

Schoolcraft College

Student Handbook 2015-16

Academic Success Resources

Academic Advising

The Academic Advising services are designed to assist students focused plans that help them reach their academic goals while taking into account their career and personal plans. Students can meet with an Academic Advisor or Counselor to help them map out a plan to earn their associate degree or to make sure they are on track to transfer to a college or university to earn a bachelor's degree. To learn more or schedule an appointment, call 734-462-4429.

Counseling Services

Schoolcraft provides counselors that can help students deal with the stress of school, work and personal commitments and using time-management skills. In addition, workshops, seminars and support groups can provide students with additional resources for coping with a variety of personal circumstances. You can schedule an appointment to meet with a counselor by calling 734-462-4429

Disability Support Services

The Disabilities Support Services office ensures students have equal access to programs and activities by facilitating accommodations and by providing encouragement and support for individuals with disabilities. For more information on the services available, contact the office at 734- 462-4421.

Transfer Options

Students can work with an Academic Advisor or Counselor to ensure they are on track to transfer to another college or university, including:

- Reviewing transfer requirements
- Ensure required courses have been met for the college or university the student wants to transfer to
- Receive guidance on specific admission application requirements for the transfer school

To schedule an appointment, call 734-462-4429.

Veterans

Schoolcraft College's Veterans Resource Center provides assistance to veterans and military members as prospective or current students, including assistance with:

- The VA educational benefits application process
- Academic advising and course selection
- Planning a program of study in accordance with Schoolcraft and VA policies and guidelines
- Submission of enrollment certification paperwork

For more information, call 734-462-4351.

Campus Services

Answer Center

Students can call the Answer Center seven days a week to get information and assistance for a variety of areas, including admissions, registration, the enrollment process, transcripts, Web-Advisor, Blackboard, wireless access, student email and password resets. Contact the Answer Center at 734-462-4426 or email answers@schoolcraft.edu.

Athletics

Schoolcraft College participates in 12 intercollegiate men's and women's sports as a member of the National Junior College Athletic Association (NJCAA) and the Michigan Community College Athletic Association (MCCAA). Students who participate in varsity athletics must maintain a required grade point average as established by Schoolcraft College, the NJCAA and the MCCAA. In addition, student athletes can take advantage of specialized academic support services through the Student Athletic Support System in the Learning Assistance Center. For more information about intercollegiate athletics, contact the Athletic Department at 734-462-4804.

Bookstore

The Schoolcraft College Bookstores on the Livonia campus and at the Radcliff Center offer new and used textbooks and a wide variety of school supplies, study aids and college apparel. In addition, the bookstore on the Livonia Campus has a TechZone that offers computers, calculators, software and other technology devices, including Apple products. For more information, contact the Livonia Campus bookstore at 734-462-4409 or the Radcliff Center at 734-462-4478.

Career Services

The Career Services office features licensed professional career counselors that can assist students with a variety of resources for career exploration and planning, improving employable skills, resume writing and student employment. For more information, contact the Career Services Office at 734-462-4421 or email careerservices@schoolcraft.edu.

Clubs and Student Activities

Schoolcraft College provides numerous opportunities for students to get involved in out-of-classroom activities on campus to enhance their total college experience. Campus clubs and organizations focus on a wide variety of interests and opportunities including:

- professional and academic interests
- hobbies
- community involvement and service
- ethnic and cultural interests
- religious and political affiliations
- sports and fitness

For more information about clubs and student activities at Schoolcraft College, visit the Student Activities office located in Lower Waterman at the VisTaTech Center, or online at www.schoolcraft.edu/sao.

Computers and Technology

Schoolcraft College offers a variety of technology that students can access to help them achieve their academic goals. All students enrolled in credit classes are given a user ID and password that provides access to the school's wireless network, student email and Blackboard Learn system. In addition, students can access numerous open computer labs on both the Livonia campus and Radcliff Center to enable them to work on academic assignments and research while on campus.

For more information regarding Schoolcraft College's computer and technology options, student email accounts and the policies that govern use of the computer labs, go to www.schoolcraft.edu/resources.

Email for Students

See Computers and Technology

Fitness Center

All registered students receive free memberships to Schoolcraft College's Fitness Center, located in the Physical Education Building. Open seven days a week, it features:

- state-of-the-art fitness equipment
- free fitness assessments and equipment orientation
- complimentary lockers
- free towel service

For more information, visit www.schoolcraft.edu/campus-life.

Food Service

Students have a number of food and beverage options available on campus. Our cafeteria, Henry's, is located along Main Street in the VisTaTech Center and features a variety of food options, such as a salad bar, fresh seafood, pasta and pizza, homemade soups and a wide selection of hot and cold beverages. In addition, vending machines are located in every classroom building on the Livonia campus. At the Radcliff Center, the Options Snack Shop offers soups, sandwiches and a wide selection of convenience foods. For more information, visit www.schoolcraft.edu/campus-life.

Lost and Found

All items that are found on campus should be turned over to the Campus Police Authority where they will be recorded and held in the Lost and Found. For rules on disposition of these articles, call the Campus Police Authority at 734-462-4424.

Music and Theater Performance Groups

Schoolcraft College features music ensembles and theatre productions to allow students opportunities to perform or act. The music ensembles include the Chamber Singers, Choral Union, Jazz Band, Synthesizer Ensemble and Wind Ensemble. For more information, call 734-462-4403 or go to www.schoolcraft.edu/music.

The Theatre Department presents two productions each year that students can audition for. In addition, students can also participate in other key roles in these productions, such as set design, lighting and sound. For more information, call 734-462-4596.

Parking and Traffic

Students are required to follow the traffic regulations with respect to speed and parking that are posted on the Schoolcraft College campus. The speed limit on campus is 15 mph. In addition, the same traffic rules that apply to public streets are also applicable on campus.

