



Student's Rights and Responsibilities - Process

1. General Statement of Student Rights and Responsibilities

A. The purpose of the Student Rights and Responsibilities statement is to define a student's basic rights within the college community, state what actions students may expect from the college to protect those rights, and explain the college's expectations of its student members, including the standards by which student behavior are measured. This statement describes unacceptable student behavior and outlines the procedures by which students are disciplined if they engage in unacceptable conduct.

B. Students 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 is entitled to fair and balanced procedural protection.

2. General Jurisdiction

Application to Academic Students: A person must be officially admitted and/or currently registered for an academic credit course to be considered a student under this policy.

3. Student Code of Conduct

A. Jurisdiction

1. The jurisdiction of the college shall extend to personal behavior and conduct which occurs on Northwestern Michigan College property, or at any official college function or activity whether those activities are social, professional, or academic.
2. The Dean for Student Services shall have original jurisdiction over all complaints involving Section 3. B. (Prohibited Behavior). The College Review Board shall have exclusive jurisdiction over all appeals under Section 3.

B. Prohibited Behavior

The following behavior and conduct is prohibited. This list is not intended to be exhaustive and the college reserves the right to impose discipline for personal behavior and conduct that may not be expressly identified in Section 3. B. if the student knew or should have known that the conduct was not appropriate under the circumstances.

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 based on 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 includes stalking.
5. Disruption of college activities and college business, including, but not limited to, classes, convocations, and student services.
6. Continued occupation of a college facility after being requested to leave by any person acting as an authorized 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 the unauthorized setting of fires.
9. Dishonesty, including, but not limited to, cheating, furnishing false information to the college, forgery, misuse or alteration of any college document, or misuse of the college computer system. Academic dishonesty is covered in the Academic Code of Behavior as set forth in Section 5.
10. Making a false report concerning a fire, bomb, or other alleged emergency.
11. Use, possession, manufacture, or distribution of drug paraphernalia, controlled substances, and look-alike drugs. The use of alcoholic beverages as prohibited by NMC policies and/or state law.
12. With the exception of law enforcement officers, possession, while on campus or at a college-sponsored function, of any weapons, or look-alike 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 authorized 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. Any violation of a local ordinance, or 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, or tampering with any door or door locking mechanism.
17. Bringing animals into the classrooms or buildings, with the exception of Seeing Eye dogs, or dogs trained to assist persons with a disability recognized under state or federal law.
18. To maintain classroom integrity, only those students registered for an NMC class may attend that class, except for authorized guests.
19. Conduct which is disorderly, lewd, or indecent; which includes the use of electronic/digital recording and/or imaging devices used to take images and/or recordings of persons without their knowledge and/or consent; breach of the peace; aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by the college, or participated in by the college.
20. Theft or other abuse of computer time, as described in the Computer and Network Acceptable Use Policy 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 files.
 - (c) Unauthorized use of another individual's identification or password.
 - (d) Use of computer facilities to interfere with the work of another student, faculty/staff member, or college official.
 - (e) Use of computer facilities to send or publish threatening, obscene, or abusive messages.
 - (f) Use of computer facilities to view and/or print obscene or offensive images.
 - (g) Use of computer facilities to interfere with normal operations of the college computer system.
21. Abuse of the disciplinary process, including, but not limited to:
 - (a) Failure to obey the summons of a disciplinary body or college official.
 - (b) Falsification, distortion, or misrepresentation of information before a disciplinary body.
 - (c) Disruption or interference with the orderly conduct of a disciplinary proceeding.
 - (d) Interruption of a disciplinary proceeding.
 - (e) Attempting to discourage an individual's proper participation in, or use of, the disciplinary system.
 - (f) Attempting to influence the impartiality of a member of a disciplinary body prior to, and/or during the course of, the disciplinary proceeding.
 - (g) Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after a disciplinary proceeding.
 - (h) Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
 - (i) Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

C. Report of Violations – Initial Inquiry

1. Any person may report that a student has allegedly violated the Student Code of Conduct to the Dean for Student Services, or his/her designee.
2. Upon receiving such a report, the Dean for Student Services or his/her designee may conduct an informal inquiry to determine:
 - (a) If there is jurisdiction over the alleged violation;
 - (b) Whether the accused is a student, as defined in Section 2;



