

HENRY  
FORD  
COLLEGE

CAMPUS  
SAFETY

**2016  
ANNUAL SECURITY  
REPORT**

INCLUDES CLERY SECURITY REPORT AND STATISTICS FOR 2013, 2014, & 2015

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## MISSION STATEMENT

### **Henry Ford College Mission Statement:**

Henry Ford College (HFC) transforms lives and builds better futures by providing outstanding education. As a student-centered, evidence-based college, our success is measured by the success of our students. We empower learners through the development of independent, critical and creative thinking, and we foster diversity, tolerance, understanding, and acceptance to prepare learners to succeed in a global society. We anticipate and respond to the needs of our stakeholders, exceed their expectations and serve the public good.

<https://www.hfcc.edu/>

### **Office of Campus Safety Mission Statement:**

The Office of Campus Safety (OCS) supports the mission of the College and its commitment to student success by creating and sustaining a safe, secure, customer-focused campus environment that promotes respect, inclusion, and tolerance.

The OCS operates 24 hours a day, 7 days a week. The aim of OCS is to provide a safe and secure environment, to protect all property, and to enforce College policies and regulations for all students, faculty, staff and visitors to the College. Our staff consists of three full-time Campus Safety Administrators and full and part-time Campus Safety Associates along with uniformed contract security staff. HFC Campus Safety Department does not have sworn security personnel but does have an established MOU with the Dearborn Police Department which has jurisdiction to enforce all state and local laws. Our department services include but are not limited to: security response, emergency preparedness, incident investigation, emergency notification, access control, key issuance, parking lot vehicle assistance, and training.

<https://www.hfcc.edu/campus-safety>

# GENERAL CAMPUS INFORMATION

## MAIN CAMPUS

Henry Ford College  
5101 Evergreen Road  
Dearborn, MI 48128-1495  
313-845-9600  
<https://www.hfcc.edu/contact/map>

## EAST CAMPUS

Henry Ford College at M-TEC  
3601 Schaefer Road, Building A  
Dearborn, MI 48126  
313-317-6600

Henry Ford College Nursing Division  
3601 Schaefer, Building B  
Dearborn, MI 48126  
313-845-6305  
<https://www.hfcc.edu/contact/map-east>

## CAMPUS MAPS & PARKING INFORMATION

Parking at HFC is free; students and visitors do not need parking passes. However, employees must obtain a parking permit from the Office of Campus Safety before access to the employee parking lots is authorized. The circle drive entrance (Flag Pole) is for handicap pickup or drop off only. All other pickups or drop offs are to be made in student lots.

The Campus Safety Associates have been trained by the Dearborn Police Department to issue parking tickets.

<https://www.hfcc.edu/parking>

## OFFICE OF CAMPUS SAFETY

### Accountability and Operations

The HFC Office of Campus Safety (OCS) is responsible for maintaining a safe and secure learning environment which supports the College's mission of dedication to the education and enrichment of our students and community. The members of the OCS protect and enhance the overall safety of the College community by providing efficient and reliable services on a continuous 24-hour basis.

The staffing of the OCS is made up of full and part-time Campus Safety Associates, administrative personnel, and contract uniformed Security Officers.

The OCS is located in the Learning Technology Center (Building N). The Dispatch Office (telephone and walk-up campus safety service) is open and staffed 24 hours a day. At least one

Campus Safety Associate is usually on duty whenever classes are in session. Contract uniformed security officers are on duty 24 hours a day.

The OCS is open for administrative services during normal college business hours, which are Monday - Friday, 8:00 am to 4:30 PM during the Fall and Winter semesters and Monday - Thursday, 8:00 am to 6:30 PM during the Spring and Summer semesters.

When a Call for Service (CFS) is received, a Campus Safety Associate and/or Campus Safety personnel will respond to the situation and utilize whatever resources are needed. These additional resources may include assistance from local law enforcement agencies and emergency medical services. Emergency Notifications and Timely Warnings are used to alert our campus community to potentially dangerous situations.

Safety on our campus is a shared responsibility between the OCS, students, faculty, employees and campus visitors. Everyone is encouraged to take steps to ensure both personal and College property is safe and to contact the OCS whenever they observe behavior or circumstances that may present a threat to our College community.

### **Contacting the HFC Campus Safety Office for non-emergencies/general assistance**

1. Dial 9630 from any campus telephone or call 313-845-9630 to reach the Campus Safety Dispatcher 24 hours a day.
2. Dial 9862 from any campus telephone or call 313-845-9862 to reach the Secretary for the Campus Safety Office during normal business hours.

### **Local Law Enforcement Agencies**

Members of the HFC OCS maintain professional working relationships with local, county, state, and federal law enforcement agencies, as well as various emergency management agencies.

The Dearborn Police Department has local law enforcement jurisdiction for the HFC Main Campus and the East Campus (Nursing and M-Tec). They can be contacted for emergencies by dialing 911 or 313-943-2240 for non-emergencies. They are located at 16099 Michigan Avenue, Dearborn, MI 48126.

<http://www.cityofdearborn.org/city-departments/police>

**Crime Statistics:** The OCS is required to keep and provide crime statistics relative to four general categories of crime statistics which include Criminal Offenses, Hate Crimes, Violence Against Women and Arrest and Disciplinary Referrals for Violation of Weapons, Drug Abuse and Liquor Laws. . The statistical report is included in this Annual Security Report (ARS) and is available on the Campus Safety webpage <https://www.hfcc.edu/campus-safety/crime-stats>. A physical copy can be obtained at the OCS in Building N on Main Campus, and at the security desk at the East Campus - Nursing.

### **Crime Log:**

<https://www.hfcc.edu/campus-safety/daily-crime-logs>

# CLERY ACT

## Background

In 1990, Congress enacted the *Crime Awareness and Campus Security Act of 1990* (Title II of Public Law 101-542), which amended the *Higher Education Act of 1965 (HEA)*. This act required all postsecondary institutions participating in *HEA's* Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000.

The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the *Clery Act*.

On Aug. 14, 2008, the *Higher Education Opportunity Act* or *HEOA* (Public Law 110-315) reauthorized and expanded the *Higher Education Act of 1965*, as amended. *HEOA* amended the *Clery Act* and created additional safety- and security-related requirements for institutions.

## Violence Against Women Reauthorization Act (VAWA) of 2013

On March 7th, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). Among other provisions, this law amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Clery Act (20 U.S.C. 1092(f)). These statutory changes require institutions to compile statistics for certain crimes that are reported to campus security authorities or local police agencies including incidents of sexual assault, domestic violence, dating violence, and stalking. Additionally, institutions will be required to include certain policies, procedures, and programs pertaining to these crimes in their Annual Security Reports.

Under section 304(b) of VAWA, the changes made by the new law "take effect with respect to the annual security report prepared by an institution of higher education one calendar year after the date of enactment" of VAWA. Thus, the first Annual Security Report that must include the new required information is the report that must be issued by each institution by October 1, 2014. This report would include crime statistics from calendar years 2011, 2012, and 2013. These crime statistics would also be reported to the Department through the web-based data collection in October 2014.

Final regulations to implement the statutory changes to the *Clery Act* will not be effective until after the Department completes the rulemaking process. Until those regulations are issued, Henry Ford College will make a good faith effort to comply with the statutory requirements in accordance with the statutory effective date.

The *Clery Act* requires institutions to publish an Annual Security Report (ASR) containing safety and security-related policies & procedures and crime statistics. It must be distributed/made

readily available to all current students and employees. Schools also must inform prospective students and employees about the availability of the report.

The *Clery Act* requires disclosure of crime statistics in four general categories:

- Criminal Offenses
- Hate Crimes
- VAWA – Violence Against Women’s Act
- Arrests & Referrals for Disciplinary Action

Per the *Clery Act*, crimes are classified based on the Federal Bureau of Investigation’s (FBI’s) *Uniform Crime Reporting Handbook (UCR)*. For sex offenses only, definitions are from the FBI’s *National Incident-Based Reporting System (NIBRS)* edition of the *UCR*. Hate Crimes are classified according to the FBI’s *Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection*. The following categories/types of crimes and crimes definitions are part of the requirements of the *Clery Act*. These definitions are as they appear in The Handbook for Campus Safety and Security Reporting and refer to those crimes as required to be included in the HFC OCS Annual Security Report.

**General Categories of Crime Statistics:**

**Criminal Offenses**—Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault,<sup>2</sup> including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.

**Hate Crimes**—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias;

**VAWA Offenses**—Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for *Clery Act* reporting purposes); and

**Arrests and Referrals for Disciplinary Action for Weapons**—Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.

# Clery Act Crime Definitions

## **Criminal Offenses:**

**Criminal Homicide:** These offenses are separated into two categories: Murder and Non-negligent Manslaughter, and Manslaughter by Negligence.

- **Murder and Non-Negligent Manslaughter** -The willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter** -The killing of another person through gross negligence.

**Sexual Assault (Sex Offenses):** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** - The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- **Fondling** -The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** –The sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** - The sexual intercourse with a person who is under the statutory age of Consent.

**Robbery-** Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault-** Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary** -Burglary is the unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft** - Motor Vehicle Theft is the theft or attempted theft of a motor vehicle.

**Arson-** Arson is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

## **Hate Crimes:**

**Hate/Bias Crimes** - A hate crime is defined as any crime that manifests evidence that a victim was selected because of his/her actual or perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability, the crime is classified as a hate crime. For more information on the definition and classification of hate/bias crimes, see: <http://www.fbi.gov/about-us/cjis/ucr/data-collection-manual>

**Bias** - Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin. Although there are many possible categories of bias, under Clery, only the following eight categories are reported:

- **Race** - A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **Religion** - A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Muslims, Jews, Protestants, atheists.
- **Sexual Orientation** -A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived sexual orientation.
- **Gender**- A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Gender Identity** -A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

- **Ethnicity** - A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.
- **National Origin** - A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and/or traditions.
- **Disability** - A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

If a hate crime occurs during an incident involving larceny, simple assault, intimidation or vandalism, Clery law requires that the statistic be reported as a hate crime even though these four crime classifications by themselves are not Clery-reportable crimes.

A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, religion, ethnicity, national origin, gender, gender identity, sexual orientation, or disability, the crime is classified as a hate crime.

**Larceny-Theft** - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black’s Law Dictionary, 6th ed. as “where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.”)

**Simple Assault** - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Intimidation** - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property (Except "Arson")** - To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

## **Violence Against Women Act (VAWA):**

These are Dating Violence, Domestic Violence, Sexual Assault and Stalking. (Sexual assault is included by the FBI as a Criminal Offense)

**Dating Violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence** - Defined as a felony or misdemeanor crime of violence committed—

By a current or former spouse or intimate partner of the victim;

By a person with whom the victim shares a child in common;

By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;

By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking**- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

Fear for the person's safety or the safety of others; or

Suffer substantial emotional distress.

## **Arrests and Disciplinary Referrals for Violation of Weapons, Drug Abuse and Liquor Laws:**

### **Weapon Law Violations**

**The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.**

**Drug Abuse Violations** - Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (e.g. barbiturates, Benzedrine).

**Liquor Law Violations** - The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places;

bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

(Crime definitions are from the Uniform Crime Reporting Handbook. Sex offense definitions are from the National Incident-Based Reporting System edition of the Uniform Crime Reporting Program).

