employee will be provided further skill training of up to 16 semester credit hours by Muskegon Community College without charge, subject to the conditions enumerated on the Board of Trustees Guarantee Agreement.

### 3.13.00 PETITIONS COMMITTEE

The Board has authorized a Petitions Committee to review and decide certain academic matters brought before it as set forth in Sections 3.00.00, 3.03.00, 3.11.00 and 4.09.01 of this manual. The president shall provide for the establishment of the committee and, in cooperation with the committee, make rules and procedures so that it may carry out its purposes.

### 3.14.00 DISCIPLINARY BOARD

The board has authorized a College Disciplinary Board to review matters brought before it by a student relating to student discipline (other than academic matters) for any student conduct that may be in violation of college rules and regulations. The president shall



3.14.00 DISCIPLINARY BOARD *(continued)*

provide for the establishment of the board and in cooperation with the board make rules, regulations, and procedures for carrying out its purpose.



**MCC POLICY MANUAL**  
**CHAPTER IV**  
**STUDENT SERVICES**

- 4.00.00 ADMISSION AND ENTRANCE REQUIREMENTS
- 4.00.01 SPECIAL ADMISSIONS
- 4.01.00 CHARGE TO STUDENTS, FACULTY AND ADMINISTRATION
- 4.02.00 ALCOHOLIC BEVERAGES, NARCOTICS, CONTROLLED SUBSTANCE  
OR UNPRESCRIBED DRUGS
- 4.03.00 CLASSIFICATION OF STUDENTS
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- 4.13.00 STUDENT HANDBOOK
- 4.14.00 ACADEMIC INTEGRITY



#### 4.00.00 ADMISSION AND ENTRANCE REQUIREMENTS

Educational policy shall encourage and effectuate the offering of educational opportunities designed to develop the full potential of the citizens of this district. Muskegon Community College bears particular responsibility to provide the educational programs and courses that the people of its district need and can use. The college must make a determined effort to ascertain the educational needs of its clientele and build programs that will encourage the admission of those needing and desiring higher education. In so doing, the college must provide counseling and testing services that will both help to determine curricular needs and assist applicants in determining the programs in which they have a reasonable chance for success.

Muskegon Community College has an open-door admission policy. Students desiring to apply for financial aid must present evidence of high school graduation or its equivalent. In some instances appropriate test results will be required. Transfer students from other colleges and/or universities will be admitted for credit work on the basis of their previous admission to that accredited institution. Admission for credit work at the college does not necessarily mean guaranteed admission to all programs of the college. Special admission requirements for certain programs may be necessary.

Admission to non-credit programs may be granted to any person as determined by the Board of Trustees upon the recommendation of the college. Muskegon Community College may require health screening tests as a prerequisite to the admission of any person consistent with the requirements of any applicable state or federal laws or regulations.

#### 4.00.01 SPECIAL ADMISSIONS

- A. **SECONDARY ADMIT** – All applicants must satisfy the basic admission requirements and be officially admitted to Muskegon Community College before being considered for secondary admit programs (i.e., Nursing, Respiratory Therapy) within the college. Admission requirements for secondary admit programs will be determined by the program department.
- B. **INTERNATIONAL STUDENTS** – International students desiring admission to the college must file a separate international student application which may be obtained at [www.muskegoncc.edu/internationalenrollment](http://www.muskegoncc.edu/internationalenrollment). Before an admissions decision will be



4.00.01 SPECIAL ADMISSIONS – *(continued)*

made, international students must furnish proof of an equivalent to United States high school graduation which should represent at least twelve years of formal schooling, must demonstrate proficiency in English with the Test of English as a Foreign Language (TOEFL), and must show proof of financial ability. (Guidelines are available at the webpage listed above or in the Special Populations Office.)

- C. HIGH SCHOOL – High school students must satisfy the basic admission requirements and be officially admitted to MCC. A Dual Enrollment or Early College application must be completed and signed by the principal or designated parent if the student is home schooled. Credit may be granted for high school graduation, college credit or audit as determined by cooperative agreement between the high school principal and the Enrollment Services Office.
- D. COLLEGE GUEST – Students attending another institution who wish to take a course or courses at MCC as a guest, must complete the MCC application for admission along with the Michigan Uniform Undergraduate Guest Application (must be signed by the home institution.) Acceptance will be determined by the Enrollment Services Office.
- E. COMMUNITY GUEST – Any non-degree seeking person who has already earned a degree may be admitted as a community guest student. All applicants must complete the MCC application for admission and must meet any prerequisite course(s) or seek instructor permission.

4.01.00 CHARGE TO STUDENTS, FACULTY AND ADMINISTRATION

Student involvement in affairs of the college will be encouraged, and avenues of communication will be provided. The Board of Trustees, therefore, directs faculty and administration to carry out their assignments so as to avoid discrimination, deprivation of due process, or capricious, clearly unreasonable, or unlawful actions; and emphasizes that no person may without liability to lawful discipline, intentionally act to impair or prevent the accomplishment of any lawful function of Muskegon Community College. Any student who willfully or knowingly causes destruction of college property, or who disrupts the orderly processes of the institution, will face immediate suspension or dismissal.



4.02.00 ALCOHOLIC BEVERAGES, NARCOTICS, CONTROLLED SUBSTANCES OR UNPRESCRIBED DRUGS

Subject to Policy 4.02.01, none of the above are to be sold, purchased, transferred, possessed, used, or consumed on the college property (campus grounds, buildings, or college vehicles). Any violation of this provision may be cause for immediate suspension or dismissal.

4.02.01 ALLOWANCE FOR SERVING BEER & WINE AT SPECIFIC RESTRICTED FUNCTIONS ONLY

The College Administration may occasionally organize and conduct events which complement fund-raising initiatives or other endeavors considered important to the institution. If deemed appropriate by the Administration, beer and wine may be served at these specific events only. Any such event shall be held only in the Stevenson Center for Higher Education (SCHE) Lobby and adjacent Outdoor Learning Center, Room 1118 of the SCHE, or the club house and adjacent picnic grounds of University Park Golf Course. The administration may conduct up to 10 events annually. The College Board of Trustees may approve additional events upon the request of the administration. It is implicit in this policy that all laws governing the consumption of alcoholic beverages shall be observed at all times and that events be limited to attendance by those of legal drinking age only.