- (c) Whether the alleged conduct is prohibited; and
- (d) Whether a sanction is probable, if the allegation is proven.
- D. Procedures:
Following an informal inquiry, if the Dean for Student Services or his/her designee determines that the alleged violation, if proven, would result in a written warning, the procedures as set forth in Section 3. D. 1. of the Student Code of Conduct shall apply. If the Dean for Student Services or his/her designee determines that the alleged violation, if proven, could result in the imposition of a sanction or sanctions more severe than a warning, the procedures as set forth in Section 3. D. 2. of the Student Code of Conduct will apply.
1. If the Dean for Student Services or his/her designee determines after discussing with the student that a violation has occurred and the sanction for the violation should be a written warning, the following procedures shall be used:
 - (a) A written warning shall be administered and presented to the student by the Dean for Student Services, or by his/her designee, or any other authorized employee of the College.
 - (b) Written notice of the conduct constituting the violation and the nature of the warning shall be filed by the Dean for Student Services or his/her designee or any other authorized employee with the Office of Student Services.
 - (c) There shall be no appeal from this written warning.
 - (d) All written warnings and notices will be securely stored in the office of the Dean for Student Services. This material will be held for a minimum of three years.
 2. If the Dean for Student Services, or his/her designee, has a reasonable basis to believe a sanction more severe than a warning could be imposed, then the following procedures will be used:
 - (a) Complaint. All proceedings other than the administration of a warning shall commence with the filing of a written complaint with the Dean for Student Services as soon as reasonable following the date of the alleged violation. A complaint may be filed only when there is a good faith belief that there has been a violation of prohibited behavior.
 - (b) Form of Complaint. The complaint shall include (1) facts alleged to constitute a violation; (2) the provision(s) of the Student Code of Conduct alleged to have been violated; and (3) the name of the student alleged to have committed the violation.
 - (c) Who May File. The complaint may be filed by (1) a college administrator or staff person; (2) faculty member; (3) student; (4) resident hall staff; or (5) other individual as designated or confirmed by the Dean for Student Services.
 - (d) Service. The student against whom the complaint is made shall be personally notified and provided a copy of the complaint and the probable sanctions by the Dean for Student Services or his/her designee, as soon after the complaint is filed as possible.
 - (e) Response. A student served with a complaint shall elect one of the following options within seven (7) college business days after service of the complaint by completing, signing, and returning the Student Response form to the Dean for Student Services.
 - (i) The student may admit the alleged violation and be sanctioned accordingly.
 - (ii) The student may request mediation, if the Dean for Student Services and other affected parties agree to mediation. If mediation fails or is not agreed to by the Dean for Student Services or any of the other parties, the individual shall proceed under options (i) or (iii) of this section.
 - (iii) The student may deny the alleged violation.

If the Student Response Form is not completed and returned within seven (7) college business days after service, the Dean for Student Services may treat such action as an admission of the violation and administer a sanction.
 - (f) Investigation. If the student denies the allegations, the Dean for Student Services will, within a reasonable period of time, but not more than fifteen (15) college business days, begin the investigation process. The Dean for Student Services shall take the following action:
 - (i) Meet with the student and other relevant parties.
 - (ii) If necessary, assign an impartial investigator to conduct further investigation pursuant to the College's "Investigation Guidelines."
 - (iii) Present the student with all of the evidence upon which a decision will be made and an opportunity for the student to refute the evidence.
 - (g) Findings. Following completion of the Investigation provided under 2.(f) above, the Dean for Student Services shall take the following action:
 - (i) Evaluate all evidence presented and, either:
 - Dismiss the complaint for lack of clear and convincing evidence that a violation of the Student Code of Conduct occurred or that the accused did not commit the act that resulted in a violation, or
 - Based on a finding of clear and convincing evidence, determine that a violation of the Student Code of Conduct was committed by the accused and impose an appropriate sanction.
 - (h) Notice. As soon as the Dean for Student Services makes a finding, the Dean shall notify the student in writing.
- E. Sanctions
A sanction is an action taken when the Student Code of Conduct has been violated. One or more of the following sanctions may be applied. If the student expressly waives his/her right to be sanctioned under this section, the college may impose a different sanction than those listed.
1. Warning. Notice, orally or in writing, that continuation or repetition of conduct in violation of Section 3. B. 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. Letter of Apology. The student will prepare and send a letter of apology to the victim(s) of the misconduct.
 4. Probation. Exclusion from participation in privileges or extra-curricular college activities for a period not to exceed one academic year from date of offense or infraction.
 5. Restitution. Reimbursement for defacement, damage to, or misappropriation of property, or personal injury expenses.
 6. Community Service. The performance of an appropriate amount of public service that is both beneficial to the community and which will likely assist the individual in understanding the harm caused by his or her conduct.
 7. Attendance. Enrollment and completion of a class that helps the person understand the harm caused by his or her conduct. This sanction may be required for alcohol, substance abuse, or psychological assessments.
 8. Restricted Student Status. The student 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, if deemed appropriate. This sanction may remain in effect until completion of the disciplinary process.
 9. 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.
 10. Emergency Suspension.
 - (a) 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 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.