## **POLICY STATEMENTS**

### **Reporting of Emergencies or Criminal/Suspicious Activity**

For Emergencies, dial 9630 from any campus telephone (connects directly into the HFC Campus Safety Dispatch Office) or call 911 from your cell telephone (connects to Dearborn Police 911 Call Center).

Emergency “One Button” Telephones are in all campus buildings and Campus Emergency Telephone “Blue Light” Towers are on the campus grounds/parking lots. These telephones connect directly into the Campus Safety Dispatch Office.

All classroom telephones and many office telephones have a direct dial button that connects to the Campus Safety Dispatcher.

Emergencies or in-progress crimes on the Main Campus or East Campus can also be reported to the Dearborn Police Department by dialing 911.

Criminal/suspicious activity can also be reported to the Dearborn Police Department by calling their non-emergency numbers:

**Dearborn Police                      313-943-2240**

When a Call for Service (CFS) for an emergency is received, Safety Associate(s) and/or Security Officer(s) will respond with caution to the location. They will follow safety procedures, determine if an emergency situation does exist, provide for emergency care, and determine the appropriate response to the emergency. Depending on the type and severity of the incident, the Safety Associates(s) and/or Security Officers(s) may request response from the appropriate law enforcement, fire or EMS agency.

### **Emergency Response**

This procedure is to advise how Henry Ford College confirms a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on HFC owned or leased property. It is provided to you to communicate the procedure for an emergency response and or evacuation.

HFC Campus Safety personnel will respond to the scene and determine the kind, severity, and appropriate response to the situation. If it indicates an immediate threat to the health or safety exists, Campus Safety Office will initiate communication with the college community to provide information. Here are those notification steps:

- Determine which community segment(s) will receive the notification
- Determine the content of the notification
- Initiate the notification

All students and employees are entered into the Henry Ford College Emergency Alert system as part of enrollment and/or the gaining employment. Visit HFC website to update your contact information [www.hfcc.edu](http://www.hfcc.edu).

In certain situations like school closings due to severe weather or other emergencies HFC will utilize other forms of media to get the appropriate information to the HFC Community (Television, Radio...Etc.).

### **Timely Warnings**

If a situation arises either on or off campus that in the judgment of Campus Safety constitutes an serious ongoing or continuing threat to the college community a “Timely Warning” notification will be issued. The intent of the warning regarding a criminal incident is to enable members of the college community to protect themselves.

### **Immediate Notifications Methods**

In the event that an incident exists or upon confirming that there is an emergency or dangerous situation on or near an HFC campus a campus-wide Emergency Notification will be made. Henry Ford College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate, unless issuing a notification will hinder the effort of responding authorities to contain and/or mitigate the emergency. The Office of Campus Safety (OCS) will determine what communication must be distributed to whom and initiate notification.

HFC has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the HFC campus community. These methods of communication include the various methods allowed through the HFC Emergency Alert system (text, phone, e-mail, public address speaker tower system, fire alarms, and mass notification through HFC’s class room phone/ speaker system.) The college may post and provide updates during a critical incident on the college web site.

The Office of Campus Safety has the primary responsibility for activating and utilizing:

1. The Emergency Notification System (ReGroup)- Text, Voice Message, E-Mail
2. Emergency Siren/Broadcast Warning System - Campus Grounds

Information Technology Services has the primary responsible for activating and utilizing:

1. The Telephone Voice Message & Text Message Display Screens Notification System (Syn-Apps)
2. Desktop Computer Alerts
3. Digital Signage/Monitors in common areas
4. HFC Webpage

The Office of Marketing & Communications has the primary responsibility for utilizing:

1. Social Media outlets
2. Local & College electronic and print media

Anyone with information that may warrant an “Emergency Notification” should contact the Campus Safety Office by dialing 9911 from any Campus telephone, 313-845-9630 from any other telephone, or 911 to reach the Dearborn Police Department.

### **Crime Prevention and Security Awareness Programs**

Students and employees are made aware of campus crime and crime prevention through the following means:

- Annual Security Report
- Distribution of Crime Prevention/Security Awareness Materials
- College Newspapers/Articles
- Regularly Scheduled Lectures and Presentations
- Safe Walk Program
- Biannual Right-to-Know and Drug and Alcohol Awareness Notifications
- Timely Warnings
- Emergency Notifications

### **Office of Campus Safety (OCS) Location**

The Office of Campus Safety (and security) is located in the Learning Technology Center on the east side of the Main Campus. Campus Safety is responsible for maintaining and releasing incident and accident reports, key control, and issuance of employee and maintenance of the access control system, Safe Walk, as well as overall control of all security and safety operations.

The college maintains 24 hour/7 day security, 365 days per year. Safety services include patrol operations, first aid response, vehicle jump starts, incident and accident report writing as well as parking enforcement and Safe Walk services.

### **Campus Safety Dispatch**

**313-845-9630**

**24 hours/7 days**

## **Campus Safety Business Office**

**313-845-9862**

**Mon-Fri 8 AM-4:30 PM (Fall and Winter Semesters)**

**Mon-Fri 8 AM-6:30 PM (Spring and Summer Semesters)**

## **Education of Members of the College Community**

Staff, faculty and students are educated in campus security procedures during new student orientation, new faculty orientation, welcome week, and other school functions. OCS participates in these forums at all campuses and typically covers: crime prevention tips and how to contact Campus Safety. Handouts are provided. Training for Staff, Instructors and students on safety, handling difficult people, and other security related topics is held regularly.

## **Security Awareness and Crime Prevention Programs**

During orientation, students and employees are informed of services offered by the OCS. Emergency Procedure pamphlets are posted in all classrooms providing safety tips. Emergency Procedures and Campus Safety Phone numbers are displayed throughout the campus as a way to highlight security awareness and to encourage College community to be aware of their responsibility and surroundings for their own security and the security of others. Information is also presented to students and employees through crime prevention awareness lectures, security alert posters, e-mails, and newsletter articles. Should you become a witness or victim of a crime while on HFC property, contact OCS immediately

## **Potential Legal Consequences for Drug Violations**

Violations of laws and ordinances relating to drugs and alcohol may result in misdemeanor or felony convictions accompanied by the imposition of legal sanctions, which include, but are not limited to, the following:

- Fines as determined under local, state, or federal laws;
- Imprisonment, including up to life imprisonment, for possession or trafficking in drugs such as heroin and cocaine;
- Forfeiture of personal and real property;
- Denial of federal benefits such as grants, contracts and student loans;
- Loss of driving privileges;
- Required attendance at substance abuse education or treatment programs.

## **State Alcohol Sanction**

Under Michigan law, it is illegal for anyone under the age of 21 to purchase, consume or possess, or have any bodily content of alcohol. The following summarizes some of the potential legal consequences for violating state law.

- A first-time conviction may result in a fine, substance abuse education and treatment, community service and court-ordered drug screenings.

- There also is a provision for possible imprisonment or probation for a second or subsequent offense.
- The use of false identification by minors in obtaining alcohol is punishable by a fine, loss of driver's license, probation and community service.
- Individuals can be arrested and/or convicted of operating a vehicle while intoxicated with a blood alcohol concentration (BAC) level at .08 or higher. If a student is under 21, there is a "zero tolerance" law in the state of Michigan, and any blood alcohol level of .01 or higher can lead to a minor in possession (MIP) citation as well as being cited for operating a vehicle while intoxicated, if applicable. This is in addition to suspension of driving privileges in the state of Michigan.

## **Michigan Law Governing Medical Marijuana**

The Michigan Medical Marijuana Act of 2008 (MMMA) permits qualified patients and their primary caregivers to use, possess and grow limited amounts of marijuana for treatment of certain debilitating medical conditions. However, the MMMA conflicts with federal criminal laws governing controlled substances, as well as federal laws requiring institutions receiving federal funds, by grant or contract, to maintain drug-free campuses and workplaces. The College receives federal funding that would be in jeopardy if those federal laws did not take precedence over state law. Thus, the use, possession or cultivation of marijuana in any form and for any purpose constitutes a violation of the Board of Trustees' Drug and Alcohol Abuse Free College Policy

## **Federal Drug Sanctions**

A full description of federal sanctions for drug felonies can be found at:

[www.usdoj.gov/dea/agency/penalties.htm](http://www.usdoj.gov/dea/agency/penalties.htm).

## **Additional Information (Web Sites and Phone Numbers)**

Office of Campus Safety and Security (313) 845-9630

<https://www.hfcc.edu/campus-safety>

Office of Campus Safety and Customer Service Patrol Information

<https://www.hfcc.edu/campus-safety/safe-walk>

Office of Campus Safety and Security reporting –Incidents

<https://www.hfcc.edu/campus-safety/reporting-incidents>

Crime victims and disclosure of disciplinary records:

<https://www.hfcc.edu/about-us/consumer>

Student Outreach Services (313) 845-9629

<https://www.hfcc.edu/campus-life/sos>

Counseling (313) 845-9617

<https://www.hfcc.edu/campus-life/sos/counseling>

National statistics and definitions are available on the U.S. Dept. of Education website:

<http://ope.ed.gov/security/>

Michigan State Police Sex Offender Registry

[www.mipsor.state.mi.us/](http://www.mipsor.state.mi.us/)

Federal Drug Penalties

[www.usdoj.gov/dea/agency/penalties.htm](http://www.usdoj.gov/dea/agency/penalties.htm)

**Dearborn Police (Contact Information)**

Emergency.....	911
Non-Emergency and General Information.....	313-943-2240
Neighborhood Watch/Suspicious Activity (Anonymous).....	313-943-3030
Police Desk.....	313-943-2241
Detective Bureau.....	313-943-2255
Domestic Violence Advocate.....	313-943-3451

## CAMPUS SAFETY CRIME STATISTICS

<b>Henry Ford College Criminal Offenses FY 2015</b>						
<b>*Dearborn Heights Campus transferred to Dearborn Public Schools in June 2014.</b>						
OFFENSE	YEAR	GEOGRAPHIC LOCATION				
		MAIN CAMPUS	EAST CAMPUS	DEARBORN HEIGHTS CAMPUS *	NON- CAMPUS PROPERTY	PUBLIC PROPERTY
Murder/Non-Negligent manslaughter	<b>2015</b>	<b>0</b>	<b>0</b>	<b>NA*</b>	<b>0</b>	<b>0</b>
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Manslaughter by Negligence	<b>2015</b>	<b>0</b>	<b>0</b>	<b>NA*</b>	<b>0</b>	<b>0</b>
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Rape	<b>2015</b>	<b>0</b>	<b>0</b>	<b>NA*</b>	<b>0</b>	<b>0</b>
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Fondling	<b>2015</b>	<b>1</b>	<b>0</b>	<b>NA*</b>	<b>0</b>	<b>0</b>
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Incest	<b>2015</b>	<b>0</b>	<b>0</b>	<b>NA*</b>	<b>0</b>	<b>0</b>
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Statutory Rape	<b>2015</b>	<b>0</b>	<b>0</b>	<b>NA*</b>	<b>0</b>	<b>0</b>
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Robbery	<b>2015</b>	<b>0</b>	<b>0</b>	<b>NA*</b>	<b>0</b>	<b>1</b>
	2014	0	0	0	0	0
	2013	2	0	0	0	2
Aggravated Assault	<b>2015</b>	<b>0</b>	<b>0</b>	<b>NA*</b>	<b>0</b>	<b>0</b>
	2014	2	0	0	0	0
	2013	2	0	0	0	0
Burglary	<b>2015</b>	<b>0</b>	<b>0</b>	<b>NA*</b>	<b>0</b>	<b>0</b>
	2014	1	0	0	0	0
	2013	2	0	0	0	0
Motor Vehicle Theft	<b>2015</b>	<b>1</b>	<b>0</b>	<b>NA*</b>	<b>0</b>	<b>0</b>
	2014	1	0	1	0	0
	2013	0	0	0	0	0
Arson	<b>2015</b>	<b>0</b>	<b>0</b>	<b>NA*</b>	<b>0</b>	<b>0</b>
	2014	0	0	0	0	0
	2013	0	0	0	0	0