Parking lots on campus are lined and vehicles must park within the designated spaces. Several parking locations are designated handicapped or staff and faculty parking only. Any vehicle that is parked improperly will be ticketed. No parking is permitted on any college street.

For more information, call the Campus Police Authority at (734) 462-4424.

Phi Theta Kappa Society

Phi Theta Kappa is the international honorary scholastic society for students attending community or junior colleges. Schoolcraft College's Omicron Iota Chapter of the society has consistently been recognized for its community service contributions and leadership development opportunities for students. Eligibility information is available in the Student Activities office or at www.schoolcraft.edu/campus-life.

Safety and Security

The Campus Police Authority officers are on duty 24/7 to help provide students with a safe and secure campus environment. Students can contact the Campus Police at 734-462-4424 to report an incident or in an emergency call 911. In addition, there are blue emergency phones in each campus building that connect directly to the Campus Police.

For more information, including receiving a copy of the Schoolcraft College Annual Security Report, call the Campus Police Authority.

Staying Connected at Schoolcraft

Schoolcraft College uses student email as the primary method of communicating with students, and students may receive a variety of communication about all aspects of college life via this email, including emergency alerts and general email information. More information can be found at www.schoolcraft.edu/stayconnected.

Students can also use an online reporting tool for tracking and responding to complaints and incidents on campus with the SCCares program via www.schoolcraft.edu/sccares.

Student Newspaper-The Schoolcraft Connection

Schoolcraft College's student newspaper, The Connection, is published regularly and covers a variety of campus news, sports, arts and entertainment topics of interest to students. In additions, students can get involved in the writing, editing and production of the newspaper. For more information, call 734-462-4422 or online at www.schoolcraftconnection.com.

Transcript Requests

Students can request a transcript online through WebAdvisor or by sending a fax request to 734-462-4506. For more information, contact the Records Office (734) 462-4677.

Student Rights and Responsibilities

Privacy Rights and FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of educational records, establishes the right of students to inspect and review their educational records and provides guidelines for the correction of inaccurate or misleading data. Each year Schoolcraft College notifies students of these privacy rights and outlines the public information that can be released outside the institution.

No one outside the institution shall have access to nor will the institution disclose any information, other than directory information, from students' educational records without the written consent of the student. Exceptions permitted under FERPA include:

- information released to qualified persons within the institution
- officials of other institutions in which students seek to enroll
- persons or organizations providing student financial aid
- accrediting agencies carrying out their accreditation function
- members of the Schoolcraft Community who are individually or collectively acting in the educational interests of students
- persons in compliance with a judicial order and in an emergency to protect the health or safety of students or other persons.

Upon request, Schoolcraft discloses education records without consent to officials of another school in which the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment/transfer.

Students wishing to review their educational records must file a written request with the Registrar. Records covered by FERPA will be made available within 45 days of the receipt of the request. The right to a review or hearing under the Act does not include any right to challenge the appropriateness of a grade as determined by the instructor. However, students may use this process to verify that the instructor's grade has been properly transmitted to the student's records. Any inspection shall be made under the supervision of a Schoolcraft College employee. Students may not inspect or review the following as outlined by FERPA:

- financial information submitted by their parents
- confidential letters and recommendations associated with admissions, employment, job placement or honors to which they have waived their rights of inspection and review
- educational records containing information about more than one student, in which case the institution will permit access only to the part of the record which pertains to the inquiring student.

If an individual student feels that his or her official records are inaccurate, misleading or otherwise inappropriate, the student may discuss his/her concerns informally with the person(s) in charge of the records involved. If these persons agree with the student, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and also will be informed by the vice president of student services of the student's right to a formal hearing.

At its discretion, the college is authorized to release directory information which includes, but is not limited to a student's name, address, telephone number, major field of study, participation in officially recognized activities and sports, dates of

attendance, degrees and academic awards received, and the most recent previous educational institution attended by the student. Students may request that this information be withheld by notifying the Student Records office in writing.

Academic Standards Policies

Schoolcraft College has an expectation that students will attend class regularly, be active participants in their education, avail themselves of services and resources that support the learning process, and make every effort to be successful. However, the college does recognize that circumstances may hinder a student's success and when they fail to meet the minimum academic standards, academic disciplinary action may be required.

Academic Probation

Students who have completed 15 credit hours and earned cumulative grade-point averages below 2.0 are placed on academic probation. The college records probationary status on student transcripts. Students on academic probation must meet with a counselor before registering for any semester or session until academic probation is removed. Academic probation is removed when the cumulative grade-point average is 2.0 or higher.

Academic Dismissal

Any student on academic probation who fails to earn a cumulative grade-point average of 2.0 or higher after completing a total of 30 credit hours will be academically dismissed from the college. The official record (transcript) reflect this status. The student will be notified by first-class mail. A student may appeal the dismissal. Students receiving financial aid assistance or Veteran benefits must meet the specific academic requirements that determine continuation for these programs. Readmission for Academically Dismissed Students In order to be readmitted, students must follow the guidelines for appeal outlined in the academic dismissal notification they receive via first-class mail.

Academic Forgiveness

Students can seek Academic Forgiveness for coursework completed more than 10 years ago if they have completed at least an additional 12 credit hours at or above a cumulative 2.0 GPA. Academic Forgiveness may be granted for one semester or session's worth of work (regardless of the number of credits) or a total of 12 credit hours total over several semesters or sessions.

Academic Forgiveness can only be granted once and is non-reversible once it is granted. Due to federal regulations the Student Financial Services office does not acknowledge Academic Forgiveness when determining eligibility for aid. Transfer institutions may or may not acknowledge Academic Forgiveness. Written request for consideration for Academic Forgiveness must be filed by the student, signed by the student's counselor or academic advisor, and submitted to the Registrar for consideration.