4.03.00 CLASSIFICATION OF STUDENTS

Students are classified as follows:

- A. Freshman: A student who has completed less than 26 semester hours of credit.
- B. Sophomore: A student who has completed 26 or more semester hours, has not received the associate degree, and does not have upper division standing in a four-year institution.
- C. Graduate: A student who has been awarded the associate degree or a higher degree by a collegiate institution whose accreditation is acceptable to the college.
- D. Part-time: A student carrying fewer than twelve semester hours of credit.
- E. Full-time: A student carrying twelve or more semester hours of credit.



#### 4.04.00 RESIDENCY

Muskegon Community College is required by the Michigan Department of Education to verify the residency status of students. MCC reserves the right to make the final decision on residency eligibility.

The residency status is determined by the Enrollment Services Office based upon the information the student provides in applying for admission. Residency status may be adjusted upon notification from the U.S. Postal Service.

Determination of residency status is governed by the following:

- A. **IN-COUNTY RESIDENCE** – A citizen of the United States whose legal residence has been established within the confines of Muskegon County for a period of six consecutive months prior to the first day of classes of a semester or session.
- B. **OUT-OF-COUNTY RESIDENCE** – A citizen of the United States whose legal residence has been established within the confines of the State of Michigan for a period of six consecutive months prior to the first day of classes of a semester or session.
- C. **OUT-OF-STATE RESIDENCE** – A citizen of the United States whose legal residence has been established outside of the State of Michigan.
- D. **INTERNATIONAL RESIDENCE** - The residence of an international student shall be determined in the same manner as an out-of-state resident. Note: International students attending under an F-1 or M-1 Visa status cannot change their residency from out-of-state.
- E. The residence of any student under 24 years of age may be based on the parents' address unless the student is able to prove that they are financially self-supporting through employment and are not declared as a dependent on their parents' tax return or covered by their insurance.
- F. A student previously registered as a non-resident may change to in-county or Michigan resident status upon satisfying the conditions of this policy.



4.04.00 RESIDENCY (*continued*)

- G. A person in the military service of the United States and his/her spouse or minor children shall be considered in-county or Michigan residents in accordance with the requirements above, regardless of where they are stationed.
- H. The legal residency of a recently married person will be considered in-county or Michigan, as appropriate, if the in-county or Michigan residency of the spouse satisfies the requirements of this policy.
- I. Resident Aliens, defined as non-citizen, permanent residents of the United States, are eligible for classification according to the definitions of residency stated above. Resident Aliens are required to present their permanent resident card at the time of registration.

The student may dispute the original residency status assigned by submitting evidence to the Student Welcome Center that he/she has officially adopted a domicile within the boundaries of Muskegon County or the State of Michigan and has continuously maintained such residence for a period of not less than six months prior to the first day of classes of a semester or session. Documentation must include the address and be dated at least six months prior to the start of the semester being appealed. Required documentation is listed below.

Michigan Driver's License or State issued I.D. and one of the following:

- voter's registration
- vehicle registration
- vehicle insurance
- property tax receipt
- property lease
- utility bill
- notarized verification from an in-county or Michigan resident stating the student has resided with him/her/them for at least six months prior to the start of the semester/session.

Students who wish to appeal the residency status decision may request a review by writing to the Petitions Committee at the college.



#### 4.05.00 CONFIDENTIAL INFORMATION AND PRIVILEGED COMMUNICATION

##### A. Counselors

While the counselor may not elicit personal information from the counselee which is not pertinent to his/her academic or social progress, there are occasions when personal feelings and thoughts of the students are revealed. When this occurs, it is the counselor's responsibility to treat both the student and the information in a confidential manner. The counselor shall refrain from revealing information imparted in confidence except when failure to do so may seriously endanger the welfare of the student or others. When, in the counselor's professional judgment, a student demonstrates serious problems of this nature, the student will be referred for further assistance. Any such action will be recorded by the counselor and placed in a private professional file.

##### B. Student Confidential Files

The personal files of students contain information classified as matter of public record and matter considered personally identifiable; i.e., confidential. With full intent to be in complete compliance with Section 438 of the General Education and Provisions Act (Title IV of Public Law 90-247 as amended) more frequently referred to as the Family Educational Rights and Privacy Act of 1974:

1. The college or its designee will at its discretion feel free to disclose upon request and without prior consent of the student, information which is considered a matter of public record.
2. The college or its designee will grant to students the right to inspect and review any and all official records and/or provide copies (at cost) upon written request except for items specifically exempted by the law (i.e., recommendations placed on file prior to January 1, 1975).
3. The college or its designee will not release education records or that which is considered personally identifiable information (i.e., application for admission, transcripts, tests, financial aid data, and so forth) to anyone without prior written consent of the student except as provided for by the Family Educational and Privacy Rights Act of 1974. Those exceptions are:



4.05.00 CONFIDENTIAL INFORMATION AND PRIVILEGED COMMUNICATION *(continued)*

- a. College officials, including faculty within the college, who have been determined by the college to have legitimate educational interest;
- b. Officials of other educational systems in which the student seeks or intends to enroll, upon condition that the student be notified of the transfer, receive a copy of the record if desired, and have an opportunity for hearing to challenge the content of the record;
- c. Authorized representatives of
  - i. the Comptroller General of the United States,
  - ii. the Secretary,
  - iii. an administrative head of an education agency (as defined in section 1221e-3(c) of this title), or
  - iv. state educational authorities under the conditions set forth in the Act described above;
- d. In connection with a student's application for, or receipt of, financial aid;
- e. State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974;
- f. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
- g. Accrediting organizations in order to carry out their accrediting functions;
- h. Subject to regulations of the Secretary, in connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other person.



4.05.00 CONFIDENTIAL INFORMATION AND PRIVILEGED COMMUNICATION *(continued)*

4. The college or its designee will provide for students the opportunity for a hearing to challenge the content of their records as well as provide for a process to correct or delete any information which in such a hearing was determined to be accurate misleading, or otherwise inappropriate.
5. The college will inform students of their rights under the Act and provide an appropriate form for authorized release.

4.06.00 DISTRIBUTION AND DISPLAY OF MATERIALS

Advance approval must be obtained from the appropriate Vice President or designee for the distribution or display of posters, signs, pamphlets, handbills, newspapers or other form of printed material or visual aids originating from sources not connected with the college.

4.07.00 ENTRANCE EXAMINATION

Placement tests are required to facilitate appropriate placement in classes and/or programs. Such tests are intended not to prevent participation but to help students make appropriate choices.