## Henry Ford College VAWA Offenses FY 2015

**\*Dearborn Heights Campus transferred to Dearborn Public Schools in June 2014.**

OFFENSE	YEAR	GEOGRAPHIC LOCATION				
		MAIN CAMPUS	EAST CAMPUS	DEARBORN HEIGHTS CAMPUS *	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Sex Offenses- Forcible	<b>2015</b>	<b>0</b>	<b>0</b>	<b>NA*</b>	<b>0</b>	<b>0</b>
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Sex Offenses- Non-Forcible	<b>2015</b>	<b>0</b>	<b>0</b>	<b>NA*</b>	<b>0</b>	<b>0</b>
	2014	0	0	0	0	0
	2013	2	0	0	0	0
Domestic Violence	<b>2015</b>	<b>0</b>	<b>2</b>	<b>NA*</b>	<b>0</b>	<b>0</b>
	2014	0	0	0	0	0
	*2013	-	-	-	-	-
Dating Violence	<b>2015</b>	<b>2</b>	<b>0</b>	<b>NA*</b>	<b>0</b>	<b>0</b>
	2014	1	0	0	0	0
	*2013	-	-	-	-	-
Stalking	<b>2015</b>	<b>4</b>	<b>0</b>	<b>NA*</b>	<b>0</b>	<b>0</b>
	2014	2	0	0	0	0
	*2013	-	-	-	-	-
* Reporting requirements for VAWA categories have changed thus some categories for years 2013 were not required categories.						

## Henry Ford College Arrest and Disciplinary Referrals FY 2015

\*Dearborn Heights Campus transferred to Dearborn Public Schools in June 2014.

OFFENSE	YEAR	GEOGRAPHIC LOCATION				
		MAIN CAMPUS	EAST CAMPUS	DEARBORN HEIGHTS CAMPUS *	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Arrests: Weapons, Carrying, Possessing	<b>2015</b>	<b>0</b>	<b>0</b>	<b>NA*</b>	<b>0</b>	<b>0</b>
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Disciplinary Referrals: Weapons, Carrying, Possessing, etc.	<b>2015</b>	<b>0</b>	<b>0</b>	<b>NA*</b>	<b>0</b>	<b>0</b>
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Arrests:  Drug Abuse Violations	<b>2015</b>	<b>0</b>	<b>0</b>	<b>NA*</b>	<b>0</b>	<b>0</b>
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	<b>2015</b>	<b>0</b>	<b>0</b>	<b>NA*</b>	<b>0</b>	<b>0</b>
	2014	1	0	0	0	0
	2013	1	0	0	0	0
Arrests:  Liquor Law Violations	<b>2015</b>	<b>0</b>	<b>0</b>	<b>NA*</b>	<b>0</b>	<b>0</b>
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	<b>2015</b>	<b>0</b>	<b>0</b>	<b>NA*</b>	<b>0</b>	<b>0</b>
	2014	0	0	0	0	0
	2013	0	0	0	0	0

## Henry Ford College Hate Crimes FY 2015

**HATE CRIMES: There were no reported hate crimes for the years 2013, and 2014.**

**\*Dearborn Heights Campus transferred to Dearborn Public Schools in June 2014.**

OFFENSE	YEAR	GEOGRAPHIC LOCATION				
		MAIN CAMPUS	EAST CAMPUS	DEARBORN HEIGHTS CAMPUS *	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Murder/Non-Negligent Manslaughter	2015	0	0	NA*	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Manslaughter by Negligence	2015	0	0	NA*	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Sexual Assault	2015	0	0	NA*	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Robbery	2015	0	0	NA*	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Aggravated Assault	2015	0	0	NA*	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Burglary	2015	0	0	NA*	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Motor Vehicle Theft	2015	0	0	NA*	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Arson	2015	0	0	NA*	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Larceny/Theft	2015	0	0	NA*	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Simple Assault	2015	0	0	NA*	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Intimidation	2015	0	0	NA*	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Destruction/Damage/Vandalism of Property	2015	0	0	NA*	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

Hate Crime Statistics are crimes in which the victim is intentionally selected because of race, gender, religion, sexual orientation, ethnicity, or disability. HFC did not have any Hate Crimes during this period. The Clery Act requires statistical categories not found in this brochure. HFC has no stats that fit within those categories therefore they are not applicable. Since HFC has no on-campus housing, dorms or other housing or off campus facilities or property, for use by, or used by, students or student organizations they are not included.

## **REPORTING INCIDENTS**

To report a crime or an emergency, activate one of the Blue Light call boxes or pick up one of emergency phones located in the lobbies of most buildings. This phone rings directly to the Office of Campus Safety Dispatcher. The Office of Campus Safety is also accessible from any campus phone by dialing Extension 9630 or from off campus by dialing 313-845-9630. The Office of Campus Safety is open 24 hours/7 days per week.

### **What to Report**

- All crimes
- Thefts
- Robberies
- Accidents
- Assaults
- Medical emergencies
- Threats
- Fights
- Vandalism
- Disorderly or disruptive behavior
- Suspicious persons, vehicles or activities
- Alarms
- All suspicious activities
- Any unsafe or dangerous areas or conditions
- Sexual assault (Title IX)

Information for crime victims and for disclosure of disciplinary records:

<https://www.hfcc.edu/about-us/consumer>

### **Sexual Harassment and Misconduct (Title IX)**

It is HFC's policy that it will not permit and will take strong action against any sexual harassment of its students and employees by anyone and particularly by fellow employees or management. The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as unwelcome sexual advances, requests for sexual favors, as well as other verbal and/or physical conduct and/or communication of a sexual nature when either:

Submission to or rejection of such conduct or communication is used as a factor in decisions affecting an individual's hiring or employment; or

Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment.

Any student who believes he/she is subject to any type of discrimination or sexual harassment must report such to the attention of the Student Title IX Coordinator. HFC will investigate each complaint thoroughly and confidentially.

**Student Title IX Coordinator**  
**Aura Cazares**

Student Conduct/Compliance and Title IX Officer  
Office N227, Campus Safety (Building N)  
313-845-6315  
ajcazares@hfcc.edu

Any HFC employee who believes he/she is subject to any type of discrimination or sexual harassment must report such to their immediate supervisor or bring their complaint to the attention of the Director of Human Resources or any member of the College administration. HFC will investigate each complaint thoroughly and confidentially.

### **Employee Title IX Coordinator**

#### **Lynn Borczon**

Asst. Director of Human Resources  
Room 314  
ASCC (Building L)  
313-845-9664  
lynn@hfcc.edu

View the complete Student Sexual Misconduct Complaint Policy.

### **Resources for Victims and Families of Domestic Violence/Rape/Sexual Assault:**

- City of Dearborn 313.943.2000
- National Sexual Assault Hotline 1.800.656.HOPE
- Not Alone~ Together Against Sexual Assault: <http://www.csswayne.org/>
- Sexual Assault Services for Holistic Healing and Awareness
- Domestic Abuse & Sexual Violence (Free or Low Cost)
- Detroit Police Rape Counseling Center, 420 St. Antoine, Detroit, MI (313) 833-1660 (open 24/7)
  - \*Assist victims of rape with medical, mental/emotional, and legal issues
  - \*Must be a victim, survivor of rape and/or domestic violence
  - \*Offers individual, couples, family, and group counseling with no fees
  - \* VOICES (sexual abuse survivors) - Catholic Social Services (313) 883-2100

### **Student Sexual Misconduct Complaint Procedure**

Policy Type: Students/Human Resources

Your health, safety and well-being are the College's primary concern. If you, or someone you know, may be the victim of any form of sexual misconduct, you are strongly urged to seek immediate assistance. Assistance can be obtained 24 hours a day, seven days a week, by dialing 911.

During business hours (8:00 a.m. to 4:30 p.m., Monday through Friday), you are also strongly urged to contact, whether student or employee, one of the following Title IX Coordinators as soon as reasonably possible to report any sexual misconduct you believe may have occurred:

**For complaints against a student, click here and contact the Student Title IX Coordinator:**  
Aura Cazares, Student Conduct & Compliance Manager/Title Coordinator

Location: Campus Safety Building, Office N227  
Phone: 313.845.6315  
Email: ajcazares@hfcc.edu

**For complaints against an employee, click here and contact the Employee Title IX Coordinator:**

Lynn Borczon, Assistant Director of Human Resources  
Location: Administration Services Building  
Phone: 313.845.9664  
Email: lynn@hfcc.edu

**Resources for Victims and Families of Domestic Violence/Rape/Sexual Assault:**

- City of Dearborn
- National Sexual Assault Hotline 1.800.656.HOPE
- Not Alone~ Together Against Sexual Assault: <http://www.csswayne.org/>
- Sexual Assault Services for Holistic Healing and Awareness
- Domestic Abuse & Sexual Violence (Free or Low Cost)
- Detroit Police Rape Counseling Center, 420 St. Antoine, Detroit, MI (313) 833-1660 (open 24/7)
  - \*Assist victims of rape with medical, mental/emotional, and legal issues
  - \*Must be a victim, survivor of rape and/or domestic violence
  - \*Offers individual, couples, family, and group counseling with no fees
  - \*VOICES (sexual abuse survivors) - Catholic Social Services (313) 883-2100

This process covers complaints of alleged sexual misconduct/harassment by College students in accordance with the College's Prohibited Discrimination and Harassment Policy. A copy of the Policy may be found here: <https://www.hfcc.edu/about-us/title-ix>

If you or someone you know is a victim of sexual misconduct by a member of the College faculty, staff, visitor or guest, you may report such misconduct or file a complaint with the Employee Title IX Coordinator, as indicated above.

Further information about Title IX and sex discrimination in education is available from the Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC 20202-1100 (by Customer Service Hotline: 800-421- 3481; fax: 202-453-6012; TDD: 877-521-2172; email: OCR@ed.gov; or on the web, at <http://www.ed.gov/ocr>).

## **INTRODUCTION**

### **A. Overview and Purpose.**

As a recipient of federal funds, Henry Ford College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities. Sexual misconduct, as defined in this process, is a form of sex discrimination prohibited by Title IX. The College is committed to providing programs, activities and an educational environment free from sex and gender discrimination.

As a public institution, the College also must provide due process to students accused of sexual misconduct. This includes, without limitation, providing the accused student the opportunity to state his or her version of events and present relevant information to the Student Title IX Coordinator or designee. This procedure is designed to provide a fair process for both parties while also ensuring a complainant's protections under Title IX.

Sexual Misconduct, as defined by this process for student sexual misconduct complaints (referred to as the "student process"), describes a broad range of behavior that will not be tolerated in the College's community of trust. For purposes of this process, "sexual misconduct" includes: sexual exploitation, harassment based on sex or gender which causes a hostile environment, non-consensual sexual contact, and non-consensual sexual intercourse, each as more fully defined below. In addition to sexual misconduct, Title IX also includes, but is not limited to, pregnancy/pregnancy-related issues and gender equality in athletics, academic programs and activities.