Financial Aid General Rights and Responsibilities

Eligibility for Financial Aid

Eligibility requirements vary from program to program. Financial aid program awards are determined and disbursed in compliance with established federal, state and institutional requirements and guidelines. In addition to meeting program eligibility requirements, students must adhere to college policies and procedures.

Financial Need

Financial aid programs were developed on the premise that the student and spouse, if married, or the student's family, have the primary responsibility for financing a college education. Financial aid is available to supplement the student's and family's resources. Most aid dollars are awarded on the basis of a federal need analysis formula established by the U.S. Congress. The formula measures each family's ability to pay for college expenses and is calculated using all the questions and answers on the Free Application for Federal Student Aid (FAFSA). The result is the student's Expected Family Contribution.

The following formula is used to determine an individual student's need for financial aid: $\text{Cost of Attendance} - \text{Expected Family Contribution} = \text{Financial Need}$. Students may be awarded up to their total need from various financial aid programs. Depending on eligibility, an award package can be any combination of grants, scholarships, work-study and loans. The student can accept or reject all or any part of the award package.

Selection of Recipients

In addition to program eligibility requirements and financial need, students are selected to receive financial aid based on deadlines and maintaining satisfactory academic progress.

Schoolcraft College awards financial aid in the following order, depending on the student qualifications: 1) grants, 2) scholarships, 3) work-study, 4) student loans. The Student Financial Services office determines the type and amount of each award. The type and amount of award are based on a variety of factors including financial need, outside resources, class attendance, enrollment status, dependency status, program limitations and the availability of funds. When funds are limited, awards may be granted to applicants who meet all requirements and have a complete financial aid file.

Cost of Attendance for Financial Aid

Using rules established by the U.S. Congress, the college sets cost of attendance allowances in order to determine financial aid. These reflect modest book, travel, room, board and miscellaneous allowance, as well as average tuition and fee charges. In certain circumstances, if applicable, it may reflect costs related to dependent care, a disability and loan fees.

Typical Cost of Attendance for a Full-Time Student

	Resident	Non-Resident
Tuition and Fees	3,276	4,394
Books and Supplies	1,352	1,352
Transportation	2,160	2,160
Miscellaneous	1,485	1,485
Room and Board	6,975	6,975
Total	15,248	16,366

Figures are based on 2015–16 academic year costs and subject to adjustment due to changes in law and Schoolcraft College Board of Trustee policy. Actual costs will vary from student to student.

Transferring to Another College

Students planning to transfer to a four-year institution should contact that institution's Financial Aid office for financial aid requirements, deadline dates and application procedures. Students usually begin the application process in January or February for the following September. Students who transfer from one institution to another within the same academic year will have their aid prorated based on use at the first institution attended.

Financial aid is generally not transferable from one institution to another. Students must complete the award process at each institution attended.

Transfer Scholarships

Colleges and universities award many scholarships to graduates of Schoolcraft College who plan to transfer to their institutions. Scholarships are awarded on the basis of academic achievement, financial need or other specified criteria. Contact the college to which you plan to transfer or the Schoolcraft College Counseling and Academic Advising office for information on transfer scholarships.

Attendance at Multiple Institutions

Students may not receive financial aid at another institution and Schoolcraft College concurrently. Students will be responsible for any over awards and will not be eligible for further aid until the funds are repaid.

Study Abroad

Students may be eligible for federal assistance for attending a study abroad program that is approved for credit by Schoolcraft College. Contact the Student Financial Services office to determine individual eligibility.

Class Attendance

Students enrolled in credit class(es) need to attend their class(es) to establish and maintain financial aid eligibility. Instructors record the attendance of all students each week. To establish attendance in an Open Entry/Open Exit (OE/OE) class, students must complete the orientation and submit at least one academic assignment or take at least one academic test. To establish attendance in online courses, students must log-in weekly and submit at least one academic assignment or take at least one academic test. To establish attendance in a Hybrid class, students must attend on-campus class sessions and submit at least one academic assignment or take at least one academic test. The Student Financial Services office is notified of the financial aid students who never attend or stop attending classes.

Not attending a class(es) may affect the amount of aid a student is receiving now and in the future. Nonattendance usually results in the student owing money to the college.

Withdrawals and Refunds

The college's tuition and fee refund policy is that tuition and fees are 100 percent refundable through the end of the schedule adjustment period for each course. Refund time frames may vary depending on the length of the course. See

the Important Dates page on our website each semester for specific refund dates. Students who drop classes and receive a 100 percent refund may have their financial aid adjusted and may owe money to the college.

Students withdraw from courses through WebAdvisor. See the Important Dates page on our website each semester for specific withdrawal dates. Please contact the Registration Center with questions about online withdrawal. Students who withdraw from class(es) receive a W grade. The grade of W does not adversely affect the student's grade-point average. However, a W is considered an attempted and not completed course and does adversely affect the student's completion rate. See the Academic Progress Policy.

Complete Withdrawal (Return of Title IV Funds and Unearned Financial Aid)

When a student completely withdraws or walks away from his/her classes before completing at least 60 percent of the semester, federal law requires the college and sometimes the student to return a percentage of the Title IV funds received by the student. Title IV program funds include Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, College Work Study, and Federal Direct Student Loans. The number of days students have attended during the semester determines the amount of the students' earned Federal Title IV funds. Earned Title IV financial aid may be used to pay for institutional charges of tuition and fees, or used toward noninstitutional expenses such as room and board, books, supplies and transportation. Unearned Title IV funds must be returned to the federal government. The college must return a portion of the students' unearned aid. Students will owe the college for any resulting unpaid institutional charges (tuition, fees and bookstore charges). In addition, students must return to the federal government a portion of unearned funds received in excess of tuition and fees. Students will be ineligible for future financial aid at any college or university if the unearned funds are not repaid to the U.S. Department of Education.

