



Student Handbook

Student's Rights/Policies

Students at Northwestern Michigan College have the same rights and protections under the Constitution of the United States and the state of Michigan as other citizens. These rights include freedom of speech, press, religion, and assembly. Students also have the right to be treated fairly by the college and to be informed of college policies and/or regulations affecting them. Any student accused of violating college policies and/or regulations affecting him/her is entitled to procedural due process protection.

When students are admitted to NMC, they accept the rights and responsibilities of membership in the college's academic and social community. Honesty is expected of each student at Northwestern Michigan College. Each student is expected to respect the rights of others and to work to create an open, caring and intellectually stimulating environment where diversity of ideas is valued and every person's dignity and autonomy are respected. Students at Northwestern Michigan College are expected to be responsible for their actions and to respect the rights of others.

STUDENT CODE OF CONDUCT

The following personal actions on NMC college property or at official college functions are prohibited. This list is not intended to be exhaustive and the college reserves the right to impose discipline for personal actions which may not be expressly identified:

1. Interference with the teaching and learning process including the use of profanity toward another student or faculty/staff member.
2. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person, including sexual assault against any student, faculty, staff or guest of the college.
3. Discrimination in regard to age, color, disability/handicap, height, marital status, national origin, political affiliation, race, religion, gender, sexual orientation, veteran's status, or weight.
4. Interference by force, threat, harassment or duress with an individual's personal safety, academic efforts, employment, or participation in college-sponsored activities and/or creating a reasonable apprehension that such interference is about to occur. This would include stalking.
5. Disruption of college activities and college business, including but not limited to classes, convocations, and student services.
6. The continued occupation of a college facility after being requested to leave by any person acting as an agent of the college.
7. Defacement, damage to, or theft of college property and/or that of another student, faculty, staff, or guest of the college.
8. Tampering with fire alarms, safety systems or unauthorized setting of fires.
9. Dishonesty, including but not limited to cheating, furnishing false information to the college (such as residency status), forgery, misuse or alteration of any college document or misuse of the college computer system.
10. Making a false report concerning a fire, bomb, or other alleged emergency.
11. Use, possession, manufacture, or distribution of controlled substances, and look-a-like drugs. The use of alcoholic beverages as prohibited by NMC policies and or state law.
12. Possession, while on campus or at a college-sponsored function, of any weapons, including but not limited to, firearms, explosives, dangerous chemicals, knives, brass knuckles, licensed weapons or objects or instruments possessed for use as a weapon or for direct or indirect delivery to another person for use as a weapon.
13. Willful disobedience of college officials or designated agents acting in the performance of their duties.
14. Willful violation of college rules, regulations, procedures and policies as promulgated in college policy statements.
15. Violation of state or federal law.
16. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.
17. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college.
18. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computer facilities to interfere with the work of another student, faculty member or college official.
 - e. Use of computer facilities to send or publish threatening, obscene or abusive messages.
 - f. The use of computer facilities to view obscene or offensive images.
 - g. Use of computer facilities to interfere with normal operation of the college computer system.
19. Abuse of the Judicial System, including but not limited to:
 - a. Failure to obey the summons of a judicial body or college official.
 - b. Falsification, distortion, or misrepresentation of information before a judicial body.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Interruption of a judicial proceeding.
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
 - g. Verbal or physical harassment and/or intimidation of a member of a judicial body prior to, during and/or after a judicial proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

ACADEMIC GRIEVANCES

1. RULES: Subject to the limitations stated below, the following matters may become the subject of Academic Review Board action.

- a. Cheating or plagiarism on written or oral examinations, quizzes, papers or other academic work. Cheating is defined as falsifying data on a report, exam, summary or paper; the giving or receiving of aid in an examination situation; and/or the use of unauthorized materials as an aid during an examination. Plagiarism consists of offering as one's own work, the words, ideas or arguments of another person, without appropriate attribution by quotation, reference or footnote. Plagiarism occurs both when the words of another are reproduced without acknowledgment, and when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer.
- b. Unfair grading practices by faculty members. Unfair grading practices are defined as the assignment of a particular grade to a student because of the student's age, color, disability/handicap, height, marital status, national origin, political affiliation, race, religion, gender, sexual orientation, veteran's status, or weight, and/or the failure to apply equal standards of academic evaluation to all students in a course; and/or the assignment of a grade on the basis of standards other than those announced in the syllabus or by the instructor at the beginning of the course. It is recognized that in college-level instruction that some reasonable non-quantifiable judgments must be made in determining grades.