Sexual misconduct violates College policy and federal civil rights laws and may also be subject to criminal prosecution. The College is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct and timely and fair resolution of sexual misconduct complaints. In addition, the College community is highly encouraged to report any and all potential sex or gender harassment to the Student Title IX Coordinator, so that a proper review of the information can be made. Creating a safe environment is the responsibility of all members of the College community.

Title IX requires that Henry Ford College have a statement of policy and procedure for handling complaints of Sexual Misconduct. 20 U.S.C. 1092(f)(7) and 1681(a). This process constitutes that statement.

The College is also required and committed to upholding the First Amendment of the United States Constitution. Nothing in this process is intended to abridge the rights or freedoms guaranteed by the First Amendment.

## **B. Definitions**

**"Duty to Report"** means officers who learn of an allegation against a student or other forms of discrimination or harassment are expected to notify the Student Title IX Coordinator. College officers who learn of an allegation of discrimination or harassment against College employees are expected to notify the Employee Title IX Coordinator who learn of an allegation of gender-based harassment, sexual harassment or sexual assault involving a minor under the age of 17 are required to notify the Employee Title IX Coordinator and the Department of Public Safety. An officer who fails to report may be found to have violated Henry Ford College's policies even though the underlying event does not constitute gender-based misconduct, discrimination or harassment. College officers serving in a privileged professional capacity (counselors, clergy, medical providers, and rape-crisis counselors) are not bound by this expectation, except as required to law.

**"Clery Act"** refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

**"College"** means Henry Ford College.

**“Domestic Violence”** is a pattern of behavior in which one person uses physical, sexual, economic or emotional abuse to control the victim. This behavior specifically includes assaults or an assault and battery of a person’s spouse or former spouse, an individual with whom he or she has or has had a dating relationship, an individual with whom he or she has had a child in common, or a resident or former resident of his or her household.

**“Dating Violence”** means a pattern of assaultive and/or controlling behaviors that one person uses against another in order to gain or maintain power and control in the relationship. The accused student has intentionally behaved in ways that causes fear, degradation and humiliation to control the victim. Forms of abuse can be physical, sexual, emotional and/or psychological.

In determining whether an individual has engaged in “dating violence,” the following must be established: the accused student and the victim have been in a societal relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on a consideration of the following factors: 1.) length of the relationship, 2.) type of the relationship, and 3.) the frequency of interaction between the persons involved in the relationship.

20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46

See “Domestic Violence Awareness” information on the MI State Police webpage at: <http://www.michigan.gov/msp/0,4643,7-123-1589-1711-10257--,00.html> (last visited on 09/17/13).

MCL 750.81(2) considers “domestic violence” a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$500.00, or both.

**"Effective Consent"** means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective consent is absent when the activity in question exceeds the scope of effective consent previously given. Consent is a free and clearly given yes, not the absence of a no, and cannot be received when a person is incapacitated by alcohol or drugs.

**"FERPA"** refers to the Family Educational Rights and Privacy Act.

**"Force"** means physical force, violence, threat, intimidation or coercion.

**"Incapacitation"** means the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol [or other drug] is involved, one does not have to be intoxicated or drunk to be considered incapacitated. Rather, incapacitation is determined by how the alcohol consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments.

The question is whether the accused student knew, or a sober, reasonable person in the position of the accused student should have known, that the complainant was incapacitated. Because incapacitation may be difficult to discern, students are strongly encouraged to err on the side of caution; e.g., when in doubt, assume that another person is incapacitated and therefore unable to give effective consent. Being intoxicated or drunk is never a defense to a complaint of Sexual Misconduct under this Process.

**"Investigators"** refers to the individuals trained and designated by the Student Title IX Coordinator to conduct investigations of alleged sexual misconduct, and to determine whether or not there is a reasonable basis to grant a hearing (as more specifically described in Section 4, below). The Student Title IX Coordinator and the Title IX hearing officers are also trained investigators and may be part of an investigative team at any time when necessary.

**"Non-Consensual Sexual Contact"** means sexual contact that occurs without effective consent.

**"Non-Consensual Sexual Intercourse"** means sexual intercourse that occurs without effective consent.

MCL 750.520d(1)(a) states that a person is guilty of third-degree criminal sexual conduct if the person engages in sexual penetration with another person and that person is at least thirteen but younger than sixteen years old. Accordingly, a thirteen-year-old child cannot legally consent to sexual penetration with another person because sexual penetration of a thirteen-year-old child is automatically third-degree criminal sexual conduct. *People v. Starks*, 473 Mich 227.

20 U.S.C. Section 1232g; 34 CFR Part 99

Sokolow, Brett A., Lewis, W. Scott, Schuster, Sandra K., NCHERM Institute on Responding to Campus Sexual Misconduct. 2010, p. 49.

**"Notice"** means the College considers having notice of student-on-student sexual misconduct when a responsible employee (as defined in this document) knew, or in the exercise of reasonable care should have known, about the sexual misconduct. Notice of sexual misconduct can be reported in many different ways. Some examples of notice include: a student may have filed a grievance with or otherwise informed the school's Title IX coordinator; another student, another employee, past faculty member, supervisor, current faculty or associate dean may have witnessed the sexual misconduct.

**"Off Campus Conduct"** means conduct that occurred on any place other than on College-owned or leased property, at any College sanctioned function, at the permanent or temporary local residence of a College student, faculty member, employee, or visitor, or elsewhere in Michigan, and is reasonably related to a college function or activity.

**"Sexual Contact"** means the deliberate touching of a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person's intimate parts. Sexual Assault is any sexual contact without consent.

**"Sexual Exploitation"** means taking sexual advantage of another person without effective consent, and includes, without limitation, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person; causing the prostitution of another person; recording, photographing or transmitting identifiable images of private sexual activity and/or the intimate parts (including genitalia, groin, breasts or buttocks) of another person; allowing third parties to observe private sexual acts; engaging in voyeurism; and/or knowingly and intentionally exposing another person to a significant risk of a sexually transmitted infection.

**"Sexual Harassment"** means unwelcome conduct, based on sex or on gender stereotypes. Gender based harassment may include, but are not limited to: unwelcome sexual advances,

requests for sexual favors, stalking, dating and domestic violence. The College strongly encourages individuals to report all unwelcome conduct based on sex to the Title IX Coordinator.

In evaluating any complaint of sexual harassment, the perceived offensiveness of a particular expression, standing alone, is not sufficient by itself to be actionable. The exclusive purpose of this distinction is to protect students (who may be harassed by students) from sex or gender discrimination, consistent with both federal regulatory law and the requirements of the First Amendment to the United States Constitution.

**"Sexual harassment which causes a hostile environment"** means unwelcome conduct based on sex or gender (e.g., sexual orientation, gender stereotypes, sexual preference and/or pregnancy or a pregnancy-related status), which is so severe or pervasive, that it unreasonably interferes with a person's College employment, academic performance or participation in College programs or activities and creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive. Types of potential harassment include, but are not limited to, stalking and bullying.

The inclusion of a definition of "sexual harassment" that is separate from the definition of "sexual harassment causing a hostile environment" was adopted based on the language used in the Montana-Missoula OCR Letter:

[http://www.legal.gatech.edu/sites/legal.gatech.edu/files/assets/Montana-... Harassment.pdf](http://www.legal.gatech.edu/sites/legal.gatech.edu/files/assets/Montana-...%20Harassment.pdf) (last viewed on 11/22/13).

**"Stalking"** means a pattern of behavior made up of a series of two or more separate non-continuous acts which shares the same purpose and causes a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed or molested.

**"Sexual Intercourse"** means penetration (anal, oral or vaginal) by, but not limited to, a penis, tongue, finger, or an inanimate object.

**"Sexual Misconduct"** is a broad term encompassing "Sexual Exploitation," "Sexual Harassment", "Sexual harassment which causes a hostile environment," "Non-Consensual Sexual Contact," and "Non-Consensual Sexual Intercourse," as defined in this process. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship, sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

**"Hearing Officers Cadre"** means the standing group of faculty and/or staff appointed by the VP of Student Affairs (or his or her designee) to specifically hear complaints of alleged sexual misconduct (Article II(B)(4) of the Student Code of Conduct).

**"Responsible Employees"** means all faculty members, staff members, and administrators, of those perceived by a complainant as a person that would address complaint (e.g., teaching assistants, supervisors, coaches, counselors, rape crisis advocates, medical providers, and clergy) are expected to report any disclosures that involve allegations of gender-based misconduct.

**"Student Code of Conduct"** means HFC's Student Code of Conduct, as enforced by the Office of Student Conduct and Compliance. Found on link below.

<https://www.hfcc.edu/sites/main.aegirprod.hfcc/files/attachments/Student...>

**"VP"** refers to the Vice President of Student Affairs (and his or her designee). The College has designated the VP's designee as the Student Title IX Coordinator for purposes of this process and in accordance with federal regulations.

**"Vice President's office"** means the Office of the Vice President of Student Affairs, located in the Administration Building, Room number 430.

MCL 750.411h(1)(d).

10 34 CFR Part 106.8(a) requires designation of at least one "responsible employee" who ensures the recipient's compliance for the institution. The Student Title IX Coordinator and Deputy Student Title IX Coordinator are the individuals responsible for sexual misconduct issues in which a "student" is the accused party.

## **JURISDICTION; TIMING; RETALIATION AND RELATED MISCONDUCT; CRIMINAL PROCEEDINGS**

### **A. Jurisdiction.**

#### **1. Personal Jurisdiction.**

Any person may file a complaint of sexual misconduct against a "student" under this process. A "student" means any student who is registered or enrolled at the College at the time of the alleged sexual misconduct (including, but not limited to, sexual misconduct that is alleged to have occurred during any academic recess, provided that there is an expectation of the student's continued enrollment at the College). If a student who was currently enrolled at the time of the alleged sexual misconduct subsequently withdraws from all courses, the College shall maintain personal jurisdiction.

#### **2. Geographic Jurisdiction.**

This process applies to any allegation of sexual misconduct against a College student, regardless of where the alleged sexual misconduct occurred. Although there is no geographical limitation to invoking this process, sexual misconduct that is alleged to have occurred at a significant distance from the College may be more difficult to investigate. In addition, with respect to any complaint (a) by a person who is not a member of the College community, and (b) relating to Non-College Conduct, the College reserves the right to determine, in its sole discretion, whether the conduct described in the complaint constitutes a sufficient risk or harm to the College community to warrant processing the complaint.

#### **3. Timing of Complaints and Availability of Procedures.**

So long as there is personal jurisdiction over the accused student pursuant to Section II.A.1, above, there is no time limit to invoking this process in responding to complaints of alleged sexual misconduct. Nevertheless, students are encouraged to report alleged sexual misconduct immediately in order to maximize the College's ability to obtain evidence, and conduct a thorough, impartial and reliable investigation. HFC recommends taking action within 72 hours of incident as delays in reporting alleged sexual misconduct may result in the loss of relevant evidence and witness testimony, and may impair the College's ability to engage in this process. If

the accused student will be graduating, the conferral of a degree may be deferred until proper resolution of any sexual misconduct charges, provided that a hearing opportunity will be scheduled for the earliest practicable date that may reasonably accommodate the parties and their witnesses.