Contact the Student Financial Services office for current Return to Title IV Funds schedules and examples.

Financial Aid Satisfactory Academic Progress Policy

In addition to meeting individual financial aid program requirements, students have to make satisfactory academic progress toward completing a degree or certificate program to receive aid.

The Schoolcraft College Satisfactory Academic Progress Policy applies to all students who receive financial aid from any program we administer. Federal regulations require that the policy includes reviewing semesters for which students did not receive aid, as well as the semesters students did receive aid.

The following guidelines describe the requirements necessary to maintain financial aid eligibility at Schoolcraft College, however the complete policy and more detailed information can be found in the [Satisfactory Academic Progress](#) handout.

1. Eligibility Requirements—A student must:

- Successfully complete at least 67 percent of all Schoolcraft College credit hours attempted or be a first-time student at Schoolcraft College.
- Have a cumulative Schoolcraft College grade-point average of at least 2.0.
- Along with transfer credits, not have attempted more than 90 credit hours or 150 percent of the student's official Schoolcraft College academic program requirements.

2. Evaluation of Eligibility

Eligibility is determined when a student applies for financial aid each academic year and/or upon student request. Applicants who have not made satisfactory academic progress are notified by U.S. mail.

3. Warning

Financial aid applicants who have attempted fewer than 12 credit hours and do not meet the eligibility requirements will be given a warning and granted aid for one semester. After the completion of the warning semester, the student must meet grade point average and completion ratio standards of progress.

4. Probation

Students who have attempted 12 or more credit hours and do not meet the eligibility requirements will be denied financial aid. In order to be considered for a probationary period of financial aid, students must submit a letter of appeal, including appropriate documentation, to the Student Financial Services office (see below). Students who fail to make satisfactory academic progress after the probationary period will have their financial aid withdrawn until they meet the standard or submit an acceptable appeal. Loans may not be awarded to students on probation.

5. Appeals

A student whose financial aid has been terminated may appeal in writing. All appeals must include appropriate documentation. Extenuating circumstances considered for appeals include personal illness or accident, serious illness or death of an immediate family member, or other circumstances beyond the reasonable control of the student. Students in extended credit-hour programs and/or second degree programs, who have attempted more than 90 credit hours, may submit appeals. They must submit a Degree Worksheet with a Course Selection Plan signed by a counselor, and must write a letter explaining their request to the Student Financial Services office.

Acceptable documentation includes letters from a physician, attorney, social service agency, parole officer, or an obituary notice, divorce decree and/or academic records. The student will be notified of the appeal results in writing. Appeals can result in a) denial of reinstatement, b) reinstatement of the student's eligibility, or c) a probationary period.

If your situation does not fall under this category, you must follow the reinstatement process listed below.

6. Reinstatement

A student may be reinstated after meeting one of the following conditions. (Classes taken at institutions other than Schoolcraft College are not considered for reinstatement purposes.)

- The student has taken, without funding from the Office of Financial Aid, at least six credit hours and has passed those six credit hours, with a 2.0 or higher. The student can then re-appeal for probationary aid for one semester. Students who successfully complete all registered credits with a 2.0 or higher, and no W, I, or NS grades, may be eligible to have their probation status extended on a term-by-term basis.
- The student has taken, without funding from the Office of Financial Aid, enough credit hours to meet the grade-point average and completion rate requirements. The student will be reinstated without probation.
- The student meets the grade-point average and completion rate requirements after the probationary period. The student will be reinstated without probation.

7. Maximum Time Frame

Students must not exceed more than 150% of the credit hours required for the completion of their program. This includes all attempted credits, including transfer credits, repeat credits, remedial coursework, and classes financed by the student and/or other aid sources.

The following credits are included in the maximum time frame calculation:

- All attempted credits, even if the student withdrew or did not receive a passing grade
- All attempted credits, even if the student was not receiving financial aid
- All credits transferred in from another college

Credit hours attempted include all grades recorded on the transcript of 4.0 through 0.0, W, R, NS and I (W = Withdrawal, R = Repeated course, NS = No Show, I = Incomplete). Repeated courses are identified as R on the transcript and are considered as credit hours attempted. Successful grades are 1.0 through 4.0. Unsuccessful grades are 0.0, W, R, NS and I. Unsuccessful grades are considered attempted and not passed for purposes of determining satisfactory academic progress including withdraw/passing and withdraw/failing.

8. Audit and Credit by Exam

Classes taken for audit or credit earned by exam are not considered when determining financial aid eligibility.

9. Repeat Courses

Students may repeat failed courses or courses in which the student does not attain the minimum grade required for their program. Effective July 1, 2011, per federal regulations (34 CFR Section 668.2), repeated coursework that falls under the following conditions cannot be included in a student's enrollment status for Title IV Federal Aid eligibility, including the Federal Pell Grant and Federal Stafford Loans:

- Repeating a previously passed course more than once. A course is considered passed if the student receives a grade of 1.0 or better.
- Repeating a previously passed course due to failing other coursework.
- Repeating a previously passed course for the sole purpose of gaining eligibility for Title IV aid.

Federal Title IV aid will be recalculated based on the student's adjusted enrollment status. This recalculation will be applied regardless of whether a student received aid for previous course enrollments.

Some courses are repeatable per college policy and are not restricted by these regulations.

Examples

Example 1:

A student is repeating a previously passed three credit hour course for the second time. The student is enrolled in a total of twelve credit hours for the term. Per federal regulations, the repeated course must be excluded from the student's Title IV enrollment status. Only nine of the student's twelve hours can be used to calculate his Title IV aid eligibility. The student's Federal Pell Grant will be reduced to reflect three quarter time instead of full-time enrollment.

Example 2:

A student passes a course with a 1.2. They want to take the course a second time to improve their grade. The second attempt will be counted in the total enrollment hours for Title IV aid purposes. The student will not be eligible to receive aid for that same class on any additional attempt.