- (b) Emergency Suspension may be imposed immediately by the Dean for Student Services or by his/her designee without the filing of a complaint. Emergency Suspension will continue until reviewed by the Dean for Student Services. If the Emergency Suspension is continued for more than three (3) college business days, the student shall have the right to appeal to the College Review Board within seven (7) college business days following the emergency suspension. Students who are suspended for disciplinary reasons will receive a grade of W for all classes in which he/she is 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 or refunded.

11. Expulsion. Termination of student status. Re-admission may not be sought before the expiration of one academic year from the date of expulsion.

12. Permanent Expulsion. Permanent expulsion is for the most severe cases, with no rights for future re-admission considered.

F. Appeal

An appeal of the Dean for Student Services' finding that a violation occurred and/or the imposed sanction or sanctions may be taken to the College Review Board. (See Section 7). A notice of appeal must be filed with the office of the Dean for Student Services within ten (10) college business days after the student has received notice of the decision of the Dean for Student Services.

4. Residence Hall Code of Conduct

A. Jurisdiction

1. The Coordinator of Student Life and the Dean for Student Services shall have jurisdiction, respectively, in all cases involving code violations under the Residence Hall Code of Conduct as set forth in Section 4. B.
2. Personal actions on NMC Residence Hall property, adjacent areas, or at official Residence Hall sponsored functions, as proscribed in Section 4. B., are governed by the Residence Hall Code of Conduct.

B. Prohibitive Behavior

The following behavior and conduct is prohibited. This list is not intended to be exhaustive and incorporates by reference all prohibited personal behavior included in Section 3. B. of this publication for purposes of a warning. The College reserves the right to impose discipline for personal actions that may not be expressly identified in Section 4. B. if the student knew or should have known that the conduct was not appropriate under the circumstances.

1. The manufacture, use, or sale of alcohol, inhalants, and other drugs are prohibited.

Alcohol containers and drug paraphernalia are also prohibited.

2. Knowingly being present in a residence hall room where a prohibited substance is being used, but not using it or consuming it yourself.
3. Any violation of a local ordinance, or state or federal law.
4. Violation of posted quiet hours or making continued noise during other hours when requested by another resident to limit your noisemaking. These other hours are commonly referred to as courtesy hours.
5. Burning of items such as incense, candles, embers, natural fuel, oil, kerosene, propane, and charcoal.
6. Keeping of fireworks, gasoline, and all other combustibles.
7. Keeping or using any item which displays an open heating element, such as hot plates and hot pots.
8. Keeping of motorcycles or other fuel-driven engines in your room.
9. Keeping of natural cut trees, leaves, or greens in your room other than potted plants.
10. Keeping of firearms, weapons, including, but not limited to, hunting knives, swords, brass knuckles, and martial arts weapons.
11. Keeping of look-alike weapons, including, but not limited to, pellet guns.
12. Keeping of paintball guns and paintball pellets.
13. Allowing a guest to stay in your room or other resident's rooms for more than three nights per semester.
14. Allowing a guest of the opposite sex to stay in your room without the written and verbal permission of your roommate and suitemate(s), filed a minimum of 24 hours prior to the visit with your resident assistant.
15. Allowing a guest to enter the living areas of the Residence Halls without signing in at the Front Desk during the hours of 10:00 p.m. to 8:00 a.m.
16. Allowing guests in your room who are under the age of 18 years. The only exceptions are those guests who are NMC students or family members.
17. Smoking inside any areas of the Residence Halls including individual rooms.
18. Instigating offensive odors in any areas of the Residence Halls including individual rooms. Offensive odors may be defined as, but not limited to, clove cigarettes, pipes, potpourri, or use of fragrant sprays.
19. The throwing of any material (including liquids) from windows.
20. Entering a room through a window.
21. Unauthorized access to, and on the roof of either Residence Hall building, and the glass skylight area of the Student Center in West Hall.
22. Keeping your Residence Hall room in an unsafe or condition that hinders the health of yourself and others.
23. Use of nails, tape, putty, glue, or any adhesive material as decorations in your room, which may cause damage.