2. LIMITATIONS:

- a. The faculty member has the right and the responsibility to impose appropriate sanctions in cases of cheating or plagiarism.
- b. Prior to action by the Academic Review Board, the participants in the dispute will try to settle their differences through a series of informal conferences involving, in this order, (1) the student and the faculty member, (2) the student, the faculty member, and the Academic Chair and/or the Department Head, (3) the student, the faculty member, Academic Chair and the Dean for Student Services. The conferences shall be held expeditiously and in no case should more than ten (10) business days elapse between the time when the dispute begins and the Dean's conference. Should the conflict not be resolved through informal conferences, the student shall notify the Dean of the desire for a meeting of the Academic Review Board.
- c. Students who wish to protest a faculty grading decision must do so within ninety (90) business days of assignment of the grade.

- d. Under no circumstances shall the Academic Review Board be asked to review the quality of an instructor's teaching methods, the course content, the appropriateness of the standards established for the course or the right of the instructor to establish standards for the course.
- e. If a faculty member's judgment about grading practices and/or disciplinary practices is disputed, and the faculty member agrees that an error has been made, it shall be the faculty member's responsibility to rectify the error as quickly as possible. If a faculty member's judgment about grading practices and/or disciplinary practices is disputed, and the faculty member does not agree that an error has been made, and the informal conference procedure fails to resolve the problem, the dispute shall be heard by the Academic Review Board which shall make a recommendation in the case. Both sides may appeal the recommendation of the Academic Review Board to the College Appeal Board.
- f. The Due Process system does not deny that the right and responsibility to assign grades rests with the faculty member. The responsibility to apply disciplinary rules related to the classroom and programs of instruction rests with the faculty member and, as appropriate, with administrators charged with program responsibility.

OTHER GRIEVANCES

A. Students with complaints regarding Northwestern Michigan College operations should report their concerns to the Dean for Student Services. The following procedures may be taken:

1. Verbal/Written Complaints: The Dean of Student Services will receive students' verbal or written complaints. The Dean will consider the merit of the complaint and will take any action considered appropriate or necessary. At this level, the student has the right to remain anonymous.

If the student's verbal or written complaint is not resolved to their satisfaction and the student wishes to continue to pursue the complaint, the student must submit a request in writing to the Dean requesting further resolution. The written request must include the specific nature of the grievance, reasons for filing the grievance, and specific remedy requested. At this level, the student may no longer remain anonymous. The Dean will seek a resolution by using the following means:

- a. Contact the Supervisor or Academic Chair to arrange a meeting time to discuss a possible resolution between the parties involved. The written complaint will be forwarded to all appropriate parties involved in the conflict prior to the meeting. Should a resolution not be reached, the Dean will arrange for a Judicial Board Hearing.
- b. The written complaint and all supporting documents will be reviewed by the Judicial

Board prior to the hearing. All supporting documentation, from any of the involved parties, will be provided to the Dean. The Judicial Hearing Board shall follow the procedures as outlined in the Student Rights and Responsibilities Handbook (available in the Student Services Office). The Judicial Board retains the right to reject all cases deemed frivolous and its decision will be considered final in all cases of ordinary grievances.

- B. Student complaints against a supervisor, staff member, or instructor shall not be the basis for any discipline as long as there is not evidence of unfair treatment of the student or discriminatory practice against the student.