4.08.00 INTERCOLLEGIATE ATHLETICS

The intercollegiate athletic program is regulated by Muskegon Community College, as well as state, regional and national guidelines. A minimum grade point average and a minimum number of hours are mandated. An annual physical examination prior to the athletic season is required.

4.08.01 GRANTS-IN-AID

To assist in the recruitment of talented student athletes, grant-in-aid money is made available to assist students in their pursuit of a college education at Muskegon Community College.



4.08.01 GRANTS-IN-AID (*continued*)

Regulations governing the awarding of these grants are approved by the Board of Trustees, administered by the Director of Athletics and awarded through the Financial Aid Department.

Limitations on numbers (per sport) and amount of grants (per athlete) are set by the NJCCA. Muskegon Community College also limits the number of grants that may be awarded to out-of-service-area students to no more than 50% of the total amount available.

4.09.00 STUDENTS' FEES/FINANCIAL OBLIGATIONS

Students' fees for tuition, registration and for instructional services, supplies, and use of equipment are established by the Board of Trustees upon the recommendation of the college and are published biennially in the college catalog. Students must meet all financial obligations to be eligible for college services (i.e., registration, graduation, release of grades, records, etc.). In the event such fees or fines are not paid, a hold will be placed on college records and transcripts and campus privileges may be revoked.

4.09.01 TUITION AND FEES

A. The Board of Trustees of Muskegon Community College recognizes and supports the "open-door" philosophy and bears in mind the following:

1. That all courses and program offerings should be available to students at the lowest possible cost.
2. That there are students who must have assistance in meeting initial tuition and fee costs in order to be able to attend college.
3. That the college should adhere to sound college financial management and good business procedures.

B. Payment and Collection of Tuition and Fees:

1. No student may register if money is owed the college from previous academic session(s), unless approved by the Financial Services Department.



4.09.01 TUTION AND FEES *(continued)*

2. No student is eligible for financial assistance if money is owed the college from previous academic session(s).
3. No credits, grades, transcripts, or transfer of credit will be issued for anyone owing money to the college unless approved by the appropriate Vice President or his/her designee.
4. Students who cannot pay tuition and fees in full should make arrangements with the appropriate administrator of Financial Aid for a loan and/or other forms of aid.
5. No person (administrator, faculty member, or clerk) other than the appropriate administrator of Financial Aid, or designee, shall approve loans or deviate from the standard policy.
6. Students auditing classes will pay the same tuition and fee costs as though they were taking the courses for college credit.

C. Refunds

1. Tuition refunds for official withdrawal from classes will be granted as follows:
  - a. Withdrawal must be by the eighth day of the semester (beginning with the first day of the semester) to obtain a 100% refund; during the summer, by the fourth day of the session.
  - b. Withdrawal within the ninth through the twelfth day of the semester is required to receive a 50% refund; during the summer, within the fifth through the seventh day of the session.
2. Refunds for classes less than a full semester are adjusted proportionately to the length of class.
3. No refunds will be given for withdrawals after the twelfth day of the semester; during the summer, after the seventh day of the session.
4. Refundable class fees will be refunded according to the same schedule as tuition.



4.09.01 TUITION AND FEES (*continued*)

5. Refund forms must be received by the last date of the application refund period.
6. A 100% refund will be automatically given for any class that is canceled by the college.
7. At the discretion of the college, advanced tuition and fees will be refunded to the family or estate of any enrolled student who dies.
8. Tuition and fee refunds may be considered in case of extenuating circumstances (illness, change of residency, etc.) where a student involuntarily terminates enrollment. A student who desires consideration for a refund under this item must address a request to the Petitions Committee, which will rule on the question.
9. All refunds will be applied first to any outstanding college debts, before the balance is paid to the student.
10. Refunds will be issued after the end of the 50% refund period.

The above refund policy may be subject to modification by applicable regulations of the U.S. Department of Education, the Michigan Department of Education or other regulatory or accrediting agency.

D. Tuition Certification

The Board of Trustees shall certify to the legislature the schedule of tuition and student fees, as required by law and shall publish them in the college catalog.

E. Continuing Education Classes/Courses

Courses developed and offered through Continuing Education, where objectives and subject matter coincide with the ongoing curriculum at the college, will be assigned an equivalent proportionate credit hour designation with fees that reflect the regular tuition rates applicable for any given academic year.



4.09.01 TUITION AND FEES (*continued*)

Recognition of non-degree educational activities for business and professional persons who take instruction in conjunction with their professional association will be recorded through the Continuing Education Unit (CEU).

When it is appropriate, the college will bill groups for all fees of participants in these courses. Individual students must register with the college and all students will automatically receive college credit for successful completion of the work (if the college faculty have approved college equivalency).

F. Non-credit Courses

Those short-term courses and seminars for which there is no equivalent proportionate credit hour to the regular college curriculum will be assigned fees that are commensurate with the expense incurred in offering the short-term course or seminar.

G. Study Opportunities for Adults and Mature Citizens (S.A.M.)

Any student who is 60 years of age or older as of the first day of classes, and who is a legal resident of Muskegon County, is eligible to receive a SAM waiver to cover the tuition charge for any class or course that is eligible for state reimbursement. The SAM Waiver may be limited because of classroom space limitation or the need to add additional sections.

4.10.00 BOARD OF TRUSTEES SCHOLARSHIP

A. The Board of Trustees authorizes a tuition scholarship of \$500 (\$250 per semester) for the fall and winter semesters following high school completion to students who meet the following criteria at the time of high school graduation:

1. Are in-district residents, or residents of the State of Michigan, and graduates of an in-district high school;
2. Have a cumulative high school grade point average of 3.35 or better,



4.10.00 BOARD OF TRUSTEES SCHOLARSHIP (*continued*)

3. Enroll as a full-time student at Muskegon Community College (at least 12 credits per semester).
- B. The scholarship award must be applied toward tuition.
- C. The scholarship will be reduced by the amount of other MCC-sponsored scholarships.
- D. The scholarship (\$250 per semester) will be renewed under the same conditions during the immediately-following fall and winter semesters provided the student maintains a cumulative 3.00 GPA or better at MCC through the semester immediately preceding the semester wherein the scholarship is to be applied.