24. Writing directly on furniture, walls, doors, floors, and windows in your Residence Hall room.

25. Failure to remove your garbage to the dumpsters located behind West Hall.
26. Disposing of garbage, including cigarette butts, on the ground.
27. Entering the cafeteria without a shirt or shoes or in a swimsuit.
28. Transferring use of your meal card to another person.
29. Decorating your room with alcohol bottles, cans, or boxes.
30. For your safety and the safety of others, all sports are banned inside the Residence Hall buildings. This includes bike riding, rollerblading, and any kind of ball play.
31. Not evacuating during a fire alarm.
32. Failure to comply with sanction(s) imposed under the Residence Hall Code of Conduct.

C. Report of Violations – Initial Inquiry

1. Any person may report that a student has allegedly violated the Resident Hall Code of Conduct to the Coordinator of Student Life.
2. Upon receiving such a report, the Coordinator of Student Life, or his/her designee, may conduct an informal inquiry to determine:
 - (a) If there is jurisdiction over the alleged violation;
 - (b) Whether the accused is a student, as defined in Section 2.
 - (c) Whether the alleged conduct is prohibited; and
 - (d) Whether a sanction is probable, if the allegation is proven.

D. Procedures

Following an informal inquiry, if the Coordinator of Student Life, or his/her designee, determines that the alleged violation, if proven, would result in a written warning, then the procedures as set forth in Section 4. D. 1. of the Residence Hall Code of Conduct will apply. If the Coordinator of Student Life or his/her designee determines that the alleged violation, if proven, could result in the imposition of a sanction more severe than a warning, the procedures as set forth in Section 4. D. 2. of the Residence Hall Code of Conduct will apply.

1. Upon completion of an investigation, if the Coordinator of Student Life, or his/her designee, determines after discussing with the student that a violation has occurred and the appropriate sanction for the violation should be a written warning, the following procedures will be used:
 - (a) A written warning shall be administered and presented to the student by a Residence Life Supervisor, or the Coordinator of Student Life, or any other authorized employee of the College.
 - (b) Written notice of the conduct constituting the violation and the nature of the warning shall be filed by the appropriate staff member with the Office of Student Life.



