GENERAL ACADEMIC INFORMATION

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GENERAL ACADEMIC INFORMATION

CREDITS AND COURSE NUMBERING
Courses numbered 001-099 are designed for students to acquire basic skills necessary for successful college work.
Courses numbered 100-299 are college level courses and are usually transferable to senior colleges. Not all courses are offered every semester. Also, new courses or seminars may have been developed and may not be in this catalog's listing.

TRANSFERRING CREDIT TO MCC
Mott Community College generally accepts freshman and sophomore college level credits from a regionally accredited college or university in which the student has received a C or better grade, with the exception of religion courses. Students must submit an official college transcript of course work to the Office of Records & Registration. We will only accept official college transcripts by mail. The college accepts transfer credits but not grade points. Transfer students accepted by Mott Community College with advanced standing must complete a minimum of 30 credits of satisfactory work at MCC to be eligible for graduation with an associate degree or a minimum of 20 credits of satisfactory work to be eligible for graduation with a certificate of achievement.

The applicability of vocational/technical courses to MCC program course requirements will be determined by the program coordinator or advisor. No more than 50 percent of credits required in specialized courses, unique to a program, can be transferred from another institution to be applied toward graduation from MCC. At least 50 percent of credits in specialized areas must be earned at MCC to entitled the student to graduate from MCC. To be eligible for graduation, transfer students must earn a minimum of 30 credits from MCC.

GRADUATION
Application for Degree
To be eligible to graduate, you must complete a Graduation Application. Submit this application to the Office of Records & Registration after a degree audit has been reviewed by an Advisor or Counselor.
Submission of the graduation application should take place during, or shortly after, registration for the semester or session in which the degree requirements will be completed.

Deadline for application submission is March 1st.
Applications are available at the Information Desk PCCLL, Counseling - PCC2030, Advising- PCC2040, or online by downloading the application.

Honors Program Graduates
There are additional activities for Honors Program Graduates, contact (810) 762-0360 for more information.

GRADING SYSTEM
“S” Satisfactory  A grade of “S” earns credit toward graduation.
“U” Unsatisfactory  A grade of “U” does not earn credit toward graduation.
“W” Withdrawal  A grade of “W” indicates official withdrawal from a course in which a student has enrolled. A student must initiate the process to withdraw by submitting a worksheet to the Registration Office.
“N” Audit  A grade of “N” indicates that a student is enrolled in a course on an audit basis. The grade means that no credit is given. A student who wishes to attend a class regularly but does not require a grade or credit may decide to audit the course. Students may enroll on an audit basis, or may change to an audit basis prior to the tenth week with the instructor’s approval. A student who enrolls on an audit basis may not change to a credit basis.
“NS” Non-sufficient Instructional Contact  Instructors may assign an “NS” grade which indicates that the faculty member has had, in their judgment, non-sufficient instructional contact with the student.
“I” Incomplete  A student must initiate a request for an “I” (Incomplete Grade) from an instructor. The “I” will be given at the sole discretion of the instructor.
Typically an “I” will be given only when the student:
• Has completed at least 75% of the class (excluding the final exam) but is unable to complete the class work because of extraordinary, unusual or unforeseen circumstances or other compelling reasons,
• Has done passing work in the course and,
• In the instructor’s judgment, can complete the required work without repeating the course.

Instructors electing to give an “I” will complete an Incomplete Grade Form by the time final course grades are due. This form will specify what the student must do to complete the course requirements. It will specify a date by which the required work must be completed. The Incomplete Grade Form will indicate the grade the student will receive if the assigned work is not completed. Both the student and the instructor will sign the form. Copies will be provided to the Registrar, the student, the instructor and the Division Office. Responsibility for monitoring and grading the “I” work may not be transferred to another instructor without agreement of the faculty involved and the approval of the Academic Dean.

The instructor will submit a Grade Change Form to the Registrar when the student has completed the assigned work. All incomplete course work will be finished by the date indicated on the Incomplete Grade Form, but not to exceed one calendar year from the end of the semester for which the “I” grade was recorded. If a Grade Change Form is not submitted by the end of one calendar year, the “I” will default to the grade submitted on the Incomplete Grade Form.