PROCEDURES AND RIGHTS

1. The individual against whom the complaint is made shall be personally notified by the appropriate college official in writing of the offense they are charged with, the relevant section of the rules, and the sanctions which may be applied. Such notice shall be given as soon after the offense as possible.
2. If an individual is accused of violating the rules pertaining to personal and/or academic behavior, they may elect one of the following within five (5) business days of the determination.
 - a. The individual may request a mediation session with a mediator chosen from a list of at least three (3) provided by the college. If the mediation fails, the individual may proceed with b, c, or d below.
 - b. The individual may admit the alleged offense and request in writing that the administrative officer or faculty member take appropriate action.
 - c. The individual may admit the alleged violation but request a hearing before the Judicial Board concerning the sanctions applied by the administrative official or faculty member.
 - d. The individual may deny the alleged violation, in which case the matter shall be referred to the Judicial Board.
3. In the event the individual requests review by the Judicial Board, a written copy of the request must be given to the Dean, or his/her designee within five (5) business days of the determination. The Judicial Board shall meet in a timely way which shall be no longer than twenty (20) business days unless all parties agree to an extension.
4. Prior to the hearing the individual and Judicial Board members shall receive written notification from the Dean of the time and place of the hearing; written notification of the charges, the relevant section of the code of conduct under which the individual is charged and the possible sanctions.
5. The individual shall be entitled to appear in person to present his/her defense to the Board and may call witnesses in their behalf. The individual may also elect not to appear before the Board, in which case the hearing shall be held in his/her absence. The failure to appear shall not be an indication of guilt and must be noted without prejudice.
6. The individual and the person making the complaint shall be entitled to be advised by an advisor or attorney for personal consultation purposes only during the hearing. This advisor or attorney shall be of their own choice, at their own expense, and cannot represent or speak for the student.
7. The individual against whom the complaint is lodged shall be presumed innocent. The burden of proof shall rest with the person or persons who bring the complaint or the administration or faculty member who pursues the complaint.
8. The standard of proof shall be "clear and convincing" evidence.
9. The individual shall be entitled to ask questions of the Board or of any of the witnesses.
10. The individual shall be entitled to an expeditious hearing of their case.
11. The individual shall be entitled to refuse to answer questions. No adverse inference shall be drawn by the refusal to answer questions.
12. The order of the hearing shall be as follows:
 - a. The Chair shall review the procedures to be used in the hearing and the goals of the hearing.
 - b. The Chair shall read the complaint that has been brought before the Judicial Board.
 - c. The person making the complaint shall make an opening statement which will be followed by the presentation of such evidence and witnesses as seem appropriate.
 - d. The person against whom the complaint is made shall make an opening statement which will be followed by the presentation of such evidence and witnesses as shall seem appropriate.
 - e. The person making the complaint shall have the opportunity to cross-examine the witnesses brought by the person against whom the complaint is made.
 - f. The person against whom the complaint is made shall have the opportunity to cross-examine the witnesses brought by the person making the complaint.
 - g. The person making the complaint shall have the opportunity to make a closing statement.
 - h. The person against whom the complaint is made shall have the opportunity to make a closing statement.
 - i. After the Board has heard the presentation of both sides, and the closing arguments, the parties in the dispute will be asked to leave and the Board will retire to discuss the evidence and make a recommendation in the dispute. Both sides shall be notified in writing of that decision within five (5) business days.
13. Decisions of the Judicial Board shall be based upon the facts presented either in oral or written form during the hearing.
14. The individual shall be given a written explanation of the reasons for any decisions rendered against them and for any sanctions imposed upon them. They shall have a right to a summary report of the proceedings upon request. Records of proceedings are regarded as confidential: they are to be kept for no more than two years and are to be available only to those approved by the Dean and the individual.

15. The Judicial Board shall decide cases on a majority vote basis, except as noted above.
16. The individual shall be notified of the right to appeal the decision of the Judicial Board to the College Appeal Board. Should the individual appeal, any action taken by the Judicial Board shall be held in abeyance until the College Appeal Board has reviewed the case, subject to the provisions of Emergency Suspension.

The Judicial Board is not a court of law. Its procedures are informal and its hearing shall not be perceived as an adversary hearing. Its purpose shall be the discovery of the truth and the rendering of a just and fair decision. The Chair shall have the right to make appropriate judgments about procedural questions as they arise. These judgments shall be made in light of the need for a fair, expeditious and orderly hearing. It is important that all parties in the dispute have an adequate opportunity to present their side of the question. In order to clarify any issues in the case, board members shall have the right to ask questions of the participants in the hearing. Questions should be as brief and factual as possible.