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- (c) There shall be no appeal from this written warning
- (d) All written warnings and notices will be securely stored in the office of the Dean for Student Services. This material will be held for a minimum of three years.
2. If the Coordinator of Student Life has a reasonable basis to believe a sanction other than a warning could be imposed for the alleged violation of the Residence Hall Code of Conduct, the following procedures shall be used:
- (a) **Complaint.** A complaint shall be filed with the Coordinator of Student Life as soon as reasonable following the date of the alleged violation. A complaint may be filed only where there is a good faith belief that there has been a violation of the prohibited conduct.
- (b) **Form of Complaint.** The complaint shall include (1) facts alleged to constitute a violation; (2) the provision(s) of the Residence Hall Code of Conduct believed to have been violated; (3) the name of the student(s) alleged to have committed the violation.
- (c) **Who May File.** The complaint can be filed by (1) a college administrator or staff person; (2) faculty member; (3) student; (4) resident hall staff; or (5) another individual as designated or confirmed by the Coordinator of Student Life.
- (d) **Service.** The student against whom the complaint is made shall be personally notified and provided a copy of the complaint and the probable sanction by the Coordinator of Student Life as his/her designee as soon after the complaint is filed as possible.
- (e) **Response.** A student served with a complaint shall elect one of the following options within seven (7) college business days after service of the complaint by completing, signing, and returning the Student Response form to the Coordinator of Student Life.
- (i) The student may admit the alleged violation and be sanctioned accordingly.
- (ii) The student may request mediation, if the Coordinator of Student Life and other affected parties agree to mediation. If mediation fails or is not acceptable to the Coordinator of Student Life or any of the other parties, the individual shall proceed under options (i) or (iii) of this section.
- (iii) The student may deny the alleged violation.
- If the Student Response form is not completed and returned within the seven (7) college business days, the Coordinator of Student Life may treat such action as an admission of a violation, and administer a sanction.
- (f) **Investigation.** If the student denies the allegation, the Coordinator of Student Life shall, within a reasonable period of time, but not more than fifteen (15) college business days, begin the investigation process. The Coordinator of Student Life shall take the following action:
- (i) Meet with the student and other appropriate parties.
- (ii) If necessary, assign an impartial investigator to conduct further investigations pursuant to the College's "Investigation Guidelines."
- (iii) Present the student with all of the evidence upon which a decision will be made and provide the student with an opportunity to refute the evidence.
- (g) **Findings.** Following completion of the Investigation provided under (2)(f) above, the Dean for Student Services shall take the following action:
- (i) Evaluate all evidence presented and, either:
- (ii) Dismiss the complaint for lack of clear and convincing evidence that a violation of the Residence Hall Code of Conduct occurred or that the accused did not commit the act that resulted in a violation, or
- (iii) Based on a finding of clear and convincing evidence, determine that the accused violated the Residence Hall Code of Conduct and impose an appropriate sanction.
- E. Sanctions**
- A sanction is an action taken when the Residence Hall Student Code of Conduct has been violated. Sanctions are meant to assist in creating a community which upholds the educational mission of the Residence Halls. If the student expressly waives his/her right to be sanctioned under this section, the College may impose a different sanction.
- Warning. Notice, orally, or in writing, that continuation or repetition of student conduct in violation of prohibited conduct as set forth in Section 3. B., and Section, 4. B., may be cause for more severe disciplinary action.
 - Censure. A written reprimand, including the possibility of more severe disciplinary sanctions in the event of a subsequent violation of a Residence Hall violation within a stated period of time.
 - Letter of Apology. The student will prepare and send a letter of apology to the victim(s) of the misconduct.
 - Restitution. Reimbursement for defacement, damage to, or misappropriation of property, or personal injury expenses.
 - Fines. Differing from reimbursement in that the monetary amount required is a pre-set designation and is not tied to cost of defacement or damage.
 - Smoking violation; \$25 fine per offense
 - Throwing items from room window; \$15 fine per object
 - Unauthorized or overextended guest; \$45 fine per night
 - Garbage or personal belongings placed in unauthorized areas; \$25 fine per bag or \$15 fine per item
 - Non-evacuation during fire alarm; \$75 fine per offense
 - Tampering with fire safety equipment; \$100 fine per offense
 - Unauthorized access on the roof; \$50 fine per offense
 - Failure to comply with health and safety violation correction; \$25 fine per day
6. **Educational Design.** The individual enrolls in and completes a class or completes a study or paper that helps the person understand the harm caused by his or her conduct. Required for alcohol, substance abuse, and may be required in psychological assessments.
7. **Community Service.** The individual completes work projects assigned by the Residence Life Supervisor. The work will be directly related to the prohibited action the student engaged.
8. **Disciplinary Housing Suspension.** Removal from the Residence Hall living areas and possibly public areas, such as cafeteria. The individual may be responsible for all remaining housing and meal charges. The individual forfeits his/her deposit. This sanction is in full effect during the appeals process if it is invoked. Re-admission may not be sought before the expiration of one academic year from the date of suspension.
9. **Permanent Housing Eviction.** Removal from the Residence Hall living areas and public areas. The individual may be responsible for all remaining housing and meal charges. The individual forfeits his/her deposit. This sanction is in full effect during the appeals process if it is invoked. No rights for future re-admission considered.
- F. Appeal**
- An appeal of the Coordinator of Student Life's decision may be taken to the Dean for Student Services. All appeals must be filed, in writing, within ten (10) college business days after the student has received notice of the decision. All appeals must be based on the following reasons and pursuant to the following procedures:
 - New evidence that is available that was not available during the investigation.
 - The evidence upon which the decision was made was insufficient or failed to meet the burden of proof.
 - The sanction was too severe for the offense.
 - The Dean for Student Services will decide the individual's appeal after a careful review of the evidence. The Dean's findings shall be in writing and submitted to the student within twenty (20) college business days after the



appeal was filed. The Dean for Student Services may:

- (a) Uphold the original decision.
 - (b) Reverse the original decision and dismiss all sanctions because the evidence did not meet the standard of proof.
 - (c) Replace the original sanction with one that is less severe.
3. A student may not appeal the decision of the Dean for Student Services. The decision of the Dean for Student Services is final.