Example 3:

A student repeats a previously passed course. The student receives a 0.0 on the second attempt. The student attempts the course for the third time. The third course attempt will not be counted in total enrollment hours for Title IV aid purposes.

Example 4:

A student repeats a previously passed course. The student withdraws (receives a W) from the course on the second attempt. The student attempts the course for the third time. The third course attempt will not be counted in total enrollment hours for Title IV aid purposes.

10. NS (No Show) Grades

The NS grade signifies non-attendance. Financial aid will be reduced or eliminated for courses with an NS grade. The student is responsible for any resulting balance. Please see the Non-Attendance section under Registration for more information.

Student Rights and Responsibilities

Student Code of Conduct and Judicial Procedures

Introduction

Schoolcraft College exists to serve students and the surrounding community, providing a transformational learning experience to increase the capacity of individuals and groups to achieve their intellectual, social, and economic goals. The college is also a community, and students are important members of this community. Schoolcraft College supports a positive educational environment that will benefit student success. In order to ensure this vision, to ensure the protection of student rights and the health and safety of the college community, as well as to support the efficient operation of college programs, Schoolcraft College has established a Student Code of Conduct. Every student should know the responsibilities that students assume toward other students, faculty and staff as equal members of this community. Schoolcraft College cannot condone or support any action or activity by an individual or group that impinges on the rights of others, whether these individuals are members of the student body or the community at large.

Student Rights

Members of the student body enjoy the same rights and privileges guaranteed to them as citizens of the United States and as residents of the State of Michigan; they enjoy the same freedoms of speech and peaceable assembly as all citizens, but they are under certain legal obligations in the exercise of these freedoms by virtue of their membership in the college community. As a member of the Schoolcraft College community, a student is free to take advantage of all the educational opportunities available and to participate in all extracurricular activities sponsored by the college.

Student Responsibilities

Along with rights come certain responsibilities. No student may take any action that restricts other individuals from pursuing their educational goals or interferes with the Board of Trustees, its representatives and college faculty and staff in the performance of their duties. In cases of noncompliance with the Student Code of Conduct, the college will impose discipline that is consistent with the impact of the offense on the college community. Schoolcraft College reserves the right to pursue criminal and/or civil action where warranted. Students and student organizations have a right to expect

enforcement of the Student Code of Conduct rules and regulations. Schoolcraft College expects students and student organizations to abide by this Code. It is important to note that unfamiliarity with these regulations is not grounds for excusing infractions.

Definitions

1. The term “college” means Schoolcraft College.
2. A “student” under this Code is defined as anyone who has been admitted to the college and with a continuing educational interest in the college. The term includes all persons taking courses at the college, either full-time or part-time. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the college or who have been notified of their acceptance for admission are considered “students.”
3. The term “faculty member” means any person hired by the college to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of its faculty.
4. The term “college official” includes any person employed by the college, performing assigned administrative or professional responsibilities.
5. The term “member of the college community” includes any person who is a student, faculty member, college official or any other person employed by the college.
6. The term “college premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college (including adjacent streets and sidewalks).
7. The term “college sponsored or supervised activities” includes, but is not limited to: field trips, off-campus social activities organized by the college, official activities of college clubs, etc.
8. The term “organization” means any number of persons who have complied with the formal requirement for college recognition as a student club or organization.
9. The term “Student Conduct and Disciplinary Committee” means any person or persons authorized by the vice president of student services to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.
10. The term “chair of the Student Conduct and Disciplinary Committee” means a college official authorized on a case-by-case basis by the vice president of student services to impose sanctions upon any student(s) found to have violated the Student Code. The vice president of student services may authorize a college administrator to serve simultaneously as the chair of the Student Conduct and Disciplinary Committee and the sole member or one of the members of the Student Conduct and Disciplinary Committee. The vice president of student services may authorize the same chair of the Student Conduct and Disciplinary Committee to impose sanctions in all cases.
11. The vice president of student services is the person designated by the college president to be responsible for the administration of the Student Code.
12. The term “policy” means the written regulations of the college as found in, but not limited to, the Student Code of Conduct, the college website and catalog.
13. The term “complainant” means any person who submits a charge alleging that a student violated the Student Code of Conduct. When a student believes that she/he has been a victim of another student’s misconduct, the student who believes she/he has been a victim will have the same rights under the Student Code of Conduct as are provided to the complainant, even if another member of the college community submitted the charge itself.
14. “Academic Honesty” is expected of all students. Academic honesty is ethical behavior in which students produce their own work and do not represent others’ work as their own, either by plagiarism, by cheating or by helping others to do so.
15. “Plagiarism” is the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
16. “Cheating” is:
 - The use of any unauthorized assistance in taking quizzes, tests or examinations.
 - The use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments.
 - The acquisition, without permission, of tests or other academic materials belonging to a member of the college faculty or staff.
 - Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

- Allowing or participating in cheating by other students.
- Copying from someone else's work.
- Submitting others' work as your own or submitting your work for others.
- Altering graded work and falsifying data.

Article I: Authority

The Student Code of Conduct shall apply from the time of admission to the college and continue as long as the student remains enrolled at the college. It shall also be applicable to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

The college may take disciplinary action for a violation of the Student Code of Conduct when the offense takes place on college premises or at college sponsored, endorsed, supported or related events which occur on or off campus, or when an offense which occurs off campus is such that in the judgment of the vice president of student services, failure to take disciplinary action is likely to interfere with the educational processes or orderly operation of the college, or endanger the health, safety and welfare of the college community.