#### **4. Retaliation.**

It is a violation of Student Code of Conduct to retaliate against any person making a complaint of sexual misconduct, any person cooperating in the investigation of (including testifying as a witness) of any allegation of sexual misconduct, and supporters of the complainant. For the purposes of this document, retaliation means when a faculty/staff member/employer takes an adverse action against a/an student/employee because she or he has engaged in a protected activity such as filing a complaint of discrimination or harassment. Retaliation may be found even when the underlying charge does not constitute discrimination or harassment in violation of College policies, and all persons who participate in a discrimination or harassment proceeding, not only the complainant, are protected against retaliation.

A retaliatory adverse action is an action taken to deter a reasonable person from opposing a discriminatory or harassing practice, and/or from participating in a discrimination or harassment proceeding or more generally, from pursuing her/his rights. Examples of adverse actions include failing grade, termination, denial of promotion or demotion, and unjustified negative evaluations or references. Adverse actions do not include petty slights and annoyances, such as stray negative comments in an otherwise positive or neutral evaluation, snubbing a colleague, or addressing poor class/work performance. Student/Employees who have filed a complaint or expressed opposition to discrimination or harassment are still expected to perform their student/employee responsibilities and follow appropriate classroom/work decorum.

#### **B. Other Related Misconduct.**

In accordance with this process, the Hearing Officers Cadre is empowered to hear allegations of, and to impose sanctions for, sexual misconduct and any other violation(s) of the College's Student Code of Conduct directly related to the alleged sexual misconduct. Such related misconduct may include, without limitation, violations of the rules of privacy as articulated herein, violations of the Student Title IX Coordinator's directive(s) discussed in Section III.D, below, and/or violations of other Student Code of Conduct that occurred in the course of the alleged sexual misconduct.

It is not the practice of the College to pursue disciplinary action against a complainant or witness for his or her improper use of alcohol or drugs (e.g., underage drinking), provided that such student is acting in good faith as a complainant or witness to the events of the alleged sexual misconduct.

Students who appear before the Panel, whether as parties to the proceedings or as witnesses, are expected to provide truthful testimony in accordance with the College's Student Code of Conduct.

#### **C. Effect of Criminal Proceedings.**

Because sexual misconduct may constitute both a violation of College policy and criminal activity, the College encourages students to report alleged sexual misconduct promptly to local

law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence within 72 hours of incident. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of the Student Code of Conduct, criminal investigations or reports are not determinative of whether sexual misconduct, for purposes of this process or the Student Code of Conduct, has occurred. In other words, conduct may constitute sexual misconduct under this process even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute. In such cases, the complainant may not initially understand the results of the criminal investigation, the nature of criminal procedure, or the grounds for the law enforcement decision not to prosecute. The complainant in such cases may request that the Student Title IX Coordinator identify an administrator to assist the complainant in seeking and attending a meeting with the local prosecutor to gain an understanding of the decision to decline a prosecution.

The filing of a complaint of sexual misconduct under this process is independent of any criminal investigation or proceeding, and (except that the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence) the College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and take interim measures to protect the complainant and the College community, if necessary, as described in Section III.D, below.

## **THE PROCESS: INITIAL STEPS**

### **A. Intake Meeting with Complainant.**

Upon receipt of notice of any allegation of sexual misconduct, the Student Title IX Coordinator will first schedule an individual intake meeting with the complainant in order to provide to the complainant a general understanding of this process and to identify forms of support or immediate interventions available to the complainant. The intake meeting may also involve a discussion of any interim measures (in accordance with III.D. below) that may be appropriate in light of the known information.

### **B. Complainant Wishes to Pursue Formal or Informal Resolution.**

At the initial intake meeting with the complainant, the Student Title IX Coordinator will gather basic information about the alleged incident and seek to determine how the complainant wishes to proceed, (e.g., whether the complainant wishes to pursue Formal Resolution, Informal Resolution or does not wish to pursue resolution of any kind).

If the complainant wishes to proceed with either Formal or Informal Resolution, the Student Title IX Coordinator will determine the name of the accused student, the date, location, and nature of the alleged sexual misconduct, and will schedule an individual intake meeting with the accused student in order to provide to the accused student with a general understanding of this process and to identify forms of support or immediate interventions available to the accused student.

If the complainant wishes to proceed with Formal Resolution, the Student Title IX Coordinator will promptly prepare and forward a formal complaint to the investigators for investigation, in

accordance with Section IV.B, below. The formal complaint will set forth the name of the accused student, and the date, location and nature of the alleged sexual misconduct.

If the complainant wishes to proceed with Informal Resolution, the Student Title IX Coordinator will promptly refer the matter and initiate Informal Resolution proceedings in accordance with Section V, below.

### **C. Complainant Does not Wish to Pursue Resolution or Requests Confidentiality.**

If the complainant does not wish to pursue Formal or Informal Resolution and/or requests that his or her complaint remain confidential, Title IX nevertheless requires the College to investigate and take reasonable action in response to the complainant's information. The Student Title IX Coordinator will inform the complainant, however, that the College's ability to respond may be limited. The Student Title IX Coordinator may refer the allegation to a designated investigator to conduct a preliminary investigation into the alleged sexual misconduct. The investigator may weigh the complainant's request(s) against the following factors: the seriousness of the alleged sexual misconduct; whether there have been other complaints of sexual misconduct against the same accused student; and the accused student's right to receive information about the allegations if the information is maintained by the College as an "educational record" under FERPA. The Student Title IX Coordinator will inform the complainant if the College cannot ensure confidentiality. Even if the College cannot take disciplinary action against the accused student because the complainant insists on confidentiality or that the complaint not be resolved, the Student Title IX Coordinator reserves the authority to undertake an appropriate inquiry, issue a "no-contact" order, and take other reasonably necessary measures, including the interim measures described in Section III.D, below. inquiry, issue a "no-contact" order, and take other reasonably necessary measures, including the interim measures described in Section III.D, below.

### **D. Interim Measures.**

In all complaints of alleged sexual misconduct, regardless of whether the complainant wishes to pursue Formal Resolution, Informal Resolution or no resolution of any kind, the College will undertake an appropriate inquiry and take such prompt and effective action that is reasonably practicable under the circumstances to support and protect the complainant, including taking appropriate interim steps before the final outcome of the investigation and hearing, if any. Accordingly, at or after the intake meeting, the Student Title IX Coordinator may impose a "no-contact" order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the investigation and, if applicable, the hearing. The Student Title IX Coordinator, also may take any further protective action that he or she deems appropriate concerning the interaction of the parties pending the hearing, if any, including, without limitation, directing appropriate College officials to alter the students' academic and/or College employment arrangements and/or issuing an interim suspension. When taking steps to separate the complainant and the accused student, the Student Title IX Coordinator will seek to minimize unnecessary or unreasonable burdens on either party; provided, however, that every reasonable effort will be made to allow the complainant to continue in his or her academic and/or College employment arrangements. Violation(s) of the Student Title IX Coordinator's directive and/or protective actions will constitute related offenses that may lead to additional disciplinary action.

## **FORMAL RESOLUTION**

A complainant may elect to pursue a formal resolution, which involves a hearing before the Panel, as more particularly described in this section. Such a hearing is also referred to as "Formal Resolution." Formal resolution shall be completed within a reasonable timeframe (which is usually 60 days) unless extended for good cause by the Student Title IX Coordinator.

### **A. The Hearing Officer Cadre.**

Formal Resolution involves a hearing before a trained Hearing Officers (the "Cadre") made up of two College administrators. Each hearing will be led by a Chair (Chair). The Cadre is a standing group composed administrators approved by the VP of Student Affairs. The Student Title IX Coordinator will ensure that all Panel members receive annual training.

### **B. Investigation.**

When the complainant indicates a desire to pursue Formal Resolution, the Student Title IX Coordinator will forward the complaint to an appointed investigative team. The Student Title IX Coordinator and the Deputy Student Title IX Coordinator may serve as investigators on any investigation, if necessary. The investigation will be conducted in an adequate, reliable and impartial manner. The investigative team will receive annual training that draws on process, procedures, and professional resources.

Investigators are neutral fact-finders, who, during the course of the investigation, typically conduct interviews with the complainant, the accused student, and each third-party witness (including expert witnesses, where applicable); visit and take photographs at each relevant site (if necessary); and, where applicable, coordinate with law enforcement agencies to collect and preserve relevant evidence. The completed investigative report (the "investigative report") includes, among other things, summaries of interviews with the complainant, the accused student and each witness; summaries of interviews with expert witnesses (where applicable); photographs of the relevant site(s) and related logs; other photographic, electronic and forensic evidence; and a detailed written analysis of the events in question.

A typical investigation should be completed within 15 (fifteen) days, if not sooner, but may be delayed with good cause, as determined by the Student Title IX Coordinator. If a hearing is granted by the investigative team, the Hearing Chair and the Panel will be provided with a copy of the investigative report. In addition, at least one member of the investigative team shall be present at the Panel hearing to answer any questions the Panel or the parties may have with regards to the investigative report.

The investigative team shall keep the complaint and investigation confidential to the extent possible or as required by law.

### **C. Granting/Denying a Hearing.**

The investigative team will determine whether or not there is enough information available to grant a hearing. If the investigative team determines that a hearing should be granted, notice of that determination will be delivered, concurrently, to both parties and to the Student Title IX

Coordinator. If a hearing is denied, a notification summarizing the investigative report will be distributed concurrently, to the parties and to the Student Title IX Coordinator.

The investigative team may specify which alleged violations of the Student Code of Conduct, which type or types of sexual misconduct and, if applicable, which other, related alleged misconduct (as described in Section I.B above or the current Student Code of Conduct) will be reviewed by the Panel during the hearing. Concurrently with the delivery of the investigators' notice of a determination, the investigative team may, where the alleged sexual misconduct is sufficiently serious in their reasonable discretion, suggest to the Student Title IX Coordinator that interim measures be taken and may suggest what those interim measures should be, if not already in place.

If the accused student has been placed on an interim suspension (in accordance with Article IV(C) of the Student Code of Conduct), the Panel will use all information that is provided to the administration (in lieu of an investigative report) in addition to any subsequent information received, as the basis for any sexual misconduct allegation.

A complainant whose request for a hearing is denied, and an accused student whose records have been placed on hold, may appeal that decision to the Vice President of Student Affairs, whose decision will be final.

If the case involves a reluctant complainant and the investigative team has granted a hearing, the investigative team will present information to the Panel in place of the complainant. The team may have the option to pursue an informal resolution (see Article V below) with the approval of the Student Title IX Coordinator.

#### **D. Complainant Changes Election to Informal Resolution; Accused Student Elects to Accept Responsibility.**

Upon receipt of the investigative report, the complainant may decide to elect Informal Resolution instead of Formal Resolution, by submitting a written request to the Student Title IX Coordinator prior to the hearing date. At any time prior to the hearing, the accused student may elect to acknowledge his or her actions and take responsibility for the alleged sexual misconduct. In such cases, the Panel Chair will propose a resolution to the complainant and a sanction. If both the complainant and the accused student agree to such proposed sanction, the complaint is resolved without a hearing and both parties will waive their rights an appeal. If either the complainant or the accused student objects to the proposed sanction, a hearing before the Panel will be convened for the exclusive purpose of determining a sanction, which determination is subject to appeal pursuant to Section IV.G.13 below. For purposes of this sanction hearing, all of the other provisions of this process relating to the imposition of a sanction for sexual misconduct shall apply (including, for example, the provision for an Impact Statement (see Section IV.G.10), and the provisions governing the effective date of the sanction).