4.10.01 BOARD OF TRUSTEES SCHOLARSHIP FOR HOME-SCHOOLED STUDENTS

- A. The Board of Trustees authorizes a tuition scholarship of \$500 (\$250 per semester) for the fall and winter semesters following high school completion to home-schooled students who meet the following criteria at the time of high school graduation:
  1. Are in-district residents;
  2. Have an ACT composite score of 24 or higher;
  3. Apply for the scholarship by the stated deadline;
  4. Provide verification of the date of high school completion;
  5. Enroll as a full-time student (at least 12 credits per semester).
- B. The scholarship award must be applied towards tuition.
- C. The scholarship will be reduced by the amount of other MCC-sponsored scholarships.



4.10.01 BOARD OF TRUSTEES SCHOLARSHIP FOR HOME-SCHOOLED STUDENTS (continued)

- D. The scholarship (\$250 per semester) will be renewed under the same conditions during the immediately-following fall and winter semesters provided the student maintains a cumulative 3.00 GPA or better at MCC through the semester immediately preceding the semester wherein the scholarship is to be applied.

4.11.00 ACADEMIC GOOD STANDING/SATISFACTORY PROGRESS STANDARDS FOR FINANCIAL AID RECIPIENTS

A. Introduction

To qualify for financial aid, a student must make satisfactory academic progress toward the completion of a degree program. This policy applies to all students who apply for help from any federal or state financial aid program. It also applies to any other program administered by the college that requires satisfactory academic progress as a criterion for eligibility. This policy is separate from the college’s general probation/dismissal policy (see “Dismissal, Academic” in the index of the college catalog).

B. Standards for Eligibility

Students are making “Satisfactory Academic Progress” if they meet the following conditions:

- 1. Maintain a cumulative grade point average (GPA) of not less than the following:

<u>Credit Hours Completed</u>	<u>Minimum GPA Required</u>
1 – 11	1.50 cumulative
12 and above	2.00 cumulative

- 2. Complete with a passing grade (that is, an A, B, C, D, or P, including a grade with a “+” or “-”) two-thirds of the cumulative hours attempted. All withdrawal grades, incompletes, no-credit grades, and repeat classes are considered as hours attempted.
- 3. Complete their declared major within the maximum limit: For federal aid programs, once a student has attempted 150% of the number of credits normally



4.11.00 ACADEMIC GOOD STANDING/SATISFACTORY PROGRESS STANDARDS FOR FINANCIAL AID RECIPIENTS (continued)

required to complete a degree, the student will not be eligible for any additional federal aid at MCC. Transfer credits classes do not count in the calculation of the GPA, but they may be included in the calculation of the Maximum Limit.

	<u>Credits Required</u>	<u>150% limit</u>
Regular ASA/AAS degree	62	93
Nursing	84	126
Respiratory Therapy	103	155

If a student fails to make satisfactory academic progress at the end of a semester, the student will normally be allowed to receive aid for an additional probationary semester. If the student still has not made satisfactory academic progress at the end of the second semester, the student may not be eligible for any more aid until the student 1) raises his/her cumulative GPA up to the minimum required, or 2) earns enough credits to meet the minimum cumulative required. If the student needs to take any classes to make satisfactory academic progress, the student will have to pay for them him/herself.

C. Loss of Eligibility, Appeal, and Reinstatement

If a student is denied aid under this policy, the student has the right to appeal. The appeal must be in writing, and addressed to the Financial Aid Review Committee, c/o the Financial Aid Office. The committee will normally consider such things as illness, a change in job schedule, or other extenuating circumstances (which were beyond the student’s reasonable control) as grounds for a successful appeal. The student should provide documentation (for example, a doctor’s statement), if appropriate.

If a student wants federal aid to earn a second degree (or additional classes leading to a bachelor’s degree at another school), the student must appeal in writing, stating academic goal, and provide documentation (such as a “graduation audit”) of the classes needed to accomplish that goal.



#### 4.11.00 ACADEMIC GOOD STANDING/SATISFACTORY PROGRESS STANDARDS FOR FINANCIAL AID RECIPIENTS (*continued*)

This policy states the minimum required for most financial aid programs. However, some scholarship and loan programs require a higher standard (usually a higher GPA). Therefore, a student may qualify for most aid programs by meeting the above conditions, but be denied a specific scholarship or loan unless the student raises his/her GPA or passes additional credit hours.

#### 4.12.00 CODE OF CONDUCT - STUDENTS AND VISITORS

All students and visitors are required to comply with the provisions of the Code of Conduct for students and visitors. Information regarding the code, disciplinary procedures and due process is contained in the student handbook available in the Student Life Office and the Student Services Center. These documents define student and visitor conduct expected in the academic community and provide procedures to handle infractions of the code.

#### 4.13.00 STUDENT HANDBOOK

All students are required to comply with the provisions of the current student handbook available in the Student Life Office, Student Welcome Center, and online at <http://www.muskegoncc.edu/PDFFiles/Student%20Services/MCC%20Student%20Handbook%202012-13.pdf>

#### 4.14.00 ACADEMIC INTEGRITY

Muskegon Community College expects that all faculty and students will adhere to high standards of personal and academic honesty. This means that all academic work will be done by the student to whom it is assigned, without unauthorized aid of any kind. Faculty members, for their part, will exercise care in the planning and supervision of academic work so that honest effort will be positively encouraged.



**MCC POLICY MANUAL**

**CHAPTER V**

**BUSINESS**

- 5.00.00 BUSINESS MANAGEMENT
- 5.01.00 BUDGETS
  - 5.01.01 TRANSFER OF ACCOUNTS
  - 5.01.02 INVESTMENTS
- 5.02.00 ACCOUNTING SERVICE
  - 5.02.01 AUXILIARY ACCOUNTS FUNDS (AGENCY)
  - 5.02.02 OPERATIONAL AND PETTY CASH
- 5.03.00 CONSTRUCTION CONTRACTS
- 5.04.00 AUTHORIZATION TO PURCHASE OR CONTRACT
  - 5.04.01 LIMITATIONS
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- 5.24.00 USE AND DISCLOSURE OF SOCIAL SECURITY NUMBERS



## 5.00.00 BUSINESS MANAGEMENT

The president is responsible to the Board of Trustees for the business operation of the college, for its financial management, and for the development and use of the physical plant and college equipment.

## 5.01.00 BUDGETS

The president is responsible for preparing the tentative annual budget of estimated income and expenditures. Approval of the annual budget is given by the Board of Trustees at a public meeting including a public hearing, notice of which is published in the local newspaper at least six days prior to the meeting.

### 5.01.01 TRANSFER OF ACCOUNTS

**Non-salary Transfers:** Budget transfers will be permitted from one non-salary account to another non-salary account (including Wages-Student Aids) within each administrative area. All transfers must be approved by the appropriate department head(s) or the appropriate vice president. Any budget transfer over \$5,000 must be approved by the Board of Trustees.