Each instructor shall include an “I” grade policy consistent with college policy in his/her syllabus.
Grade Report

Final grades for courses are available on WebAdvisor at the end of each semester or session. These grades are recorded on the students’ permanent records in the Office of Records & Registration, PCCLL. Mid-semester grades are advisory grades and are not permanently recorded. Mid-semester grades are also available via WebAdvisor.

Grade Changes

All grade changes must be made within one calendar year following the end of the course for which the grade was recorded.

Transcript Requests

For official transfer of credit or copies of permanent records of courses, credits and grades, use Official Transcript Request through WebAdvisor or download and print the Transcript Request Form pdf. Take the Transcript Request Form to the Registration Office, Prahl Center, Lower Level. Note: Official transcripts will not be released until all financial obligations are cleared. Normal processing time is 3 to 5 business days.

Grade Point Average (GPA)

To remain in good academic standing, a student must maintain a 2.0 cumulative grade point average (GPA). MCC uses a four-point system in calculating a student’s average, based on grades from 4.0 to 0.0. To determine a grade point average, a student should determine the number of grade points earned in each completed course, add them together and then divide the total by the number of credits taken.

Note: A course with an incomplete (“I”) grade is not included in the GPA. The GPA will be recalculated when the grade is changed. All grade changes must be made within one calendar year following the end of the course for which the grade was recorded.

Dean’s List

At the end of each semester, the deans and faculty recognize students who achieve academic honors. Students will be considered for the Dean’s Honors List in the semester after they have earned 12 credits at MCC, excluding courses with “S” grades. To receive the recognition, students must complete a minimum of 6 credits for the semester with a GPA of 3.5 or better, and a cumulative GPA of at least 2.5.

Fresh Start Program

Courses and grades earned more than five years ago may be waived from consideration in computing a student’s GPA for MCC purposes only. If this is done, all courses and grades prior to the fresh start date are waived. The grade point average is recalculated and posted on the student’s record with the notation, “Fresh Start”. All courses and grades remain on the transcript. Mid-semester courses and grades are also included in calculation but only in the semester in which they are offered will attempt to notify students in the class if such action is taken.

The following example illustrates how to calculate a GPA

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 107</td>
<td>4</td>
<td>3.5</td>
<td>14.0</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>3</td>
<td>4.0</td>
<td>12.0</td>
</tr>
<tr>
<td>SOCY 191</td>
<td>3</td>
<td>1.5</td>
<td>4.5</td>
</tr>
<tr>
<td>PEAC 106</td>
<td>2</td>
<td>2.0</td>
<td>4.0</td>
</tr>
<tr>
<td>COMG 165</td>
<td>1</td>
<td>2.5</td>
<td>2.5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13 credits</strong></td>
<td><strong>37 points</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Note: A course with an incomplete (“I”) grade is not included in the GPA. The GPA will be recalculated when the grade is changed.

Please Note: The Student Financial Services Office does not recognize Fresh Start in its GPA calculation.

Repeated Courses

Credit for graduation cannot be earned more than once in the same course. If a student repeats a course, the second grade will be used to figure the grade point average. Both grades, however, will remain on the student’s record. For students registering for the same course more than three times, the fourth registration requires an advisor’s or counselor’s approval. No further registrations will be allowed.

Class Load

Full-time: A student is considered full-time if he or she takes 12 or more credits in a semester. During spring and summer sessions, a full load is six (6) credits.

Part-time: A student is considered part-time if he or she takes fewer than 12 credits in a semester and fewer than six (6) credits in a spring or summer session.

Financial Aid Load Requirements: A student receiving financial aid should check with the Student Financial Services’ Office on load requirements.

Veterans Administration Load Requirements: A student receiving V.A. benefits should check with the Office of Records & Registration (810 762-0200 or PCCLL) for load requirements.

Class Status: A student who has earned 27 or fewer credits is considered a freshman. To be a sophomore, he or she must have earned 28 or more credits.

A student may not take more than 18 credits in a semester or nine (9) credits in a spring or summer session without special permission from the Academic Dean over the student’s program of study.