#### **E. Notice of Hearing; Challenges to Panel; Delivery of Notice.**

If a hearing is granted by the investigators or occurs as a result of an interim suspension, or is granted by the Vice President of Student Affairs on appeal (as stated in IV(C) above), the Panel Chair will commence the Formal Resolution process by providing written notice to both parties (the "Notice of Hearing") stating: (1) the date, time, and place of the pre-hearing meeting at

which preliminary matters will be discussed, as more fully addressed in Section IV.G.2, below; and (2) the names of the Panel members selected to serve as the Panel. A party wishing to challenge the participation of any Panel member must notify the Panel Chair, in writing, within five (5) business days of the scheduled hearing date stating the specific reason(s) for the objection. Failure to do so will constitute a waiver of any objection to the composition of the Panel. If a party wishes to challenge the participation of any panel member, and notifies the Panel Chair in writing within the allotted timeframe, the Chair will determine whether the challenge has merit and reserves discretion to make changes in the Panel composition at any time. The Notice of Hearing will be delivered, at the Panel Chair's discretion, by email or in person, and will be considered effective immediately upon receipt. The parties are expected to cooperate in the scheduling of the hearing. If either party fails to appear at the scheduled hearing, the Panel Chair may postpone the proceedings or direct that the Panel proceed and determine the complaint on the basis of the investigative report and any other available information, provided the absent party was given appropriate notification of the scheduled hearing date, as outlined in this section.

#### **F. Advisors to the Parties.**

Both the complainant and the accused student may request an advisor be present to support and assist them during the pre-hearing, hearing, and appeal stages of the Formal Resolution process. Outside legal counsel may be allowed at the discretion of the Panel Chair, however, their role is limited. (see Section IV.G.4, below, for a description of the role outside counsel may play during a hearing). The Panel Chair may disallow a particular advisor in cases where such advisor might be a witness or where such advisor's presence, in the Panel Chair's sole determination, would be obstructive to the process or for other good cause. An advisor may not direct questions to the Panel of witnesses at the hearing, but may consult with the student that he or she is assisting. The Panel Chair will not allow an advisor's presence to inhibit the parties' sharing of information or the conduct of the hearing.

#### **G. Hearing Procedures**

1.Pre-Hearing Submissions. The parties will provide the Panel Chair with a list of witnesses they propose to call, copies of documents, and a description of any other information they propose to present at the hearing, on or before a date set by the Chair. Evidence of the complainant's past sexual history will not be permitted at the hearing unless it is relevant to the complaint. The Chair will provide each party with a copy of the list of witnesses, and identification of copies of documents or other information submitted by each party. In the absence of good cause, as determined by the Chair in his or her sole discretion, the parties may not introduce witnesses, documents, or other information at the hearing that were not provided to the Chair by this deadline. The parties are also responsible for the attendance of their witnesses at the hearing.

2.Pre-Hearing Meeting and Determination of Complaint and Witnesses. The Chair will schedule a pre-hearing meeting prior to the hearing date. At the meeting, the Chair will review hearing procedures with the parties, separately or jointly, at the discretion of the Chair. The Chair will also review the complaint of alleged sexual misconduct (and related misconduct, if applicable), and review the parties' respective lists of proposed witnesses to assist them in eliminating redundant information. The College reserves the right, through the Chair, (a) to add to or modify the alleged violations specified by the investigators, pursuant to Section IV.C, above, at the pre-

hearing meeting, and (b) to add witnesses to the witness lists at the pre-hearing meeting and/or at the hearing.

3.Pre-Hearing Discussion. Once a Panel member has been named to a Panel, he or she may not publicly or privately discuss the merits of the complaint with anyone not involved in the proceedings, with the parties themselves, or with anyone acting on the behalf of the parties. The Chair will provide the panelists with a copy of the Notice of Hearing, the investigative report, and the list of witnesses submitted by the parties with an instruction to avoid any public or private discussion of the merits of the complaint.

4.Legal Counsel. Legal counsel may be present (at the expense of the individual parties) at the hearing on behalf of either party. Such counsel may privately consult with and advise the parties during the proceeding, but may not question witnesses, address the Panel or otherwise directly participate in the hearing.

5.Conduct of the Hearing. The hearing will not follow a courtroom model, and formal rules of evidence will not be observed. Accordingly, for example, the parties may elect to rely upon the statements of witnesses contained in the investigative report if such witnesses are unavailable to attend the hearing. The Chair will determine the order of the witnesses (if any) and resolve any questions of procedure arising during the hearing, if any. The parties are responsible for ensuring that their proposed witnesses are present. Members of the Panel will review in advance of the hearing all the written materials provided to them by the Chair in accordance with Section IV.G.1, above. The parties will have received or been provided the opportunity to review all available materials during earlier stages of the pre-hearing process. The parties will be expected not to repeat undisputed details or non-material circumstances that would merely duplicate information contained in the investigative report or in other written materials. Only the Chair and the Panel may question the individual parties and any witnesses, unless permission is granted by the Chair to modify the questioning process provided the modification does not result in an adversarial tone. Both parties and their advisers may ask the Chair to pose additional questions or inquire further into specific matters by submitting these requests in writing, at the discretion of the Chair. If necessary, a brief break may be granted to allow both parties an opportunity to prepare and submit such requests. The Chair is empowered to disallow or reframe any questions that are irrelevant or redundant. After all witnesses have been questioned, each party may make a closing statement and request a short recess to prepare it. If the Panel determines that unresolved issues exist that would be clarified by the presentation of additional information, the Chair may suspend the hearing and reconvene it in a timely manner to receive such additional information. A delay may not be based on the failure of witnesses to appear without good cause or on the proposed introduction of documents or other information that should have been presented at the pre-hearing meeting. A Student IX Coordinator or Deputy Student Title IX Coordinator may attend any Provision 4 Hearing at any time to observe the hearing. If the Student Title IX Coordinator or the Deputy Student Title IX Coordinator did not directly participate in the investigation, then their presence in the hearing shall be for the purpose of observation only.

6.Testimony or Participation by the Accused. The accused student has the option not to testify; however, the exercise of that option will not preclude the Panel from proceeding and determining the complaint on the basis of the investigative report and other available information. In addition,

as indicated in Section IV.E, above, if the accused student fails to appear at the hearing, after being duly notified of its place and time, the Panel will proceed with the scheduled hearing and make a determination on the basis of the investigative report and any other available information.

7. Testimony via Electronic Technology. Upon timely request by a party or witness, the College may be able to make arrangements (in appropriate circumstances) where parties or witnesses are otherwise unable to participate in the hearing via electronic means. The availability of testimony via electronic technology will be at the sole discretion of the Chair.

8. Recording. The hearing will be digitally recorded and is the sole official verbatim record of the hearing for the purposes of FERPA.

9. Standard of Proof. The Department of Education's Office of Civil Rights has interpreted Title IX to require schools to evaluate evidence of alleged sexual misconduct under a "preponderance of the evidence" standard and that is the standard adopted by this process. A preponderance of the evidence means that the information shows that it is "more likely than not" that the accused student violated College policy. In the context of a hearing, the accused student will be found to be responsible for the alleged sexual misconduct if the Panel concludes that such sexual misconduct more likely than not occurred based upon careful review of all information presented. In making its determination, the Panel shall carefully consider all of the information presented and follow the procedures stated in this process in order to ensure as fair a hearing as possible for all parties.

10. Impact Statement. If the Panel determines that the accused student is responsible for sexual misconduct, e.g., that the sexual misconduct "more likely than not" occurred, both the complainant and the responsible student may present the Panel with a statement recommending a sanction (the "impact statement") for consideration by the Panel. The Panel is not bound by these statements in determining a sanction. Witnesses other than the parties may be allowed to provide a written character statement to the Panel during the Sanction Phase of the hearing. The Chair may determine, in his or her sole discretion whether portions of any written impact statement should be redacted because of the inflammatory or inappropriate nature of those statements.

11. Sanction. The Panel is required to consider suspending, dismissing, or expelling any student found responsible for sexual misconduct; however, the Panel may impose any sanction that it finds to be fair and proportionate to the violation. In determining an appropriate sanction, the Panel may consider any record of past violations of the Student Code of Conduct, as well as the nature and severity of such past violation(s). The Panel will also consider, as part of its deliberations, whether the sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the complainant and the College community. The sanction decision will be made by the Panel by majority vote. Any sanction imposed will be explained or supported in the written decision of the Panel.

12. Decision. The decision of the Panel, including the sanction, if applicable, will be announced to both parties, concurrently, by the Chair at the conclusion of the hearing. In addition, the Chair will provide a copy of the Panel's decision described in Section IV.G.15, below, to both parties, concurrently, and to the Student Title IX Coordinator, within five (5) calendar days following the conclusion of the hearing (or longer if the Chair determines there is good cause).

13. Appeals. Either party may appeal the Panel's decision by notifying the Chair of the Panel in writing within five (5) calendar days of the date of the Panel's decision. All appeals are not automatically approved. The Vice President of Student Affairs will determine if any of the following criteria is present before granting an appeal.

- a. substantial evidence not previously considered;
- b. evidence of bias by the administrator who conducted the disciplinary hearing;
- c. significant errors in procedures by the administrator who conducted the disciplinary hearing;
- d. significant finding of inequity in disciplinary actions related to findings.

14. Effective Date of Sanction. Sanctions imposed by the Panel become effective immediately until the resolution of any timely appeal of the Panel's decision. The Vice President of Student Affairs (or his or her designee) may suspend the determination pending exhaustion of any appeals by the accused student pursuant to Section IV.G.13, above, or may allow the accused student to attend classes or to engage in other activity on a supervised or monitored basis, or may make such other modifications to the determination as may be advisable in the sole discretion of the Vice President of Student Affairs (or his or her designee). The Vice President of Student Affairs (or his or her designee) decision may not be appealed.

15. Privacy of the Hearing Process; Final Outcome Letter. In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the hearing process is not open to the general public. Accordingly, documents prepared in anticipation of the hearing (including the investigative report, the Notice of Hearing, and the pre-hearing submissions referenced in Section IV.G.1, above), written statements, testimony, or other information introduced at the hearing, and any transcript of the hearing itself, may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law.

In addition to complying with Title IX and FERPA, the College is required to comply with the Clery Act. Under the Clery Act, both the complainant and the accused student must be informed of the hearing outcome, and the College may not impose any limitations on the re-disclosure of this information. Accordingly, following the hearing, the Panel will issue a written decision letter (the "Final Decision Letter"), concurrently to both the accused student and the complainant. The Final Decision Letter will set forth, as required by the Clery Act, the name of the accused student; the violation(s) of the Student Code of Conduct for which the accused student was found responsible, if any; any essential findings supporting the Panel's decision on the issue of responsibility; and the sanction imposed, if any. College policy neither encourages nor discourages the further disclosure of the Final Decision Letter by either the complainant or the accused student. The College acknowledges that sharing the Final Decision Letter with others, including family, friends, legal counsel, mental health professionals, and sexual assault advocates or victims, may be a critically important part of a student's healing process.

## **INFORMAL RESOLUTION**

A complainant who wishes to file a formal complaint with the Student Title IX Coordinator but who does not wish to pursue Formal Resolution, or an investigative team (in place of a reluctant victim) may request a less formal process, known as "Informal Resolution," as more particularly described in this section.

Although less formal than Formal Resolution, Informal Resolution is an appropriate resolution process; it is not mediation. The accused student is expected to attend the Informal Resolution proceeding, but is not required to participate.