5. Academic Code of Behavior

A. Cheating or Plagiarism:

Cheating or plagiarism on written or oral examinations, quizzes, papers, or other academic work is prohibited. 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. Procedures and Sanctions

1. If the faculty member has substantial evidence that a student has cheated or plagiarized academic work in violation of Section 5. A., the faculty member, after a good faith effort to contact the student, may impose the following sanctions:
 - (a) Warning. Written notice that continuation or repetition of wrongful conduct may result in further disciplinary action.
 - (b) Censure. A written reprimand for breach of the Academic Code of Behavior, including the possibility of more severe disciplinary sanctions if there is further violation of any part of the code.
 - (c) Course-level Sanctions. Repeat relevant course requirements or lower grade on relevant course requirements by deducting the value of the examination paper or other evaluation instruments in which the violation occurred in part or in its entirety in the determination of the final grade for the course. Sanctions may also include but not be limited to failure for the assignment or exam where the dishonesty occurred and/or failure for the course.
2. The act of academic dishonesty also will be reported to the Dean for Student Services who may do one or more of the following:
 - (a) Conduct conferences with the student, the faculty member, and the Academic Discipline Chair to try and resolve the matter.

(b) If the Dean for Student Services determines that the act of academic dishonesty is egregious, then the Dean for Student Services may impose an appropriate sanction pursuant to Section 5. B. 3.

3. If the Dean for Student Services finds a violation of Section 5. A. of the Academic Code of Behavior, based on substantial evidence, he/she may impose one of the following sanctions:
 - (a) Suspension from the College, which constitutes ineligibility to continue at the College for a specified period of time not to exceed one calendar year.
 - (b) Dismissal from the College, which constitutes ineligibility to continue in the college, normally with no opportunity for readmission.

C. Appeal

If the Dean for Student Services finds that a student has violated the Academic Code of Behavior, the student may appeal the decision to the Academic Review Board pursuant to Section 8. Notice of appeal must be submitted to the office of the Dean for Student Services, in writing, within ten (10) college business days after receiving notice of the decision.

D. Unfair Grading

1. Unfair grading practices by faculty members are prohibited. 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' 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 bases of standards other than those announced in the syllabus or by the instructor. It is recognized that in college-level instruction, some reasonable non-quantifiable judgments must be made in determining grades.
2. Students who wish to protest a faculty grading decision must do so in writing within twenty (20) college business days after assignment of the grade to the faculty member involved, with a copy delivered to the Dean for Student Services.
3. The student complaint of unfair grading will be addressed through a series of informal conference(s) until the complaint is resolved. The order of the conferences is as follows: (1) the student and the faculty member; (2) the student, the faculty member, and the Department Head or Academic Chair; (3) the student, the faculty member, and the Dean for Student Services. The conferences shall be held expeditiously.
4. If the conferences fail to resolve the dispute, the Dean for Student Services shall uphold the grade unless there is compelling evidence that warrants overturning the faculty member's decision. If a decision is made to overturn a

grade, the Dean for Student Services shall be mindful of the following:

- (a) Under no circumstances shall the Dean 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.
 - (b) 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.
5. Either the faculty member or the student may appeal the decision of the Dean for Student Services to the Academic Review Board pursuant to Section 8. Notice of appeal must be submitted to the office for the Dean for Student Services in writing within ten (10) college business days after receiving notice of the decision.

6. Miscellaneous Codes

- A. Professional Standards for Occupational Programs: Any conflict between the Professional Standards for Occupational Programs and the Student Rights and Responsibilities will be resolved in favor of the Professional Standards.
 1. Cadet Discipline, Great Lakes Maritime Academy. These rules and regulation are described in the GLMA Cadet Rules and Regulations.
 2. Health Occupational Students. These rules and regulations are described in the Student Policies for each Health Occupation program.
 3. Law Enforcement Students. These rules and regulations are described in the NMC Law Enforcement Program Requirements.
 4. Career Pilot Students. These rules and regulations are described in the NMC Student Pilot Training Program Requirements.
- B. Apartment Rules and Regulations
The rules and regulations that apply to living in an NMC apartment can be found in the Northwestern Michigan College Apartment Living Handbook.
- C. Motor Vehicle Rules and Sanctions
 1. Violations of the Uniform Traffic Code of Traverse City are within the jurisdiction of the City of Traverse City. Laws, rules, and regulations affecting the operation and use of vehicles on College property are found in the Uniform Traffic Code of Traverse City and in the College Rules and Regulations.
 2. Violations of the motor vehicle rules and regulations not covered under the Uniform Traffic Code of Traverse City are subject to College disciplinary action by the Coordinator of Security, or his/her designee.