SANCTIONS

A sanction is an action taken when the code of conduct has been violated. One or more of the sanctions listed below may be applied:

1. **Warning:** Notice, orally or in writing, that continuation or repetition of conduct found wrongful may be cause for more severe disciplinary action.
2. **Censure:** A written reprimand, including the possibility of more severe disciplinary sanctions in the event of a subsequent violation of a college regulation within a stated period of time.
3. **Probation:** Exclusion from participation in privileges or extra-curricular college activities for a period not exceeding one academic year from date of offense or infraction.
4. **Restitution:** Reimbursement for defacement, damage to or misappropriation of property, or personal injury expenses.
5. **Community Service:** The individual performs an appropriate amount of public service that is both beneficial to the community and likely to assist the individual in understanding the harm caused by his or her conduct.
6. **Attendance:** The individual enrolls in and completes a class that helps the person understand the harm caused by his or her conduct. May be required for alcohol, substance abuse, or psychological assessments.
7. **Restricted Student Status:** The individual will be allowed to go to and from classes only and will not be allowed to participate freely in any other campus activity. Campus security services may be required as deemed appropriate. This may remain in effect until completion of the Judicial Process.
8. **Disciplinary Suspension:** Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time. A disciplinary suspension will be held in abeyance during an appeal.
9. **Emergency Suspension:** Exclusion from campus and/or classes and/or other privileges or activities for purposes of investigation, and/or relieving the tension of the student body or class due to a serious infraction of the all-campus rules; or removing a threat to the well-being of the students, or removing for the good of the order of the college a student or students whose presence would

prevent the continued normal conduct of the academic community. Emergency Suspension may be imposed immediately by the Vice President for Educational Services or by h/her designee. Emergency Suspension will continue for its duration or until the case at hand has been reviewed by the Judicial Board and/or the College Appeal Board. If the emergency suspension is continued for more than three (3) business days the student shall have the right to a Judicial Board appeal hearing within seven (7) business days of the emergency suspension or when accused is prepared. Students who are suspended for disciplinary reasons will receive grades of WF, WP or I for all classes in which they are enrolled. If the suspension is overturned and the student does not wish to finish the semester, tuition and fees paid for that semester may be applied toward future enrollments.

10. **Expulsion:** Termination of student status. Re-admission may not be sought before the expiration of one academic year from the date of expulsion.
11. **Permanent Expulsion:** Permanent expulsion is for the most severe cases, with no rights for future re-admission considered.

JURISDICTION

The College Appeal Board shall hear only those cases which have already been heard by the Academic Review Board, the Judicial Board, or one of the Occupational Professional Standard Review Boards, (hereafter referred to as the Lower Review Board). The College Appeal Board shall accept appeals only if the individual presents the Board with a written complaint within ten (10) business days of the lower board's decision. It shall consider only those issues mentioned in the appeal document. In its deliberation the College Appeal Board shall not consider the appropriateness of the rules or the right of faculty and administrators to enforce college rules and regulations. The right to define and establish appropriate standards, rules and regulations which govern various college functions and activities shall be reserved to the administrators and faculty charged with the implementation and supervision of those functions and activities. The College Appeal Board has the right to reject a frivolous appeal. In such cases, the College Appeal Board need not conduct a hearing.

Grounds for an Appeal:

1. Evidence was not sufficient or appropriate to justify the decision.
2. Failure to provide due process.
3. Sanction imposed was not in keeping with the offense.

Procedures

1. The College Appeal Board will consider only the issues mentioned in the appeal.
2. The College Appeal Board shall meet in a timely way. Unless an extension is agreed to by all parties, the meeting of the College Appeal Board shall take place no later than twenty (20) business days from the date the written complaint is accepted by the College Appeal Board.
3. The College Appeal Board shall examine the decision of the lower review board, the summary report of the hearing, the evidence presented at the hearing, and the procedures used by the lower review board.