**Salary Transfers:** Staff are employed and are approved by the Board of Trustees on a monthly and/or yearly basis. Budget changes will occur following board approval of staff changes.

### 5.01.02 INVESTMENTS

- A. Investments are to be made in conformance with Michigan Law.
- B. Cash flow analysis should be used to determine all short and long term investments.
- C. Long Term Investments (more than one year) are expected to provide security of funds and reasonable return on the investment.

Bonds should be invested in reasonable nominal amounts with various maturity dates to avoid premature liquidation, and to provide minimal administrative costs.



5.01.02 INVESTMENTS *(continued)*

- D. Short Term Investments (one year or less) are expected to provide maximum liquidity and security of funds. The rate of return should be maximized to the extent possible.
- E. The board shall periodically review the investment policy and make adjustments to the percentages allowed in the college's portfolio of various investment types:

- Treasury / Agency Securities
  - Certificates of Deposit
  - Commercial Paper

(These percentages include all investment in money market and/or pooled funds)

- 1. Certificates of Deposit (CD) purchases are limited to the current FDIC insurance limit at all financial institutions.
  - 2. Commercial Paper purchases are limited to \$500,000 (per issuer) and are to be made only from corporations carrying a "prime" debt rating from at least one of the standard rating services (e.g., Moody's, Standard and Poors).
  - 3. Treasury Bills (T-Bills) and other similar obligations of the United States Government may be purchased in any amount.
- F. Other types of investments (including exceptions to the above) may be made following review and/or approval by the finance committee of the Board of Trustees.
- G. All individual securities will be purchased competitively from at least three independent sources.

5.02.00 ACCOUNTING SERVICE

The president is responsible for providing financial reports and statements of all accounts and shall maintain close communication on such matters with the Board of Trustees. Information will be made available at all times by the college in regard to the financial condition of the college.

No obligation should be incurred nor any expenditures made against the college budget without the written approval of the president or designee except as indicated within this policy manual.



#### 5.02.01 AUXILIARY ACCOUNT FUNDS (AGENCY)

Auxiliary funds that accrue basically from the operation of vending machines, bookstore revenues, food service, Overbrook Theater, or other miscellaneous sources may be expended by the college, with the prior approval of the president, to purchase services or equipment judged to be of benefit to the students, faculty or the college directly.

Appropriate use of such funds would include, but not be limited to:

- A. Purchase of miscellaneous equipment and supplies;
- B. Payment of expenses and honoraria in relation to cultural and educational events;
- C. Payment of actual expenses of college consultants.

#### 5.02.02 OPERATIONAL AND PETTY CASH

The Financial Services Department will maintain operational cash on hand in reasonable amounts for orderly operation. The appropriate Vice President may establish petty cash funds not to exceed \$50 each, for various purposes, and will reimburse approved expenditures.

#### 5.03.00 CONSTRUCTION CONTRACTS

##### A. Bonds

A determination will be made on a case by case basis whether bonds will be required for a construction project when not required by state law, and be included in the recommendation to the Board of Trustees.

##### B. Penalties

Penalties for time deadlines may be specified in the project bid specifications and considered by the board when letting the bids (i.e., performance bond for manual food service).



5.03.00 CONSTRUCTION CONTRACTS *(continued)*

C. Definition of Contract Duties

Contracts for any project over \$25,000 will include a written agreement defining the duties of the college and the contractor.

5.04.00 AUTHORIZATION TO PURCHASE OR CONTRACT

The president and/or designee is authorized and empowered to purchase or contract in the name of Muskegon Community College subject to approval or ratification by the Board of Trustees.

The Board of Trustees may waive the sealed bid requirement for items, services, or construction costing more than \$25,000 when (1) time constraints and the best interests of Muskegon Community College necessitate immediate action; (2) there is reason to believe the items, services, or construction are of a sole-source nature; or (3) there is reason to believe negotiations with one provider regarding the price of the items, services, or construction would be in the best interests of MCC. When required by the terms herein, the president will recommend award of bid to the Board of Trustees for approval.

The appropriate Vice President will make every effort to secure an adequate number of bids or quotations depending on the circumstances. The seeking of bids or quotations may be made by advertising in local newspapers, by telephone to qualified vendors, by inquiry through unbiased agencies, or by any other method deemed advantageous to the college.

The Board of Trustees or its specified agent may reject any or all bids and may give preference to local bidders or vendors.

The president will recommend award of bids to the Board of Trustees for approval.

After the award is made by the Board of Trustees, a purchase order will be completed and forwarded to the vendor.

A. Quotations/Unsealed Bids

Quotations from vendors will be in writing or oral depending on the value or urgency of the purchase as set forth herein.



5.04.00 AUTHORIZATION TO PURCHASE OR CONTRACT *(continued)*

Written quotations, or unsealed bids, will be received on items, services, or construction from \$5,000 to \$25,000. Items, services, or construction costing less than \$5,000 may be purchased or contracted for competitively by verbal or telephone quotations from qualified vendors.

The appropriate administrator will seek a minimum of three written quotations or unsealed bids and may request that they be sealed when deemed advantageous to Muskegon Community College.

Small purchases may be made using blanket purchase orders and contracts.

B. Sealed Bids

Items, services, or construction costing \$25,000 or more will be selected from sealed bids, and awards will be made by the Board of Trustees.

The Board of Trustees may waive the sealed bid requirement for items, services, or construction costing more than \$25,000 when (1) time constraints and the best interests of MCC necessitate immediate action; (2) there is reason to believe the items, services, or construction are of a sole-source nature; or (3) there is reason to believe negotiations with one provider regarding the price of the items, services, or construction would be in the best interests of MCC. When required by the terms herein, the president will recommend award of bid to the Board of Trustees for approval.

5.04.01 SUMMARY REPORT

A summary report on transactions from \$5,000 to \$25,000 will be presented to the board at the subsequent board meeting.

5.04.02 SALE OF PROPERTY

The sale of college property with a value of \$5,000 or more without the consent of the Board of Trustees is prohibited. The appropriate Vice President, or designee, is authorized



5.04.02 SALE OF PROPERTY (*continued*)

to dispose of items with a value of less than \$5,000 either by sale or by donation to non-profit or public institutions.