D. Off-Campus Misconduct

1. The College may take action regarding off-campus misconduct that does not occur at any official college function when that conduct constitutes a flagrant disregard for any person's health, safety, and/or property, and there is probable cause to believe that it is a violation of law.
2. The Dean for Student Services will provide written notice to the student of any disciplinary action and the evidence upon which the college relied to impose the discipline. The student shall have ten (10) college business days to refute the evidence and request a rehearing in front of the Dean for Student Services.

7. College Review Board

A. Jurisdiction: Appellant jurisdiction over a student's appeal from a disciplinary decision made by the Dean for Student Services under Section 3. (Student Code of Conduct) shall be vested in the College Review Board.

B. Parameters

1. The College Review Board is not a court of law. Its procedures are informal and its reviews shall not be perceived as an adversary process. The College Review Board 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 review.
2. In its deliberations, the College Review Board shall not consider the appropriateness of College rules and regulations 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 members charged with the implementation and supervision of those functions and activities.

C. Membership

Membership: The College Review Board shall be composed of the Faculty Council Chair, a staff person appointed by the Vice President for Educational Services, and the President of the Student Government Association. If any of the College Review Board members is involved in Board proceedings or has a conflict of interest, or cannot be present for the hearings, the appropriate body shall provide a substitute. The Faculty Council Chair, or the Chair's substitute, shall serve as Chair and shall call the meetings.

D. Procedures

1. The aggrieved student, within ten (10) college business days, must file a notice of appeal with the Dean for Student Services. The Dean for Student Services will notify the Chair of the College Review Board that a notice of appeal has been filed and that the Chair shall set a date for a hearing within twenty (20) college business days of the filing of the notice unless all parties agree to an extension.

2. Not less than ten (10) college business days prior to the hearing, the student and the College Review Board shall be provided with a copy of (1) the complaint; (2) the investigation file; and (3) the Dean's decision, including the sanction.
3. The student shall be allowed to review and supplement the file with his/her statement, any witness statements, or any other relevant evidence, within five (5) college business days before the hearing.
4. The College Review Board's proceedings shall be closed to the public to maintain confidentiality. The Board may request the presence of the accused student or any other person to clarify evidence on the record.

E. College Review Board Decisions

1. Decisions of the College Review Board shall be based upon the record of all material required to be furnished to the Board as set forth in Section 7. D. 2-4.
2. The College Review Board shall decide cases by a majority vote. After following the procedures described in this section, the Board may:
 - (a) Accept the decision of the Dean for Student Services and support the penalty imposed.
 - (b) Reverse the decision of the Dean for Student Services and dismiss the case because the evidence did not meet the standard of proof or there was a flagrant abuse of the process.
 - (c) Accept the decision of the Dean for Student Services, but reduce the sanction because it is too severe.
3. The student shall be provided with written explanation of the reasons for any decisions rendered against him/her.

8. Academic Review Board

A. Jurisdiction

Appellant jurisdiction over a decision made by the Dean for Student Services pursuant to Section 5. shall be vested in the Academic Review Board.

B. Parameters

The Academic Review Board is not a court of law. The purpose of the Board 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 fair, expeditious, and orderly reviews or hearings.

C. Membership

Membership: The Academic Review Board shall be composed of the Academic Chair of the area within which the dispute arises; one member chosen from within the area which the dispute arises selected by the Vice President for Educational Services; two faculty members (not from the area in question) selected by the Vice President for Educational Services; and one student chosen by the Student Government Association. If the Academic Chair is the instructor involved in the complaint, the Vice President for Educational Services shall appoint an alternate for the Academic Chair.

D. Procedures

1. The aggrieved party, within ten (10) college business days, must file a notice of appeal stating the reasons for an appeal and any evidence supporting his/her position with the Dean for Student Services. The Dean for Student Services will notify the Academic Chair of the decision within which the dispute arose and he/she will serve as the Chair of the Academic Review Board and shall set a date for a meeting of the Board within twenty (20) college business days of the filing of the notice.
2. Not less than ten (10) college business days prior to the hearing, the Board shall receive (1) the complaint, (2) any material used by the Dean for Student Services upon which his/her decision was based, and (3) the notice of appeal along with any evidence supplied by the aggrieved party.
3. The decision of the Academic Review Board shall be based upon the record of all material required to be furnished to the Board as set forth in Section 8. d. The decision will be by majority vote based on substantial evidence.