Class Cancellation

The college reserves the right to cancel any class at the beginning of a semester or session if the class does not have a sufficient number of students to warrant its continuation. The division in which the class is offered will attempt to notify students in the class if such action is taken.
CLASS ATTENDANCE
Attendance is taken in all classes. Instructors will announce their attendance policy during the first class session, and their policies are on file in their dean’s office. Students are expected to attend class, since they are held responsible for the requirements of the course. Absence from class(es) does not excuse the student from course requirements.

FOR FINANCIAL AID RECIPIENTS
To be eligible to receive Title IV Financial Aid, students must be enrolled in and attending classes. Mott Community College is required to monitor attendance on a regular basis to justify the disbursement of federal financial aid.

As a general rule, changes in attendance patterns will mean changes in financial aid awards. Students not attending classes may be held liable for all charges incurred.

RELIGIOUS HOLIDAYS
It is the academic policy of Mott Community College to make every reasonable effort to allow students to observe their religious holidays without academic penalty. Absence from class(es) or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent.

SCHOOL CLOSING INFORMATION
It is the policy of the college to remain open whenever possible. If classes are cancelled during a semester or session because of inclement weather, area radio and television stations will be notified.

Up-to-date closing information is available from the following sources:

Emergency Notification System
In the event of any on-campus emergency, a voice or SMS (text message) will be sent. All MCC Students, Faculty and Staff are encouraged to sign-up for this notification through WebAdvisor.

Student Email Notification
Students will be notified through their MCC Webmail address of specific class cancellation, site-specific closings, or college-wide closings.

Call (810) 232-8898 for a recorded message announcing a school closing.

Area radio and television stations will be alerted whenever a decision is made to close the school.

CHANGE OF PROGRAM
Students can change their declared academic program of study at any time.

Consult the Programs section of the catalog or www.mcc.edu for specific requirements of the Certificate or Degree program in which you are interested.

To make a change, meet with your Program Advisor, Program Coordinator or a Counselor, discuss the change, and request that your program code be changed in the college student record system.

Students should check with an Advisor, Coordinator or Counselor each semester to ensure that you are taking the proper classes for degree completion.

ASSESSMENT OF STUDENT LEARNING
Mott Community College is committed to excellence in teaching and learning. As reflected in the MCC mission statement, it is the mission of the college to provide high quality educational opportunities—that promote student success.

In order to ensure that the educational opportunities are of high quality and promote student success, MCC will assess student learning upon entry, on an ongoing basis throughout students’ time at the college, and at the time of exit. The purpose of assessing student learning is both to document achievement and to have a basis for making improvements to the teaching process itself. Because this is such an important part of providing our students with a high quality education, MCC students are expected to participate in assessment activities as requested. In any and all college assessment activities, strict confidentiality of individual student results is maintained.

ACADEMIC STATUS
New students who have not attended another college or university are admitted on a regular basis. In order to remain in good academic standing after admission, students must maintain a grade point average of at least 2.0 while enrolled at the college. Students who fail to maintain a 2.0 grade point average may be placed on probationary status. At the end of each semester/session, the Registrar reviews the transcripts of students whose grade point average falls below 2.0 for the first time, and sends letters stating that their academic standing may be affected if their grade point average does not improve.

ACADEMIC PROBATION
Students who have not maintained a cumulative grade point average of 2.0 by the time they have attempted at least 12 credits are placed on academic probation.

Students on probation are limited to not more than 12 credits in a semester or six (6) credits in a spring or summer session, with these exceptions: students on probation may enroll for 13 credits in a semester if an advisor or counselor approves; students on probation may enroll for 15 credits in a semester with the approval of a dean. Students who earn a 2.0 grade point average each semester while on academic probation may continue to enroll in college classes even if their cumulative grade point average is below 2.0. Students on academic probation who earn a grade point average of 2.5 in a semester may enroll for 15 credits in a subsequent semester if an advisor or counselor approves.

Students who receive grades of “U” in developmental courses must follow the same procedures as students on academic probation. These restrictions will be lifted when Satisfactory “S” grades are achieved in the same courses or when an advisor or counselor is satisfied with a student’s progress.