4. If the College Appeal Board chooses to hear oral presentations from both sides, the following order will be observed:
 - a. At least ten (10) business days prior to the hearing the individual and Appeal Board members shall receive written notification from the Dean of the time and place of the hearing.
 - b. The Chair shall review the procedures of the hearing, the purpose of the hearing, and the scope of the Board's jurisdiction.
 - c. The Chair shall read the appeal document.
 - d. The person appealing shall explain the grounds for the appeal and refer to such evidence in the record as would be necessary to sustain the appeal.
 - e. The person against whom the appeal is lodged shall explain why the appeal should be denied and present such evidence as would be appropriate to justify the denial of the appeal.
 - f. The members of the Board shall have the opportunity to ask questions of all participants in the hearing in order to determine the validity of the appeal. At the discretion of the Chair, both sides may ask questions of each other in order to bring out and clarify appropriate points.
 - g. The person against whom the appeal is made shall have the opportunity to make a closing statement.
 - h. The person appealing shall have the opportunity to make a closing statement.
5. The same rights to counsel, silence and confidentiality that govern Judicial Board original jurisdiction hearings shall prevail if the College Appeal Board chooses to hear oral presentations.
6. The individual shall be entitled to an explanation of the decision of the Appeal Board. Both sides shall be notified of the decision in writing within five (5) business days.
7. Decisions of the College Appeal Board should be based upon the facts presented either in oral or written form during the lower review board's hearing and upon the College Appeal Board's review of the lower review board's action.

DECISIONS

1. Upon a written request of the individual, the College Appeal Board shall meet to consider and act as follows:
 - a. It shall consider whether or not the evidence presented at the hearing was "substantial" enough to justify a decision against the student.
 - b. It shall consider whether or not the lower review board conducted itself in such a way that the accused had an adequate opportunity to prepare and present a defense, that is, to consider whether or not the accused received due process.
 - c. It shall consider whether or not the sanction imposed was in keeping with the gravity of the offense.
2. The College Appeal Board may:
 - a. Accept the report and decision of the lower review board.
 - b. Return the decision to the lower review board for review of procedural matters and to make recommendations back to the Appeal Board.

The review shall be completed within ten (10) business days.

- c. In a grade dispute, the College Appeal Board may recommend that a grade be changed, but under no circumstances may the Board change a grade, except when grading practices violate NMC's non-discrimination policy.
 - d. Reject the lower review board's decision in discipline cases, and dismiss the case.
 - e. Accept the decision of the lower review board, but recommend a change in the sanctions.
3. A student may not appeal the decision of the College Appeal Board. All decisions of the College Appeal Board shall be in writing with rationale and are final.

RIGHT TO KNOW

Student Right to Know

In 1990, Congress passed into law the Student Right-to-Know and Campus Security Act. The legislation is designed to provide better consumer information to students and their families by requiring institutions of higher education to compile and report completion or graduation rates, job placement statistics, crime statistics, as well as general information about the college. Job placement statistics, crime statistics, and general information about the college is available in the schedule of classes and the student newspaper, or may be obtained in the Admissions Office, Tanis Building, (231) 995-1054. Completion or graduation rates may be obtained by contacting the NMC Registrar at (231) 995-1058. All Board of Trustee and Student Government meetings are open to students.

NON-DISCRIMINATION POLICY

NMC does not discriminate in admission, campus activities, education, employment, housing, public accommodation, or public service on the basis of age, color, disability, handicap, height, marital status, national origin, political affiliation, race, religion, gender, sexual orientation, veteran's status, or weight. No act of retaliation shall occur to any person making a charge, filing a complaint, testifying or participating in any discrimination investigation or proceeding.

HARASSMENT POLICY

Harassment of students and employees at NMC is unacceptable and will not be tolerated. Sexual harassment means unwelcome sexual advances and/or requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature that creates an intimidating, hostile, or offensive environment for the student.