E. Academic Review Board Decision

1. This Academic Review Board may uphold the findings of the Dean for Student Services.
2. The Academic Review Board may reverse the decision of the Dean for Student Services and dismiss the original complaint.
3. The Academic Review Board may find a violation, but reduce the sanctions and impose a less severe sanction as listed in Section 5.

F. Notice

1. A written explanation shall be given to the aggrieved party of the reasons for any decisions rendered and/or any sanctions that have changed.
2. The records of the proceedings are regarded as confidential. They are to be kept for a minimum of three years in the office of the Dean for Student Services and are available only to those approved by the Dean for Student Services and in accordance with applicable policies and laws.

9. Student Complaints

A. Complaints

Students with complaints regarding College operations not otherwise covered in the prior sections should report their concerns to the Dean for Student Services Office. The following procedures shall apply.

B. Procedures

1. The Dean for Student Services will receive a student's verbal or written complaint. The Dean for Student Services 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.
2. If the student's verbal or written complaint is not resolved to the student's satisfaction and the student wishes to continue to pursue the



complaint, the student must submit a request in writing to the Dean for Student Services requesting further resolution. The written request must include the specific nature of the complaint, reasons for filing the complaint, and specific remedy requested. At this level, the student may no longer remain anonymous. The Dean for Student Services will seek a resolution by using the following means:

Contact the appropriate college employee who is responsible for the College operation complained about and arrange a meeting between the parties involved to discuss a possible resolution. The written complaint will be forwarded to all appropriate parties involved in the conflict prior to the meeting. Should resolution not be reached, the Dean for Student Services will review the complaint and all supporting material and render a decision regarding the complaint.

C. Limitations

1. Student complaints shall not be the basis for any discipline against a supervisor, staff member, or faculty member so long as there is no evidence of unfair treatment of the student or discriminatory practice against the student.
2. A student may not appeal the decision of the Dean for Student Services. All decisions of the Dean for Student Services shall be in writing with rationale and are final. No further appeal will be considered.



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

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) 883-9099. 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. A daily crime log is available at www.nmc.edu/security. Click on crime log.



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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 January 1, 2005 to December 31, 2005.

O= On-Campus
R= Residence Halls
P= Public Property (*area surrounding campus property*)

Offenses On Campus.....	O	R	P
Aggravated Assault	0	0	1
Arson	0	0	0
Burglary	14	1	0
Drug Law Violations	3	0	0
Hate crime (vandalism)	0	1	0
Illegal Weapons Violations	0	0	0
Liquor Law Violations	6	0	9
Motor Vehicle Theft	0	0	0
Murder	0	0	0
Negligent Manslaughter	0	0	0
Robbery	0	0	1
Sex Offenses (including forcible rape)	0	0	2

The Michigan State Police make available the list of registered sex offenders at www.michigan.gov/msp select "Michigan Sex Offender Registry."

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.

STUDENT SEXUAL ASSAULT POLICY

I. Legal and Behavioral Definition of Sexual Assault

Sexual assault is any unwanted sexual contact resulting from force, threat, or coercion, or when the victim is mentally incapacitated or physically helpless. State of Michigan statutes will be the guide in defining sexual assault and are available in the office of the Coordinator of Campus Security.

II. Reporting Sexual Assault

The following campus offices may be contacted to report a sexual assault:

- Dean for Student Services (231) 995-1039
- Housing Office. (231) 995-1408
- Counseling Center (231) 995-1040
- Student Health Services. (231) 995-1256
- Local law enforcement 911
- Campus Security (231) 883-9099

The option of reporting to a supervisor in any discipline or department is also available.

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 Registrar. More information is online at:

www.nmc.edu/records



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.

Northwestern Michigan College reports currently enrolled student status to the National Student Clearinghouse each semester. This information is provided to assist students to defer repayment of student loans during the time a student is enrolled. Information is also provided to verify degrees earned and may be used by potential employers who contact the National Student Clearinghouse. Students may access the Clearinghouse website through NMC's secure website to obtain verification of their student status to be used for insurance purposes.

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 procedures. 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 25 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.



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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 and Social Activities Board. The Student Government Association also supports an intramural sports program and campus publications program.

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.



NMC.
Find it here.