The vice president of student services (or designee) shall:

- Determine the composition of the Student Conduct and Discipline Committee and the Appeals Board.
- Develop policies for the administration of the Code of Conduct.
- Develop procedural rules for the conduct of student hearings which are consistent with the provisions of the Student Code of Conduct.
- Authorize the suspension of any student when the circumstances warrant immediate action such as in cases of threatening or assaultive behaviors (See "Emergency Sanctions").
- Determine whether or not the Student Conduct and Disciplinary Committee shall be authorized to hear each matter.

The Student Conduct and Discipline Committee may be designated as the arbiter of disputes within the student community in cases that do not involve a violation of the Student Code. All parties must agree to arbitration and to be bound by the decision with no right of appeal.

Decisions made by the Student Conduct and Discipline Committee and/or the vice president of student services (or designee) are final.

Article II: Academic and Personal Behaviors

This section establishes the rules and regulations all students and student organizations are expected to follow. In consideration of the rights of and responsibilities to each member of the college community, and in compliance with the requirements of local and state statutes, the Board of Trustees of Schoolcraft College has adopted the following regulations and prohibits all students from engaging or participating in any of the practices or behaviors listed below. From time to time, additional rules and regulations may be added or amended during the year if necessary; announcements will be made upon adoption of the changes or additions and the website will be updated. The following list is illustrative and not meant to be an exhaustive enumeration of inappropriate behavior.

Prohibited Behaviors/Violations

1. Obstruction or disruption of teaching, lecturing, research, administration, disciplinary procedures or other authorized activities on college property. Interference with the proper educational functions and the appropriate educational climate of the college, including aiding and abetting another to breach the peace on college-owned or controlled property, at college sponsored/supervised functions, or off-campus conduct that adversely affects the college community and/or the pursuit of its objectives. Such activity includes, but is not limited to, behavior in a classroom or

instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program.

2. Physically harming or restraining another person. Actions which result in physical harm, have the potential for physically harming another person, which create conditions that pose a risk of physical harm to another, or which cause reasonable apprehension of physical harm are prohibited. Conduct which threatens to cause harm to persons, or creates hazardous conditions for persons, such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies or roofs is also prohibited.
3. Discrimination, harassment and offensive conduct against any person, student, or staff member on the basis of race, creed, color, sex, age, marital status, disability, and/or national origin.
4. Retaliatory harassment, which is any adverse educational action taken against a person because of the person's participation in a complaint or investigation of discriminatory or sexual misconduct.
5. Bullying, harassment and conduct or expression (verbal or written) which threatens or endangers the health or safety of any person. Cyber bullying, which is willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to email, blogs, texting, social websites, chat rooms, "sexting," instant messaging, recording another person without his/her consent and transmitting images of another person without his/her consent.
6. Stalking another person, defined as repeated contact without his/her consent and which causes significant mental suffering or distress. Cyber stalking, which is engaging in a course of conduct to communicate, or to cause to be communicated, words, images or language by or through the use of email or other digital technologies, directed at or about a specific person, causing substantial emotional distress to that person.
7. Gender-based and/or sexual misconduct, which includes, but is not limited to the following offenses: Sexual discrimination, sexual harassment, non-consensual sexual intercourse (or attempts to commit same), non-consensual sexual contact (or attempts to commit same), sexual exploitation or other conduct that threatens the health and safety of any person on the basis of actual, expressed or perceived gender identity.
8. Hazing is an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group organization and/or sport. No student or person associated with Schoolcraft College or attending the college will commit any act that injures, degrades, or disgraces any person attending the college. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are still violations of this rule.
9. Gambling on campus or at any college-sponsored function (excludes approved charitable fundraising activities).
10. Attempted or actual theft of or damage to property.
 1. **THEFT:** Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen, is prohibited. Sale, possession, or misappropriation of any property without the owner's permission is also prohibited.
 2. **DAMAGE TO PROPERTY:** Damage to or destruction of property owned by another and/or some actions that have the potential for such damage or destruction is prohibited. Conduct which threatens to damage, or creates hazardous conditions such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies or roofs is also prohibited. This includes, but is not limited to, unauthorized application of graffiti, paint, etc. to any property.
11. Any act of arson, creating a fire hazard, falsely reporting a fire or other emergency, falsely setting off a fire alarm, possession of and/or use of fireworks (including sparklers) or explosives of any kind, misusing or damaging fire or life safety equipment, possessing or using, without proper authorization, flammable materials or hazardous substances on college property.
12. Unauthorized entry in or use of college facilities and/or premises, including unauthorized possession, duplication, or use of keys to any college premises. Unauthorized entry into, presence in, or use of college facilities, equipment, or property that has not been reserved or accessed through appropriate college officials is prohibited.
13. Making, possessing, submitting or using any falsified college document or record; altering any college document or record, including identification cards. Attempted or actual financial aid fraud or corresponding behaviors that would allow a student to receive monetary benefit for which he or she is not eligible. Altering any college document or record without permission is forbidden, including, but not limited to, furnishing false personal or student organization registration information, withholding material information from the college processes or procedures, or any other type of fraudulent act involving documentation provided to or for the college.
14. Acts of academic dishonesty, including but not limited to cheating, plagiarism, or any other form of academic dishonesty.