Upon receipt of any report or complaint of alleged harassment, NMC will promptly investigate. NMC will take reasonable measures to treat complaints discreetly and respect the personal privacy rights of the person making the complaint and any accused party. Upon conclusion of the investigation, appropriate action will be taken. For additional information, students may contact the Dean for Student Services in the Admissions Office, Tanis Building, (231) 995-1039. Employees may contact Human Resources, Tanis Building, (231) 995-1025. These and other NMC policies may be viewed in PDF format at: www.nmc.edu/policies/nmc

CAMPUS SECURITY & SAFETY POLICY

The safety of students, faculty, staff and visitors is of vital concern to Northwestern Michigan College. Everyone in the campus community is involved in creating a safe environment and is encouraged to report all safety concerns by calling campus security, (231) 995-1298. Emergency outdoor phones are identified by a blue light; all incidents will be documented and investigated. NMC has a staff of campus security personnel who work closely with the Traverse City Police Department. On a regular basis, information and presentations are made available to students and employees on issues of importance to campus safety. The campus safety report is published with the class schedule each semester and is in compliance with the Student Right-to-Know and Campus Security Act.

CAMPUS SAFETY REPORT

Mission: to establish a system of communication and response to provide for the safety of students and employees.

- A. Report Procedures: To report criminal actions, emergencies, or suspicious situations, call:
- Emergencies.....9-911 (Residence Halls: 6-911)
 - Campus Security.....883-9099 or (231) 995-1298
 - Custodial/Maintenance.....Extension 51111
 - NMC After Hours.....(231) 883-9099
(*The after hours answering service is 922-3802.*)

Emergency outdoor phones are identified by a blue light and can be used to make on-campus calls. To make an emergency call, press the red button, state your location and the situation. Police personnel will respond.

- B. Access to Campus Facilities: All campus buildings are open from 7 a.m. to 10 p.m., Monday through Friday, and at other times on weekends depending on need. Residence halls are open from 7 a.m. to 12 midnight every day. Residents have keys and guests are required to register with the residence hall staff after midnight. All guests must be escorted by the resident they are visiting.

- C. Authority of Institutional Security Personnel: The NMC Campus Security personnel have the authority to confront the individuals related to an incident, require identification, and when necessary, contact the Traverse City Police Department. Officers keep a daily record of activities and all incidents are promptly reported to the Campus Liaison Officer.

- D. Information Programs: On a regular basis students and employees receive information on campus security and crime prevention and are invited to attend presentations on such subjects as sexual assault and rape; fire prevention; crime prevention; bomb threats; and alcohol and drug abuse prevention.

- E. Occurrence Statistics: The Traverse City Police Department has compiled the following statistics for incidents that occurred at Northwestern Michigan College from July 1, 2001 to June 30, 2002.

Offenses

Assaults	1
Burglary	3
Controlled Substances Violation	1
Criminal Sexual Conduct.....	0
Explosives	2
Fire	0
Intimidation/Stalking (Bomb Threats).....	6
Larceny.....	6
Liquor Law Violations.....	9
Malicious Destruction of Property.....	2

This information is published in compliance with the Student Right-to-Know and Campus Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Public Law 102-26.

DRUG-FREE LEARNING ENVIRONMENT POLICY

It is the intent of Northwestern Michigan College to provide a drug-free workplace and learning environment for students, faculty and staff. Furthermore, NMC intends to comply with the provisions of the Drug-Free Schools and Communities Act of 1989. All students, employees, and visitors are expected to observe all federal, state and local laws and college regulations governing the use and possession of alcohol and illicit drugs. All students, employees and visitors are specifically forbidden to use or possess alcoholic beverages, or to be under the influence of any controlled substance while on college property (except as provided by policy for use of alcohol on campus) or violate conditions of the Controlled Substance Act.

SMOKE-FREE ENVIRONMENT POLICY

In the interest of providing a safe and clean environment for students, employees and visitors, NMC has prohibited smoking in all campus facilities and vehicles unless areas are specifically designated through college procedures.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) helps protect the privacy of student records. The Act provides for the right to inspect and review educational records, the right to seek to amend those records and to limit disclosure of information from the records. Institutions may disclose information on a student without violating FERPA through what is known as "directory information." Directory information includes the student's name, address, telephone number, e-mail address, date and place of birth, major field of study, participation in officially recognized activities, enrollment status, dates of attendance, degrees and awards received. Questions about student records may be directed to the Registra.