#### **A. Purpose of Informal Resolution.**

Informal Resolution provides an opportunity for the complainant to confront the accused student, in the presence of, and facilitated by, a presiding officer, as described in Section V.B, below, and to communicate his or her feelings and perceptions regarding the incident, the impact of the incident, and his or her wishes and expectations regarding protection in the future. The accused student will have an opportunity to respond.

#### **B. Advisors.**

The complainant and the accused student each may bring an advisor to the Informal Resolution. Advisors are assigned and subject to the same restrictions set forth for advisors in Formal Resolution, outlined above. The Panel Chair or a designee of the Chair will preside over the Informal Resolution, and may elect to be assisted by another member of the Panel or senior staff representative of the Vice President of Student Affairs.

#### **C. Informal Resolution Where Accused Student Acknowledges Responsibility.**

If, during the course of the Informal Resolution, the accused student elects to acknowledge his or her actions and take responsibility for the alleged sexual misconduct, the Informal Resolution will be concluded and the Panel Chair will propose a sanction. If both the complainant and the accused student agree to such proposed sanction, the complaint will be resolved without any further rights of appeal by either party. If either the complainant or the accused student objects to such proposed sanction, a hearing before the Panel will be convened for the exclusive purpose of determining a sanction, which determination is subject to appeal pursuant to Section IV.G.14. For purposes of this sanction hearing, all of the other provisions of this process relating to the imposition of a sanction for sexual misconduct shall apply (including, for example, the provision for an impact statement, and the provisions governing the effective date of the sanction).

#### **D. Informal Resolution Where Accused Student Contests Responsibility.**

If the accused student contests the complaint of alleged sexual misconduct, the Vice President of Student Affairs, his or her designee or the Student Title IX Coordinator may nevertheless impose a protective order agreed upon by the parties, or (with or without such agreement) based on information derived from the Informal Resolution proceedings, taken together with any other relevant information known to the College at the time of the Informal Resolution.

#### **E. Election of Formal Resolution.**

The College or the complainant may, at any time prior to the conclusion of the Informal Resolution, elect to end such proceedings and initiate Formal Resolution instead. In such cases,

statements or disclosures made by the parties in the course of the Informal Resolution may be considered in the subsequent Formal Resolution.

## **F. Privacy of Informal Resolution.**

In order to promote honest, direct communication, information disclosed during Informal Resolution must remain private while the Informal Resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.

## **AMENDMENTS**

This Policy may be amended, in writing, by the Student Title IX Coordinator at any time. The College will maintain the most updated process on the web at all times.

Adopted Date:

Tuesday, January 20, 2015

Revised Date:

Monday, June 22, 2015

Private:

Public

## **Guidelines for Assistance**

Sexual assault is a very traumatic and invasive crime and many victims may be too embarrassed or ashamed to report the offense to police. Fear of investigative, medical, and prosecutorial procedures add to a victim's reluctance to make a report. A victim's distress may also create an unwillingness or inability to assist in the investigation. Therefore, it is our procedure to provide victims of sexual assault with compassion and consideration and with the necessary information and assistance to make their interaction with the criminal justice system easier.

If You Are Raped or Sexually Assaulted on Campus:

- Get to a safe place as soon as you can
- Try to preserve all evidence
- Get medical attention
- Contact either the Office of Campus Safety and Security or Dearborn Police

## **When Preserving Evidence:**

- Do not change your clothing. If you must change, place your old clothes in a PAPER bag
- Do not wash or clean your clothing
- Do not take a shower, bathe, or clean up

- Do not apply medication or cosmetics

## BIANNUAL RIGHT TO KNOW INFORMATION & DRUG AND ALCOHOL PREVENTION PROGRAM

As a condition for receiving federal funds or any other form of federal financial assistance, all institutions of higher education must provide timely notifications that inform students of the following policies and consequences to prevent the abuse of alcohol and/or distribution of illicit drugs. A specific description of our Drug and Alcohol Education and Prevention program is detailed in this document and in the [Student Consumer Information webpage](#).

<b>Student Consumer Information: Your Right to Know</b>		
<p>To receive a complete description of the policies, below click on <a href="#">Student Consumer Information</a> or use URL address <a href="https://www.hfcc.edu/about-us/consumer">https://www.hfcc.edu/about-us/consumer</a>.</p>		
<b>General Information</b>	<b>Health and Safety</b>	<b>Policies and Procedures</b>
<ul style="list-style-type: none"> <li>• About HFC</li> <li>• Academic Programs</li> <li>• Assisted Learning Services</li> <li>• Campus Map, Parking, Directions</li> <li>• Career and Job Placement Services</li> <li>• College Calendar</li> <li>• Faculty and Instructional Personnel</li> <li>• HFC Instructional Facilities</li> <li>• HFC Mission</li> <li>• Intercollegiate Athletic Program Participation Rates &amp; Financial Support Data</li> <li>• School and Program Accreditations</li> <li>• Student Activities</li> <li>• Student Profile</li> <li>• Textbook Information</li> <li>• Training Programs</li> <li>• Transfer of Credit Policies and Articulation Agreements</li> <li>• Transfer-in Agreements</li> <li>• Veterans Services</li> <li>• Voter Registration</li> </ul>	<ul style="list-style-type: none"> <li>• Behavioral Incident Team (BIT) Report Form: Threat Reporting</li> <li>• Campus Safety Annual Report</li> <li>• Daily Crime and Fire Safety Log</li> <li>• Emergency Quick Reference Guide</li> <li>• Information for Crime Victims about Disciplinary Proceedings</li> <li>• Office of Campus Safety</li> <li>• Vaccination Policies</li> <li>• Emergency Response &amp; Evacuation</li> <li>• Timely Warnings</li> </ul>	<ul style="list-style-type: none"> <li>• Academic Dishonesty/ Student Conduct</li> <li>• Computer Acceptable Use Policy</li> <li>• Copyright Infringement Policies and Sanctions</li> <li>• Drug and Alcohol Abuse Prevention Program</li> <li>• Missing Person Notification Process</li> <li>• Privacy of Student Records: Family Educational Rights &amp; Privacy Act (FERPA)</li> <li>• Refund Policy</li> <li>• Requirements for Withdrawal</li> <li>• Student Complaint</li> </ul>

		Procedure <ul style="list-style-type: none"> <li>• <a href="#">Title IX-Sexual Harassment</a></li> <li>• Information for Crime Victims about Disciplinary Proceedings</li> </ul>
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**Student Consumer Information: Your Right to Know**

To receive a complete description of the policies below, click on [Student Consumer Information](#) or use URL address <https://www.hfcc.edu/about-us/consumer>.

<b>Student Financial Assistance</b>	<b>Student Outcomes</b>	<b>Intercollegiate Sports</b>
<ul style="list-style-type: none"> <li>• Student Financial Aid Information</li> <li>• 2016-17 Financial Aid Facts Book</li> <li>• Contact Information for Assistance in Obtaining Institutional or Financial Aid Information</li> <li>• HFC Financial Aid Web Page</li> <li>• Notice of Availability of Institutional and Financial Aid Information</li> <li>• Assistance Available from Federal, State, Local and Institutional Programs</li> <li>• Net Price Calculator</li> <li>• National Student Loan Data System (NSLDS)</li> <li>• Notice of Federal Student Financial Aid Penalties for Drug Law Violations</li> <li>• Federal Student Aid Drug Conviction Information</li> <li>• Federal Student Aid 2016-17 Drug Eligibility Worksheet</li> <li>• HFC Financial Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Gainful Employment</li> <li>• Graduation and Transfer-Out Rates</li> <li>• Graduation Rates for Students Receiving Athletically Related Student Aid</li> <li>• Placement in Employment</li> <li>• Retention Rate</li> <li>• Sample of Job Title and Employer of Recent Graduates</li> <li>• Student Outcomes</li> <li>• Transfer-Out Rates for Students Receiving Athletically-Related Student Aid</li> <li>• Intercollegiate</li> </ul>	<p>HFC is a member of the Michigan Community College Athletic Association (MCCAA)–Eastern Collegiate Conference and the National Junior College Athletic Association (NJCAA). HFC’s nickname is the Hawks. Varsity teams participate in the following sports at the conference, state, regional and national levels:</p> <p><b>Men</b></p> <p>Baseball</p> <p>Basketball</p> <p>Golf</p> <p><b>Women</b></p> <p>Volleyball</p>

<p>Information</p> <ul style="list-style-type: none"> <li>• Price of Attendance</li> <li>• Return of Federal Financial Aid</li> <li>• Brochure</li> <li>• Policy</li> <li>• Scholarships</li> <li>• State Grant Assistance</li> <li>• Student Loan Information</li> <li>• 2016-17 Financial Aid Facts Book</li> <li>• HFC College Loan Code of Conduct</li> <li>• U.S. Department of Education Student Loan Information</li> <li>• Entrance Counseling for Student Loan Borrowers</li> <li>• Exit Counseling for Student Borrowers</li> <li>• 2016-17 Financial Aid Facts Book</li> <li>• <a href="http://www.StudentLoans.gov">www.StudentLoans.gov</a></li> </ul>	<p>Athletic Program Participation Rates and Financial Support Data</p>	<p>Softball</p> <p>Golf</p> <p>Try-outs for all sports are in the early fall.</p> <p><b>Club Sports</b></p> <p>HFC provides a number of club sports teams based on the interest of the student body. Club sports provide an opportunity for students to compete in a fun and challenging environment against other HFC students or club sport teams at nearby colleges.</p> <p>For more information call <a href="tel:313-317-4138">313-317-4138</a> or visit <a href="https://athletics.hfcc.edu/">https://athletics.hfcc.edu/</a></p>
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## Drug and Alcohol Education and Prevention

As a condition for receiving federal funds or any other form of federal financial assistance, all institutions of higher education must implement a drug and alcohol policy that complies with applicable federal, state and local drug and alcohol laws. The law requires institutions to implement a program that will prevent the unlawful manufacturing, dispensing, possession, use or distribution of illicit drugs and alcohol by students and employees.

Any violation of these policies or of local, state or federal laws regarding illicit drugs or alcohol will result in appropriate disciplinary action. In addition to college disciplinary sanctions, students, faculty and staff involved with illegal use, possession, or distribution of controlled substances may face criminal penalties and the College will cooperate fully with law enforcement agencies as appropriate. If a student has concerns about alcohol, drug addiction or the impact on their lives, they should meet with a counselor in the Counseling division. The phone number is [313-845-9611](tel:313-845-9611).

If an employee has concerns about drug or alcohol use – their own or that of others – they may want to consult with the College’s Employee Assistance Program (EAP). The phone number is [800-847-7240](tel:800-847-7240).

As members of an academic community, students and employees can expect an atmosphere that supports personal growth and learning. The College requires that its students and employees

comply with legal standards and student conduct standards as they apply to alcohol and illicit/illegal drug use and possession.

### **The Law (Alcohol)**

- The minimum age in Michigan for the purchase, consumption or possession of alcoholic beverages is 21-years-old.
- It is illegal to furnish or serve alcoholic beverages to any person under the age of 21.
- The law prohibits carrying or consuming alcoholic beverages in open containers outdoors on public property, regardless of a person's age.
- It is illegal to possess, use false identification or to misrepresent one's age for the purpose of obtaining or consuming alcoholic beverages.
- No group which is not licensed by the Liquor Control Board (LCB) may sell alcoholic beverages. The use of chits, chips, tickets or other means of exchange in place of cash violates LCB regulations.
- It is illegal to appear in any public place manifestly under the influence of alcohol to the degree that you may endanger yourself or other persons or property or annoy persons in your vicinity.
- A person under the age of 21 is prohibited from operating a motor vehicle with ANY alcohol in his/ her system.
- Driving under the influence of alcohol (blood alcohol level of 0.08% or greater) is illegal.