5.04.03 CREDIT CARD POLICY

The president and/or designee shall be responsible for the issuance of credit cards. The appropriate Vice President is responsible for the accounting, monitoring, retrieval and general oversight of all college credit card arrangements. Credit cards may be used by authorized employees of the college for the purpose of purchasing goods or services for the official business of the college.

Authorized holders of any college credit cards shall comply with all current written college policy dealing with internal purchasing and accounting procedures, including obtaining the necessary approvals for the purchase of goods and services. (5.02.00 and 5.04.00)

Any unauthorized use of a college issued credit card by an authorized holder shall be deemed a violation of college policy and will lead to discipline up to and including immediate discharge.

5.05.00 AUDITS

The board will review its contract with the college auditing firm at least every five years beginning with the 1985 annual audit.

The lead partner and the primary audit manager must rotate off of the audit every five years in a staggered rotation. Since the lead partner and the primary audit manager represent the top two positions on the college audit engagement team, both positions should not be changed at the same time.

If a decision is made to solicit bids, the college will place an ad in the local paper seeking agencies who are interested in doing the college audit. Audit specifications will be sent to parties requesting them.



## 5.06.00 INSURANCE

The college will maintain adequate insurance coverage. The Board of Trustees may seek advice and counsel from outside consultants and may establish an insurance committee to review and monitor insurance coverage.

## 5.07.00 USE AND PROTECTION OF COLLEGE PROPERTY AND EQUIPMENT

College sponsored or community groups operated other than for private gain should be encouraged to use the college facilities. The protection of college property is the responsibility of all staff. Community users should be encouraged to help staff maintain protective measures at the college.

### A. Use of College Buildings

The use of college buildings and other facilities by any organization operated for private gain, or any purpose involving private gain, shall be permitted only when:

1. Such use is sponsored by an organization that is not operated for private gain.
2. An education, civic, or charitable purpose will be served.

The appropriate Vice President, or designee, has the authorization to approve and schedule the use of the college facilities and equipment. Special cases may be referred to the Board of Trustees for approval. The appropriate Vice President is responsible for fixing schedules of fees in connection with renting of various rooms or building facilities and equipment. Approval will generally be given on a first-come first-served basis. Such fees, as established, are intended to cover actual costs only.

### B. Use of College Equipment

The use of college owned equipment off the premises should not be allowed unless the use of the equipment is directly related to the extension of college programs and has been approved by the appropriate vice president or appropriate administrator responsible for the equipment.



5.07.00 USE AND PROTECTION OF COLLEGE PROPERTY AND EQUIPMENT *(continued)*

C. Protection of College Property

1. Any person who willfully damages or destroys any property belonging to the college will be liable for the replacement or repair of such property. Parents of minors will assume the responsibility if such damage occurs.
2. The Physical Plant Department shall be notified in cases of property and equipment damage or loss. The appropriate Vice President shall also be notified when such incidents involve students.
3. Minors (17 years of age and younger) are not expected to be on campus unless they have an educational purpose to be on campus.

D. Automotive Vehicles

The college is authorized to purchase or rent through the usual procedures and channels, automotive vehicles required for efficient and economical performance of college responsibilities. Vehicles are placed under the overall supervision of the president.

College staff may use college owned vehicles for travel on college business or use their own vehicles.

5.08.00 TRANSPORTATION OF STUDENTS TO INSTITUTIONAL EVENTS

1. All vehicles used for transporting students to and from college events shall be college owned, college leased, or chartered vehicles unless a special provision is made in advance through the Facilities Office.
2. All drivers for vehicles transporting students to and from college events shall be college employed adults unless a chartered vehicle is used or special arrangements are made.
3. All students transported by the college to a college event shall also return by transportation provided by the college.



5.08.00 TRANSPORTATION OF STUDENTS TO INSTITUTIONAL EVENTS (*continued*)

4. The faculty sponsor of trips for college events shall exercise reasonable supervision for the welfare and safety of all participating students.

5.09.00 SAFETY

Every employee shall ensure that machinery and equipment under his/her supervision is operated in accordance with safety rules, is equipped with proper safety devices, and that all students and employees who use such machinery and equipment understand and employ safety measures.

The appropriate Vice President and Physical Plant administrator shall promote a program of safety for the college. This program shall include regular safety inspections, fire drills and maintenance and operation of an adequate alarm system.

5.10.00 ACCIDENTS

Any accident involving a student or an employee should be reported immediately to the administrator or instructor in charge.

Employees are required to file written accident reports with the Office of Human Resources on proper forms for each accident involving self, students, or visitors.

5.11.00 TOBACCO FREE ENVIRONMENT

The use, distribution or sale of tobacco is prohibited in college buildings, on college premises and in vehicles owned, rented or leased by the college.

The College President or designee will develop and periodically review administrative regulations and procedures necessary to maintain this policy, including provisions for notification, signage, disciplinary consequences, complaint procedures, enforcement and guidelines for temporary policy waivers.

Muskegon Community College will offer and promote programs and services that include practical evidence-based approaches to decrease or stop tobacco use for students and employees.



5.11.00 TOBACCO FREE ENVIRONMENT (*continued*)

All college employees are to assist in monitoring and enforcing the above policy.

5.12.00 FOOD CONSUMPTION

The college provides space for food service to students, staff and visitors. In keeping with good housekeeping practices and the general appearance of the campus, food will not be consumed in classrooms, lounges, labs, hallways, and the library. Students who bring lunches may eat in the food service center of the college or in areas designated for food consumption.

5.13.00 ADVERTISING AND SOLICITATION

A. Employees and students are not to be solicited on campus for commercial purposes.

1. There shall be no solicitation of employees or by employees during their work time.

2. There shall be no hand billing of employees in work areas or in student activities areas at any time.

B. Lists of employees or students are not to be provided to persons or organizations for Commercial or solicitation purposes.

C. Advertising for commercial purposes is not permitted on campus, except with authorized administrative approval.

D. Outside groups are not permitted to sell tickets on campus. The appropriate Vice President may, in special instances, allow tickets to be sold in the bookstore, or at the ticket windows of the Frauenthal Fine Arts Center and the Bartels-Rode Gymnasium.

5.14.00 TAX SHELTERED ANNUITY

The Board of Trustees has approved a program of employee savings in which a designated portion of salary is set aside as a premium to buy an annuity policy. These premium payments, in conformance with applicable laws, are not reported as current income.



## 5.15.00 TRAVEL

Expenditures for travel as approved by the respective administrators or president may be reimbursed at determined rates under conditions established by the Board of Trustees.