15. The use of college resources to infringe upon copyright laws (print, digital and internet) is prohibited. This applies to all forms of electronic media including, but not limited to, software, electronic encyclopedias, image files, video files and sound files.
16. Illegal or unauthorized use, possession, or distribution of alcoholic beverages or being under the influence of alcohol. Students and student organizations must comply with the published regulations and any and all applicable laws concerning the transport, display, provision, and consumption of beer, wine, and other alcoholic beverages. Violating any other provision of the Student Code of Conduct while under the influence of alcohol is a violation of this alcohol policy.
17. Use, possession, distribution, manufacture, sale of drugs or being under the influence of marijuana, heroin, narcotics or other controlled substances except as expressly permitted by federal law. The possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, "designer," or controlled drug or other substance is prohibited. Violating any other provision of the Student Code of Conduct while under the influence of any illegal or illegally obtained drug is also a violation of this policy. The use of prescription medications by anyone other than the person to whom the medication is prescribed is prohibited and may result in student conduct action against both parties.
18. Failure to comply with directions of college employees, Campus Security Police, or any other law enforcement officers acting in the performance of their duties. Students are required to produce identification for a college official when asked, specifically for their student ID card.
19. Serious or repeated violation of campus traffic rules and regulations. Skateboarding, roller-skating and in-line skating are prohibited on college property.
20. Possession or use of firearms, tasers, stun guns, explosives, other weapons, dangerous chemicals, or improper use of fire extinguishers on college property. NOTE: Exceptions to possession or use of firearms are:
 1. Certified law enforcement officers
 2. Students enrolled in Schoolcraft College classes requiring firearms training
 3. College-owned firearms used for instructional purposes.
21. Participation in a campus demonstration which disrupts the normal operations of the college and infringes on the rights of other members of the college community. Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
22. Violating Schoolcraft College Computer Usage policies, including but not limited to:
 1. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 2. Unauthorized transfer of a file.
 3. Unauthorized use of another individual's identification and password.
 4. Use of computer facilities to interfere with the work of another student, faculty member, college personnel, or employee.
 5. Use of computer facilities to interfere with normal operation of the college computing system.
 6. Sending or receiving material of a profane, pornographic or threatening nature.
 7. Use of personal information from college systems to harass students, staff, or faculty on or off campus.
23. Conduct that is indecent or obscene including but not limited to:
 1. The use of any device to capture audio, video, or digital record or photograph of any person while on college premises or college events where there is a reasonable expectation of privacy (i.e., restrooms, locker rooms, etc.).
 2. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.
 3. Indecent or obscene conduct includes making obscene remarks, exposing oneself in an indecent manner, entering restrooms against the gender designation, urinating or defecating in public and/or engaging in sexual activities in public places.
24. Violation of federal, state and local laws. Engaging in conduct that violates any municipal or county ordinance, federal or state law.
25. Misusing, failing to comply with, or jeopardizing Code of Conduct procedures, sanctions/interventions, or interfering with participants. Abuse of the Student Conduct System includes but is not limited to:
 1. Failure to obey the summons of the Student Conduct Committee or a college official.

2. Falsification, distortion, or misrepresentation of information before the Student Conduct and Disciplinary Committee or the vice president of student services.
3. Disruption or interference with the orderly conduct of a hearing.
4. Institution of a hearing or proceeding knowingly without cause.
5. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct System.
6. Attempting to influence the impartiality of a member of the Student Conduct Committee or the vice president of student services prior to and/or during, and/or after a proceeding.
7. Harassment (verbal or physical) and/or intimidation of a member of the Student Conduct Committee or Appellate prior to, during, and/or after a proceeding.
8. Failure to comply with the sanction(s) imposed under the Student Code.
9. Influencing or attempting to influence another person to commit an abuse of the Student Conduct System.

Violation of the Law and College Discipline

If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct that demonstrates flagrant disregard for the college community.

College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code; for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding under the Student Code, however, the college may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

Article III: Judicial Procedures (Due Process)

1. Any member of the college community may file charges against any student for misconduct. Incident Report forms may be completed online at www.schoolcraft.edu/sccares and are routed automatically to the vice president of student services and Campus Security Police. Any charge should be submitted as soon as possible after the event takes place.
2. The vice president of student services will designate an administrator to conduct an investigation to determine if the charges should be disposed of administratively by mutual consent of the parties involved or by the formal conduct hearing process. Such disposition will be final and there will be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the designated administrator will refer the matter to the Student Conduct and Discipline Committee or the accused student may request a hearing.
3. All charges will be presented to the accused student in written form. A time will be set for a hearing, no less than five nor more than fifteen calendar days after the student has been notified, barring exigent circumstance. Maximum time limits for scheduling of hearings may be extended for cause at the discretion of the chairperson of the Student Conduct and Discipline Committee.
4. If the accused student does not respond to the written notice of the hearing and does not appear, the hearing will take place as scheduled. If the Student Conduct and Discipline Committee finds that the accused student violated the Student Code, sanctions may be imposed.
5. Hearings will be conducted by the Student Conduct and Discipline Committee according to the following guidelines:
 1. Hearings will be conducted in private. Admission of any person to the hearing will be at the discretion of the chairperson of the committee.

2. In hearings involving more than one accused student, the chairperson will conduct hearings concerning each student separately.
 3. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting his or her own case. Therefore, advisors are not permitted to speak or to participate directly in any hearing before the Student Conduct and Discipline Committee.
 4. The complainant, the accused, and the Student Conduct and Discipline Committee may present witnesses subject to questioning by the Student Conduct Committee. Witnesses who are not present or available may submit statements instead.
 5. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Student Conduct and Discipline Committee at the discretion of the chairperson.
 6. After the hearing, the committee will determine (by majority vote) whether the student has violated the relevant section(s) of the Student Code that the student is charged with violating.
 7. The Student Conduct and Discipline Committee's decision will be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
6. There will be a record, such as an electronic recording, of all hearings before the Student Conduct and Discipline Committee. The recording will be the property of the college.
 7. Except in the case of a student charged with failing to obey the summons of the Student Conduct and Discipline Committee or a college official, no student may be found to have violated the Student Code solely because the student failed to appear before the committee.
 8. Student Conduct and Discipline records are maintained or expunged after seven years, except in the case of suspensions and expulsions, which remain a part of the vice president of student services' student discipline files.

Article IV: Sanctions

The following sanctions may be imposed upon any student found to have violated the Student Code.