Students are removed from academic probation after cumulative grade point averages are raised to a 2.0 or better. Students who are on academic probation will not be allowed to enroll in e-Learning courses.
ACADEMIC DISMISSAL

Students on academic probation who do not raise their cumulative grade point average to at least 2.0 at the end of two (2) semesters or sessions are subject to academic dismissal. Students who earn a 2.0 grade point average each semester or session while on academic probation may continue to enroll in college classes.

Students who are academically dismissed at the end of a semester or session are ineligible for re-enrollment at the college until one (1) 15 week semester has elapsed*. Application for re-enrollment after one 15 week semester should be referred to the Office of the Registrar. The Registrar or designee may re-enroll the student or refer the application to a review board for further consideration. The review board is composed of three members: representatives from the Records & Registration Office, Counseling & Student Development, and the Learning Center.

The procedure for academic dismissal includes:

- Notice of academic dismissal received by the student
- 15 week semester in which the student is ineligible to enroll
- Application to the Registrar for re-enrollment
- Record review by Registrar and credit restriction is imposed
- Referral to Counseling and Student Development for reenrollment, or,
- Referral to the review board if the Registrar questions the advisability of re-enrollment
- Decision by the review board regarding re-enrollment.

* For students who are academically dismissed for a second time, they will be ineligible to enroll until one (1) calendar year has elapsed.

INTERACTIVE CLASSROOM

This type of course presents the instructor and 1/2 the students in one location while the other students are in a classroom in another location. The students and the instructor are able to see, hear and respond to one another in the same manner as a traditional classroom. The interactive classroom offers traditional classroom courses to be taught at the satellite campuses, eliminating the need for the student to come to the main campus to attend a class.

OPEN ENTRY/OPEN EXIT

Modular based programming that offers the student an independent study approach with faculty support. Uses the campus environment in a nontraditional way. Students can register for and take classes at any time - they are no longer bound to the academic calendar.

INDEPENDENT STUDY

Outstanding students may take independent study at MCC, which provides learning opportunities beyond the content of a course. Students must have sophomore standing, have taken a minimum of 28 credits, and have demonstrated excellence within the discipline selected for study. They should approach a full-time faculty member or his/her designee with a plan for independent study. There must be a written proposal signed by the faculty member or designee who agrees to work with students in independent study.

Independent study is not an alternative to or substitute for a current course. It is not to be used as credit for life experience or credit by examination, and it is not a topics and issues course. Independent study is limited to one semester or session, and no more than three (3) credits may be earned.

FLEXIBLE LEARNING

E-LEARNING e-learning.mcc.edu

e-Learning courses are fully accredited college courses. They present a body of knowledge through extensive reading assignments coordinated with additional content which may include videos, discussion threads, group emails and other modes of technology. For more information on how MCC’s e-Learning courses are delivered see modes of delivery on the e-Learning website e-Learning.mcc.edu

e-Learning courses may have review sessions and proctored exams. Please pay attention to all material regarding your specific class. A Mott Community College instructor manages each course and is available to you via email, phone, or on campus office hours. Check the e-Learning website at e-Learning.mcc.edu to find the current semester information.

All e-Learning courses have a Start-Up Session. This may be on campus or via the college’s Learning Management System (currently Blackboard). This is the student’s opportunity to meet the instructor, find out what is required to be successful in the class and to ask any questions. We highly encourage you to attend or view this portion of the class. Check out our website for detailed information at e-Learning.mcc.edu.

Prior to registration for an e-Learning course students MUST successfully complete a Preparedness Session (DLES 100/101). These sessions are available throughout the semester. While there is no charge and no grade given, please note that this is a MANDATORY requirement.

CREDIT BY EXAM

Students may earn credit for certain courses by completing the requirements. This may mean writing papers or taking exams covering the content of a course. The college does not guarantee the transferability to other colleges of credit earned this way.

Credit by examination in a course is not granted during a semester in which a student is enrolled in that course. Credit is not granted in a course in which a student has reached placement in a higher level course in the same discipline at MCC or another accredited college. Grades of S or U are recorded for students taking tests developed by the divisions of the college or adopted for division use, but no grade points are awarded. A limit of 16 credits may be awarded by examination and will be determined by MCC officials.