Staff using their own vehicles will be paid on a per-mile basis at the current rate established by the Internal Revenue Service. The approved rate will be within guidelines established by the IRS.

### I. Expense Guidelines

Any exceptions to the following guidelines must be approved by the president or designee.

1. The college will reimburse for tourist or coach class air fare only, unless waived in advance by the president. Airfare may be charged to the college through travel agencies upon proper approval.
2. Expenses such as hotel/motel, taxi cab, meals, tips, etc., should be paid for by the individual responsible and reimbursement requested, or out of advance money and not be charged to the college. Expenses incurred at local restaurants must be paid for by the individual responsible and reimbursement requested, and must not be charged to the college.
3. All expenditures, except tips and incidental expenses, must be supported by receipts.

## 5.16.00 STUDENT INDEBTEDNESS

Where a student has not cleared indebtedness to the college after notification has been duly given, any of the following procedures may be used.

- I. The student may be suspended until such time as the money is paid or arrangements to pay have been made with the Financial Services Department.



5.16.00 STUDENT INDEBTEDNESS *(continued)*

2. The student's application for subsequent registration may be suspended until the money has been paid or arrangements have been made with the appropriate Vice President or his/her designee.
3. Student academic transcripts will not be released until all college debts are paid or arrangements for payment are made with the appropriate Vice President or his/her designee.
4. When all reasonable collection attempts have failed, the Financial Services Office may proceed by taking the necessary legal steps.
5. Students may be dropped from their classes for nonpayment of tuition and fees.

5.17.00 STUDENT EMPLOYMENT

The college may employ students as a means of providing financial assistance for the student in return for work provided. The college will pay at least the minimum wage as prescribed by federal legislation.

5.18.00 PERSONNEL

Unless otherwise covered by separate agreement or policy, the terms and conditions of employment of all employees of the college are governed by board policy as outlined in this manual.

Adjunct faculty policies are found in a separate manual.

5.19.00 CONFLICT OF INTEREST

All employees designated by the president to be in sensitive positions shall not have any direct or indirect interest in, or relationship to, any transaction to which the college is or will be party if such interest or relationship might influence, or appear to influence, that employee in the performance of college duties.



5.19.00 CONFLICT OF INTEREST *(continued)*

Employees shall not have any interest, financial or otherwise, in any supplier of the college that could influence the employee's objectivity or independence of judgment in performing his or her duties or could otherwise create a conflict of interest.

An employee shall not directly or indirectly accept gifts of cash or anything else of value from anyone having or seeking business with the college other than non-cash gifts of nominal value. Nothing should be accepted that could impair or appear to impair an employee's ability to perform his/her duties or to exercise his/her judgment in a fair and unbiased manner.

5.20.00 SUBSTANCE ABUSE

It is the policy of Muskegon Community College to maintain a drug-free workplace in compliance with the Federal Drug Free Workplace Act of 1988 and existing board policy. Any employee of the college who uses illicit drugs, hallucinogens, controlled substances or alcoholic beverages during working hours, or who attempts to work while under the influence of such substances, potentially endangers him/herself as well as other employees and/or the public. Violation of this policy will lead to discipline up to and including immediate discharge.

5.21.00 WEAPONS POLICY

It is the policy of Muskegon Community College that no person employed by the college or any student or visitor to college buildings, facilities, vehicles, grounds and other college property shall possess a weapon and/or dangerous weapon in a college building, on college grounds, during a college-sponsored activity, or during such times as students are under the supervision of college authorities.

"Weapons and/or dangerous weapons" is defined to include firearms and weapons as defined in USC Title 20 ss 8921 and USC Title 18 ss 921 and MCL ss 380.1313(4).

Each person who is currently employed by Muskegon Community College shall abide by the terms of the college policy respecting a weapons-free area.

An employee who violates the terms of this policy shall be subject to immediate disciplinary action up to and including immediate discharge. Any sanctions imposed shall be



5.21.00 WEAPONS POLICY (*continued*)

in accordance with college administrative policies, regulations, procedures, and collective bargaining agreements then in place. Referral of the matter to the appropriate law enforcement agency for prosecution may also result.

Each visitor to Muskegon Community College shall abide by the terms of the college's policy respecting a weapons-free zone.

Any visitor who violates the terms of this policy shall be subject to immediate removal from college property, and the matter shall be referred to the appropriate law enforcement agency for possible prosecution.

Each student enrolled in Muskegon Community College shall abide by the terms of the college's policy respecting a weapons-free zone.

Any student who violates the terms of this policy shall be subject to immediate removal from college property, and the matter shall be referred to the appropriate law enforcement agency for possible prosecution. The college reserves the right to impose such sanctions as shall be called for in its student handbook and all other college administrative policies, regulations, and procedures.

This policy is not intended to apply to on-or off-duty law enforcement personnel under performance of their duties, armed carriers, and others who have legal cause to carry a weapon and have the president's permission.

5.22.00 FACULTY/STAFF E-MAIL USAGE POLICY

It is the policy of Muskegon Community College that electronic mail (e-mail) services offered on the college's computer network are for the official business and educational purposes of the college.

The college e-mail system will be used in accordance with all applicable federal, state, and local laws, as well as all other applicable college policies and procedures. Specific guidelines for e-mail usage have been published.

The college does allow the incidental, non-commercial, and personal use of e-mail services, provided that any such use does not interfere with the employee's job duties nor



5.22.00 FACULTY/STAFF E-MAIL USAGE POLICY *(continued)*

with the operation of the college's network facilities. All users are expected to conduct themselves in a professional and ethical manner.

The college reserves the right to limit or restrict an individual's use and to inspect, copy, remove, or otherwise alter any data, file, or system resource.

Violations of this policy may lead to discipline up to and including discharge.

5.23.00 DONATIONS

Solicitation and/or receipt of any donation(s), in-kind or cash, are permitted only in coordination with the Director of the Foundation for Muskegon Community College (FMCC). Donations restricted to any purpose outside the parameters of current college activities require Board approval prior to being accepted. All donations with tangible value must be reported to the FMCC and the Finance Department. All cash donations must be processed through the FMCC. FMCC tracks all donations, receipts as appropriate, and takes the lead in all donor relations communications.

5.23.01 GIFT ACCEPTANCE POLICY

To help ensure good donor relations while protecting the assets of the College, all employees, board members, volunteers, and other affiliates of the College or the Foundation for Muskegon Community College, are to follow the procedures outlined in the Gift Acceptance Guidelines Manual.