PRIVACY STATEMENT

In order to improve the instruction offered at Northwestern Michigan College and to meet the requirements of the Carl D. Perkins Vocational and Technical Education Act, Section 113 and the Workforce Investment Act of 1998, Section 122, we will be using your Social Security Number in order to compile summary reports. Section 113 of the Carl D. Perkins and Technical Education Act, 20 USC 2323, and section 122 of the Workforce Investment Act of 1998, 29 USC 2842, requires Northwestern Michigan College and the State of Michigan to assess the effectiveness of vocational and technical education programs aimed at training, placement, and retention of students in employment. Although these laws require that performance reports be compiled based on wage record information, neither law requires students to give their social security numbers (SSN) to the college.

The college plans to use your SSN in order to gain access to your individual wage record and compile required WIA and Perkins Act reports. These reports will assist the college to improve vocational and technical education programs. By improving programs, the college will be better able to serve both employers and employees. Your wage record information is confidentially maintained, based on your SSN, by the State of Michigan. Neither the college nor the State of Michigan will disclose your SSN or wage record date to any person or entity unless legally permitted to do so. Any personally identifying wage record data will be destroyed by the college as soon as all required statistical analysis have been performed, or when the information is no longer needed, whichever date comes first.

The Constitution of the NMC Student Government Association

PREAMBLE

In order to establish a student government to encourage initiative, cooperation and responsibility among the members of this College; to promote the common interest and general welfare of the student body; to maintain and perpetuate high ideals in this College, we the students of Northwestern Michigan College, do hereby adopt and establish this constitution.

ARTICLE I: NAME

The name of the government herein shall be the Student Government Association of Northwestern Michigan College

ARTICLE II: PURPOSE AND MEMBERSHIP QUALIFICATIONS

Section 1. The purpose of this organization shall stand as stated in the Preamble.

Section 2. The student body shall be composed of all students paying general fees and part-time students who are enrolled at Northwestern Michigan College.

Section 3. Six Student Government members shall be elected from the College body at-large; three from the sophomore class, three from the freshman class. In addition, each discipline from those disciplines now standing and recognized by the Board of Trustees will have the opportunity to appoint their own representatives.

Section 4. All candidates for Student Government shall achieve a 2.00 grade point average for the preceding semester and must maintain a 2.00 grade point average for each semester while they are members. All candidates must be enrolled and passing in at least six credit hours.

Section 5. The President of the College, or his/her designated representative, shall be an ex-officio, non-voting member of the Student Government Association.

ARTICLE III: NOMINATIONS AND ELECTIONS

Section 1. Whenever the Student Government Association calls for an election, in accordance with the Constitution, an electoral commission composed of two students and one faculty member or administrative member shall be appointed by the President's designated representative. It shall be the duty of the commission to administer both the nominations and elections of Student Government Association members.

Section 2. Official nominating petitions must be obtained from the Student Activities Office. Members of the Student Body may sign as many petitions as there are posts to be filled. For a petition to be sufficient, it must be signed by fifty members of the Student Body and then be presented to the electoral commission which shall ascertain the validity of the petition.

Section 3. In the event that the academic chairs do not provide representatives for the Student Government Association for their academic area by the fourth week of fall semester, then the Student Government Association may add additional at-large representatives in the general election.

Section 4. General elections shall be held no later than the fifth week of fall semester. These elections are for the at-large members.

Section 5. If it shall appear on the count of the votes polled by the electoral commission that two or more persons have received an equal number of votes for the same office, and then a failure to elect to any office is caused thereby, the election of said office will be determined in the following manner: The electoral commission shall notify the persons concerned and on the following day determine by lot the right to such office. The chairman of the electoral commission shall prepare as many slips of paper as there are such persons and write elected on one of them and not elected on the others. Each contestant will draw a slip from the box and the one drawing the elected slip will be declared the winner, provided that a recount has been conducted before selection by lot.

Section 6. Upon petition of ten percent of the student population, one or more student members may be recalled. Such petitions must be presented to the Association which, in turn, must call a special election at which a member being recalled must stand election. If he/she is re-elected, he/she may not be recalled for the same cause for the duration of his/her term.