### **STUDENT CODE OF CONDUCT**

Students at HFC are expected to show respect for order, law, the personal rights of others and the educational mission of the College, as well as maintain standards of personal integrity.

Behavior or situations that violate these standards include, but are not limited to:

- A. Students at HFC are expected to comply with state, federal and local laws and ordinances, to show respect for the personal rights of others and the educational mission of the College and to maintain standards of personal integrity.
- B. The following are examples of behavior or situations that violate these standards. This list is illustrative and is not exhaustive. It is not to be read as a limitation of the College's right to discipline for infractions which are not listed:
  1. Interference with normal College or College-sponsored activities including, but not limited to: interference with teaching, College administration and College Board meetings.
  2. Failure to comply with Campus Safety and other College personnel.
  3. Violation of legal standards of decency.
  4. Discriminating against or harassing an individual or group in any College-related activity, opportunity or organization on the basis of race, color, ethnicity, gender, religion, sexual orientation, creed, national origin, ancestry, age, disability, height, weight and/or marital status and/or retaliating against any such individual(s) or group(s) for having complained about such behavior.
  5. Disrupting a class, a class-related activity, or a College-sponsored or related event.

6. Physical assault.
7. Stalking.
8. Threats of injury or harm.
9. Arson.
10. Theft.
11. Gambling.
12. Damage to College, student, faculty or employee property.
13. Computer or technology abuse or tampering.
14. Possession of firearms or dangerous weapons by persons who are not sworn federal, state, or local law enforcement officers who are required to carry weapons during the course of their employment. Such individuals are required to notify Campus Safety of this requirement prior to bringing such weapons on campus.
15. Falsifying, altering or providing false, inaccurate or incomplete information on any College application, form or document; or providing false, inaccurate or incomplete verbal information which is to be used with regard to any College application, form, document or transaction.
16. Possession, use, manufacture, sale of, or being under the influence of alcohol or any controlled substance, without a physician's prescription, or possessing drug paraphernalia while on campus.
17. Any other actions deemed unsuitable for a College campus.

The complete text of this policy is available in the Office of the Vice President of Student Affairs, 430A Administrative Services and Conference Center (ASCC, Building L on the main campus) or online under the Student Rights and Responsibilities section of the Student Services drop-down menu.

### **Alcoholic Beverages and Illegal Drugs**

As a public institution, HFC operates under the guidelines of Federal Public Act 101-226, entitled Drug Free Schools and Campuses, which was passed in 1990. This law states that students must be informed of the College's rules and sanctions relative to drugs and must be informed of health risks related to the use of drugs and of counseling assistance available at the College.

### **College Rules**

Use, possession, or distribution of alcoholic beverages and drugs is forbidden on campus. Persons appearing on campus while under the influence of alcoholic beverages, narcotics and other dangerous drugs, except as expressly permitted by law, will be subject to disciplinary and/or legal action.

Possession, consumption, sale, or purchase of any controlled substance which is illegal under state or federal law is prohibited on the campus of HFC.

### **College Sanctions**

Employees found in violation of College, employee performance, conduct policies, state or federal laws are subject to due process action which may include required treatment, education, and training, restriction of privileges, a warning, suspension or dismissal.

Students found in violation of College conduct policies or state or federal laws are subject to disciplinary action and may consist of payment of fines, verbal reprimand, restitution of damages, restriction of privileges, disciplinary probation, suspension, dismissal and/or notation on the student's record of dismissal or suspension.

Brochures are available in the Counseling Office located in the Learning Resources Center. Anyone with questions should call [313-845-9611](tel:313-845-9611) or [313-845-9612](tel:313-845-9612).

## **Alcohol**

### **Health Effects**

Alcohol, the shortened term for ethyl alcohol, is a central nervous system depressant that is absorbed into the blood stream and transmitted to all parts of the body. Moderate doses reduce physical coordination and mental alertness while larger doses of alcohol drastically impair an individual's ability to function, sometimes rendering them unconscious. Long-term drinking can increase the risk of developing liver and heart disease, circulatory and stomach problems, various forms of cancer and causes irreversible brain damage.

### **Legal Issues and Sanctions**

#### Legal Age

- Persons under 21 caught with alcohol in their car can be charged with a misdemeanor regardless of whether they are driving at the time or parked. That charge can result in a license suspension. The only time a person under 21 may transport alcoholic beverages in a vehicle is if a person over the age of 21 is present.

#### Legal Limit

- For people of the legal drinking age, the blood alcohol concentration level considered above the limit is anything .08 or higher. For persons under 21, that limit is .02. Michigan has a zero tolerance policy for those under the age of 21 who are caught driving while intoxicated. People between the ages 16 to 20 are the least experienced behind the wheel. Statistics show that inexperience combined with alcohol makes males 16 to 20- years-old 18 times more likely to be killed in a car accident than a sober driver of the same age and females 16 to 20-years-old 54 times more likely to be killed.

#### Zero Tolerance

- For persons under the age of 21 caught purchasing, consuming or possessing alcohol, the first offense is a \$100 fine; the second offense is a \$200 fine and 30-day license suspension; the third offense is a \$500 fine, 60-day license suspension and 305-day restricted license.
- For persons under the age of 21 caught driving while intoxicated, the first offense is up to a \$250 fine, the possibility of up to 350 hours of community service, 30-day license suspension, four points off of their driving record and a \$500 driver responsibility fee for two years. If a person is caught in a second underage driving under the influence (DUI) incident within seven years, the fines double and he or she could face up to 93 days in jail.
- Students who violate the law are immediately subject to disciplinary action but also may be accountable to the local police department.

Read more: Penalties for Underage Drinking DUI in Michigan:

[http://www.ehow.com/about\\_6631168\\_dui-vs\\_-driving-impaired-michigan.html](http://www.ehow.com/about_6631168_dui-vs_-driving-impaired-michigan.html) .

## **Illicit/Illegal Drugs**

### Health Risks

Illicit Drugs are controlled substances that possess a high potential for abuse, have no currently accepted medical use in the United States (U.S.) and demonstrate a lack of accepted safety for use under medical supervision. Controlled substances so defined fall under seven headings: marijuana (marijuana, hashish); stimulants (amphetamines, cocaine); depressants (barbiturates, tranquilizers, hypnotics); hallucinogens (LSD, PCP); opiates or narcotics (heroin, morphine, opium, codeine); inhalants (sprays, solvents, glue); and designer drugs (synthetic drugs similar in effect to stimulants, hallucinogens and narcotics). To be used legally and safely, some of the drugs above must be prescribed by a physician. This list is not comprehensive; there may be substances omitted that are also illegal and fall under the designation of controlled substances.

All drugs, including alcohol, can have side effects. Their influences can affect the safety and well-being of users and their friends. Illicit drugs can interfere with important brain activities including coordination, memory and learning. They increase the risk of lung cancer, destroy liver cells, initiate severe weight loss and may weaken the immune system. Users may also experience abdominal pain, nausea, vomiting, rapid heartbeat and irregular breathing. Convulsions, coma and death are also possible. Combining drugs can be fatal.

### Federal Law: Sanctions

Federal law prohibits the trafficking of illegal possession of controlled substances as outlined in 21 United States Code, Section 811 and 844. Depending on the amount, first offense maximum penalties for trafficking marijuana range from five years in prison and a fine of \$250,000 to life imprisonment and a fine of \$4 million. Again, depending on the amount, first offense maximum penalties for trafficking class I and II controlled substances (methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl analogue) range from five years to life imprisonment and maximum fines ranging from \$2-\$4 million. First offense penalties and sanctions for the illegal possession of a controlled substance ranges from up to one year in prison and a fine of at least \$1,000 but not more than \$250,000 or both.

## **Financial Aid: Sanctions**

Pursuant to 484(r) of the Higher Education Act, a student who has been convicted of any offense under Federal or State law involving the possession or sale of a controlled substance may be determined to be ineligible to receive any Title IV grant, loan or work assistance. The period of ineligibility is determined by the type of conviction as well as whether or not the student was receiving federal student aid at the time of the offense. More information is available at <https://studentaid.ed.gov/eligibility/criminal-convictions>.

## **Review of 2014-16 Activities (Biannual Assessment)**

The College has few incidents of alcohol and drug use reported or observed annually. During the 2014-16 academic years, only three cases were reported involving alcohol/drug use, possession or suspected sale.

The College has a very effective response and referral process, and an annual educational activity. There is no need at this time to modify activities, although additional referral agencies and support resources are always sought to benefit students and employees.

The above document is sent to employees and students at mid-point of each fall and winter semester. Students can register for 15-week, 12-week, or eight-week classes. Sending the email out mid-semester ensures all students receive the email.

The College's Behavioral Intervention Counselor oversees education and support provided to students who are found in non-compliance with laws or policies, or who are suffering from addiction. This counselor specializes in additions and behavioral modification.

To encourage additional students to seek assistance if they or a family member or friend are grappling with substance abuse or addiction, the Behavioral Intervention Counselor conducts an annual program held during Welcome Back Days. This activity is held openly in the Student & Culinary Arts Center (Building M on the main campus) during the first weeks of fall and winter classes. Students receive information about legal and health issues, risks, campus and community resources and support systems. College counselors provide individual counseling upon referral throughout the year.

## **Drug/Alcohol Abuse Education Programs**

### **Emergency Assistance/Campus Contacts:**

On-campus call 9-911

Off-campus call 911

Campus Safety: [313-845-9630](tel:313-845-9630)

Human Resources: [313-845-9820](tel:313-845-9820)

Student Affairs: [313-845-9610](tel:313-845-9610)

Report behavior where suspicion of alcohol or drug use is present:  
<https://publicdocs.maxient.com/incidentreport.php?HenryFordCC>

## **Assistance, Treatment, Support and Community Resources**

On Campus Counseling: HFC employs full-time and part-time licensed professional counselors who provide individual counseling, workshops and group sessions to students experiencing personal issues, including those impacted by drug and/or alcohol abuse or addiction. Three counselors have specialized education and training in addiction and alcohol and drug education. Counseling Department: [313-845-9611](tel:313-845-9611) or [313-845-9612](tel:313-845-9612).

### **Off Campus Substance Abuse Resources:**

- Alcoholic Anonymous 24-hour helpline: [248-332-3521](tel:248-332-3521)
- Eastwood Clinic (affiliated with St John's Health)
- Downriver Community Alliance Central: [800-686-6543](tel:800-686-6543)
- Family Services (Detroit, Southfield, Dearborn, Canton)
- Narcotics Anonymous 24-hour helpline: [248-543-7200](tel:248-543-7200)
- Oakdale Recovery Center: [734-397-3088](tel:734-397-3088)
- Psychiatric Intervention Center: [734-721-2000](tel:734-721-2000)
- Apex Behavioral Health: [313-271-8710](tel:313-271-8710)
- Employee EAP- HR Benefits Office: [800-847-7240](tel:800-847-7240)

## **Geography Definitions**

### **On Campus**

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

### **Public Property**

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

### **Non-Campus Buildings or Property**

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.