5.23.02 NAMING POLICY

Naming of College Assets - All naming opportunities are managed by the Foundation Director as part of new or ongoing fundraising campaigns. Naming opportunities are generally offered only in cases of a substantial contribution. The investment donation required is determined based on the value of exposure/recognition, project cost, maintenance expense, and overall compatibility with other named areas and/or activities of the College. These opportunities are approved by the President and Foundation Board as part of the annual development plan or as needed. The President may alter the documented giving level in situations when deemed in the best interest of the institution. In situations where it is perceived that the reputation and/or nature of the primary



5.23.02 NAMING POLICY *(continued)*

business of the donor (individual or organizational) may not be in alignment with the mission of the college, the proposed donor and related naming opportunity will be vetted by the Foundation Board of Directors who will make a recommendation to the MCC Board of Trustees for final approval or rejection. Furthermore, the Board of Trustees must approve the development of any naming opportunities related to contributions greater than \$25,000 and any naming opportunities related to the naming of a building in its entirety.

5.24.00 USE AND DISCLOSURE OF SOCIAL SECURITY NUMBERS

It is the policy of Muskegon Community College that social security numbers obtained from employees, vendors, contractors, customers or others are confidential information. Such numbers will be obtained, retained, used and disposed of only for legitimate business reasons and in accordance with the law and this policy and procedure.



## **APPENDIX I**

### **BY-LAWS OF THE BOARD OF TRUSTEES OF MUSKEGON COMMUNITY COLLEGE DISTRICT**

#### **ARTICLE I**

##### **Organization**

The Muskegon Community College District was organized under Act 188 of 1955, as amended, by approval of the voters of Muskegon County, Michigan, on April 1, 1963. Muskegon Community College is currently operating pursuant to the authority set forth in the Community College Act of 1966 (Act 331 of 1966) and these by-laws are adopted in accordance with Section 125 (d) of said Act 331.

#### **ARTICLE II**

##### **Meetings**

Meetings of the Board of Trustees shall be held in compliance with the Open Meetings Act No. 267 of the Public Acts of 1976 as amended.

Regular meetings of the Board of Trustees shall be held monthly as determined at the biennial January organizational meeting.

Special meetings of the Board of Trustees may be called by the chairperson of the board or any two members thereof with written notice of the time; place and purpose(s) served to each board member and posted not less than two days prior thereto. The notice provided herein may be waived in writing by any member.

#### **ARTICLE III**

##### **Quorum**

A majority of the members of the Board of Trustees shall constitute a quorum at any meeting of the board, but no act is valid unless voted at a meeting of the Board of Trustees by a majority vote of the members elect of the board and a proper record made of the same.

A record of each meeting and trustee attendance will be kept and available in accordance with Act 442 of the Public Acts of 1976 (the Michigan Freedom of Information Act).



## ARTICLE IV

### Order of Business

The business of the college will be conducted in accordance with a written agenda prepared by the board chairperson or designee. The parliamentary procedures for conduct of all meetings will be governed by *Robert's Rules of Order Newly Revised* in all cases to which they are applicable and in which they are not inconsistent with these by-laws, or Michigan General Corporation laws.

## ARTICLE V

### Officers

The board shall elect a chairperson, vice-chairperson, secretary and treasurer at the biennial organizational meeting called for the purpose according to law. The officers shall be elected for a term of two (2) years, subject to change of officers by resolution of the Board of Trustees. Said officers shall perform the duties provided by law, said duties to include, but not by way of limitation, the following:

**Chairperson:** The chairperson shall preside over all meetings of the board; call special meetings and appoint, with advice and approval of the board, such committees as may be deemed necessary; prepare and provide the secretary with an agenda prior to the regular meetings and act as ex-officio member of all committees.

**Vice-Chairperson:** The vice-chairperson shall perform the duties of the chairperson in the absence of the chairperson.

## ARTICLE V

**Secretary:** The secretary shall keep records of all meetings of the board in record books owned by the board, provide the giving of all legal notices, execute legal documents as from time to time specifically authorized, distribute to each member of the board a copy of the preceding minutes and of the agenda prior to each meeting of the board and maintain records of the board for public inspection upon request thereof.

**Treasurer:** The treasurer shall receive, hold in custody and expend all funds of the district as directed by the Board of Trustees, secure a suitable bond from a responsible bonding company (which bond shall be paid for by the Board of Trustees), be responsible for financial records belonging to the board and make full and accurate accounts of all receipts and disbursements, report to the board all



transactions involving funds of the district, and sign all vouchers for financial transactions as directed by the board.

#### ARTICLE VI

##### Compensation/Expenses

No member of the Board of Trustees except the secretary and treasurer may receive any compensation for any services rendered the district. Expenses of board members may be reimbursed when the expenses are authorized by the Board of Trustees.

#### ARTICLE VII

##### Committees

The Board of Trustees shall authorize, and the chairperson shall appoint, with advice and approval of the board, such committees as may be deemed necessary. Such committees shall report and make recommendations to the Board of Trustees for appropriate action and disposition and shall be dissolved when the purpose for which they were appointed has been fulfilled.

#### ARTICLE VIII

##### Vacancies, filling

Whenever a vacancy in the Board of Trustees occurs, the remaining members of the board by majority vote shall fill the vacancy immediately with a qualified elector of the community college district. Any person so appointed shall hold office until the next regular community college election held for the election of members to the Board of Trustees in the community college district at which time the electors of the community college district shall fill the office for the unexpired portion of the term.

#### ARTICLE IX

##### Amendment

These by-laws may be amended or repealed by the affirmative vote of two-thirds of the members of the Board of Trustees, provided written notice of intention to present such amendment or repeal is given to each member of the board not less than seven (7) days prior to the meeting at which said matter is first proposed and, provided also, that final action on such proposal is not taken before the regular meeting in the month following the meeting at which said amendment or repeal is first proposed.



## APPENDIX II

### DEFINITIONS

The terms listed below when used in this policy manual shall mean the following:

1. **Board:** The Board of Trustees of Muskegon Community College when acting as a board in its official capacity.
2. **College:** Muskegon Community College as an institution of higher education in its administrative and managerial capacity.
3. **President:** The president of the college appointed by the board.
4. **Faculty:** Those persons employed by the board in a full-time, part-time or adjunct capacity to perform instructional duties as may be assigned.
5. **Trustee:** A member of the board duly elected or appointed to the board.