1. Written Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.
2. Probation—A designated period of time that includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
3. Loss of Privileges/Restriction—Denial of specified privilege or access for a designated period of time.
4. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
5. Discretionary Sanctions—Work assignments, service to the college or community, or other related discretionary assignments. (Such assignments must have the prior approval of the vice president of student services.)
6. Suspension—Separation of the student from the college for a definite period of time after which the student is eligible to return. Conditions for readmission may be specified.
7. Removal from program of study.
8. Expulsion—Permanent separation of the student from the college.

More than one of the sanctions listed above may be imposed for any single violation.

Emergency Sanctions

The vice president of student services, or designee, may authorize immediate interim suspension of any student when the circumstances warrant this action, such as:

- To ensure the safety and wellbeing of members of the college community or preservation of college property; or
- To ensure the student's own physical or emotional safety and wellbeing; or
- If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the college.

The suspension will remain in effect pending the outcome of the Student Conduct and Discipline process. Any student who is being immediately banned from campus will be notified by the appropriate authorities, and will receive written notification of this sanction at his/her email address and address of record. Interim suspension will take effect immediately upon the direction of the vice president of student services, or designee, and last for no more than ten (10) days. The

tenday (10-day) period may be extended for good cause by the vice president of student services or by agreement with the student.

During the interim suspension, the student will be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the vice president of student services, or designee, may determine to be appropriate. The interim suspension does not replace the regular discipline process, which shall proceed on the normal schedule, up to and through the completion of the Student Conduct and Discipline Hearing, if required.

Sanctions for Student Organizations

Although not all acts of individual group members can or should be attributable to the group, any group or collection of its members acting in concert should be held responsible for its actions. In determining whether a group may be held collectively responsible for the individual actions of its members, all of the factors and circumstances surrounding the specific incident will be reviewed and evaluated. As a guiding principle, groups will be held responsible for the acts of their members when those acts grow out of, or are in any way related to a practice or pattern of behaviors established or encouraged by the group. Isolated violations of individuals may not be chargeable to the group, but evidence of group conduct exists where:

1. Members of the group act in concert to violate college standards of conduct.
2. A violation arises out of a group-sponsored, financed, or endorsed event.
3. A group leader (s) has knowledge of the incident before it occurs and fails to prevent or report the act(s).
4. The incident occurs on the premises owned or operated by the group.
5. A pattern of individual violations is found to exist.
6. Members of a group act in concert, or the organization provides the impetus or incentive for the violation.

The following sanctions may be imposed upon groups or organizations:

1. Those sanctions listed above in Sanctions, 1–8.
2. Deactivation—Loss of all privileges, including college recognition for a specified period of time.
9. In each case in which the Student Conduct Committee determines that a student has violated the Student Code, the sanction will be determined and imposed by the committee. Following the hearing, the committee chairperson will within ten (10) calendar days advise the accused in writing of its determination and of the sanctions imposed, if any.

Article V: Appeal Process

1. The accused, having been found in violation of any portion of the Student Code, may appeal the decision/sanctions imposed by the Student Conduct administrator and/or committee under the following circumstances:
 1. There has been an error in due process.
 2. New evidence that was not available at the time of the hearing has come to light.
 3. Sanctions are inconsistent with institutional precedent.
2. The appeal must be submitted in writing to the vice president of student services within ten (10) days from the date that the accused is notified by the chairperson of the Student Conduct and Discipline Committee regarding the committee decision or sanctions.
3. The vice president of student services and the appeals board will review all pertinent data regarding the appeal and will render a written decision within ten (10) calendar days or as soon as practicable. This decision is final.

Article VI: Sex Offender Notification and Registration

The following language satisfies the notice required to the college community regarding registered sex offenders:

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, Schoolcraft College is providing a link to the Michigan State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student. In the State of Michigan, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the State Police. The Sex Offenders Registration Act, MCL 28.721 et seq., directs the Michigan State Police to develop and maintain a public registry and provides guidelines on the type of offender information available to the public. The registration requirements of the Sex Offenders Registration Act are intended to provide the people of this state with an appropriate, comprehensive, and effective means to monitor those persons who pose a potential danger.

In accordance with the Wetterling Act, Megan's Law, and the Campus Sex Crimes Prevention Act of 2000, it is now mandatory that all registered sex offenders report to the law enforcement agency having jurisdiction in which the institution of higher learning is located. The Michigan Public Sex Offenders Registry can be accessed at www.mipsor.state.mi.us/

Registered sex offenders who are members of the college community, upon enrollment at the college and/or anytime thereafter while they remain a student at the college, are obligated to notify Campus Security Police that they have registered at Schoolcraft College and are required to register with the Michigan Public Sex Offenders Registry. Failure to notify the college is deemed to be a violation of the Student Code of Conduct, and subjects those students to all available college Judicial Processes and the Sanctions set forth. Tier 3, Tier 2, Tier 1 and multiple offenses individuals are required to meet with the director of student relations and Campus Security Police annually, as requested by appointment.

Appeals Procedure for Academic Matters

Students may appeal academic decisions regarding a grade or other actions resulting from their academic performance. Students must follow the proper steps in the appeal process, observing the time limits for completion of various steps in the process as follows:

Step I

Students must seek to resolve academic matters informally with the instructor within ten working days of the occurrence, or issuance of a grade. During the spring/summer session(s), when an instructor may not be available, students may proceed to Step II after a reasonable effort is made to communicate with the instructor.

Step II

If the academic issue is not resolved to the student's satisfaction, a formal complaint may be made by completing an online Academic Appeal/Instructional Complaint form on our website at www.schoolcraft.edu/scaware. The Academic Appeal/Instructional Complaint must be filed within 10 working days of receiving the instructor's decision.

The administrator will review the complaint, investigate the facts, and send a written decision to the student within ten working days. Certain circumstances may make it impossible to respond within the 10-day time limit. If both the student

and the administrator agree, the time limit may be extended; otherwise a decision will be made on available facts. This decision is final and concludes the appeal process.