Section 7. Whenever a vacancy shall occur on the Student Government Association it shall be filled by appointment by a majority of the Student Government members. This position shall be filled by a member of the same class or academic area in which the vacancy occurs. In the event that a member of the same class or academic area cannot be found to accept the position, it shall be filled by the Student Body at-large. Standards for appointments shall be the same as those stated in Article II, Section 4. The appointed member shall serve until the next regular election.

- a. In the event of the resignation of the entire Student Government Association, or failure of the general election to provide qualified candidates for Student Government Association, the Vice President for Educational Services shall appoint an interim council of five (5) members until the next general election.

ARTICLE IV: OFFICERS AND THEIR DUTIES

Section 1. The term of office of the members shall be the academic college year. Members may be re-elected or re-appointed.

Section 2. All members shall have equal standing in the Student Government Association.

Section 3. Officers of the organization shall be a President, Vice-President, Secretary, and Treasurer elected by the Association.

Section 4. The Student Government Association shall elect at the first meeting succeeding the general elections of its membership a President, Vice-President, Secretary and Treasurer, who shall serve in such capacity until the next annual election of officers. The Government shall have power to fill such offices as vacancies occur.

Section 5. The duties of the officers shall be in accordance with Roberts Rules of Order. In addition, the Treasurer shall abide by standard College accounting practices and proce-

dures. The Treasurer shall keep records current at all times and shall present reports at all regular meetings. The Secretary shall keep minutes of all Student Government Association meetings. These minutes will be available upon request.

ARTICLE V: ATTENDANCE AND MEETINGS OF ASSOCIATION MEMBERS

Section 1. The term of office of the members shall be the college year. Members may be re-elected.

Section 2. A majority of the members of Student Government Association shall constitute a quorum. A quorum must be present to conduct Student Government Association business.

Section 3. A majority of those present shall be necessary to carry a motion in the Student Government Association.

Section 4.

- a. A special meeting may be called by the President at the request of other members of the council or the President may call a special meeting on his/her own initiative.
- b. All Student Government Association members shall be notified of the time and place of special meetings at least one day in advance.

Section 5. Failure to attend three meetings a semester shall be subject to a motion for removal by the Student Government Association.

Section 6. The Student Government Association Treasurer shall prepare and publish an annual financial statement by the last regular day of classes, spring semester.

ARTICLE VI: AMENDMENTS

Section 1. Motions to amend this Constitution may be made by two-thirds of the elected membership of the Student Government Association. Two-thirds of the balloted votes of the College Body shall be required to ratify the amendment.

Section 2. A motion to amend this Constitution may be initiated by the student body. In this case, a petition signed by twenty-five percent of the student body must be presented to the Student Government Association who in turn must submit it to the student body for ratification. Two-thirds of the balloted vote of the student body shall be required to ratify the amendment.

Section 3. Amendments shall go into effect immediately upon ratification.

ARTICLE VII

Section 1. No wages will be allotted Student Government Association members without the approval of the student body.

Section 2. If the Student Government Association proposes a wage for any of its elected members, a special college-wide election must be held or the issue must be incorporated into the regular election, at which time a majority of the balloted vote is needed for its approval.

Section 3. Any student hired by the Student Government Association must have a 2.00 grade point average, and be a full-time student. Applications for a job opening must be publicized and applications taken two weeks before the position is filled.

BYLAWS

1. Sub-boards: The Student Government Association established the following sub-boards: Cultural Activities Board, Film Board, Intramurals, Publications and Social Activities Board. Each sub-board shall establish written guidelines and operating procedures subject to approval by the Student Government Association.

2. Administration of Funds and Student Activities Office: In order to facilitate the budgeting of funds, the Student Government Association establishes the following as line items in their budget, and the following percentages to be allocated each year. These percentages are subject to review each year and may be adjusted as needed.

10% to the Film Board

20% to the Sports Board

15% to the Social Activities Board

30% to the Cultural Board

5% to the Publications Board

20% to remain in General Contingency.