

HENRY FORD COLLEGE

CAMPUS SAFETY

ANNUAL
SECURITY
REPORT

2018

**Includes CLERY Security Report and Statistics
For 2015, 2016, & 2017**

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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 two 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 Bus drop off or pick up as well as 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.

www.cityofdearborn.org/government/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 7, 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 of 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,² 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: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

Sex Offenses: Any sexual act directed against another person, without the 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.
- **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** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: 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.

Dating Violence: 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.
- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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.

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 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. (The FBI as a Criminal Offense includes sexual assault)

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).

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>

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 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 gaining employment. Visit HFC website to update your contact information 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 either a situation arises on or off campus that in the judgment of Campus Safety constitutes a 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 classroom 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-Thur 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:

<https://www.deadiversio.usdoj.gov/schedules/index.html>

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) 845-9611
www.hfcc.edu/campus-life/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/

Federal Drug Penalties
<https://www.deadiersionl.usdoj.gov/21cfr/21usc/index.html>

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

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.

CAMPUS SAFETY CRIME STATISTICS

Henry Ford College Criminal Offenses FY 2017					
OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		MAIN CAMPUS	EAST CAMPUS	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Murder/Non-Negligent manslaughter	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Manslaughter by Negligence	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Rape	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Fondling	2017	0	0	0	0
	2016	0	0	0	0
	2015	1	0	0	0
Incest	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Statutory Rape	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Robbery	2017	1	0	0	0
	2016	0	0	0	0
	2015	0	0	0	1
Aggravated Assault	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Burglary	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Motor Vehicle Theft	2017	1	0	0	0
	2016	0	0	0	0
	2015	1	0	0	0
Arson	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0

Henry Ford College Hate Crimes FY 2017

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		MAIN CAMPUS	EAST CAMPUS	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Murder/Non-Negligent Manslaughter	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Manslaughter by Negligence	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Sexual Assault	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Robbery	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Aggravated Assault	2017	0	0	0	0
	2016	1	0	0	0
	2015	0	0	0	0
Burglary	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Motor Vehicle Theft	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Arson	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Larceny/Theft	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Simple Assault	2017	0	0	0	0
	2016	1	0	0	0
	2015	0	0	0	0
Intimidation	2017	0	0	0	0
	2016	2	0	0	0
	2015	0	0	0	0
Destruction/Damage/Vandalism of Property	2017	0	0	0	0
	2016	0	0	0	0
	2015	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. The Clery Act requires statistical categories not found in this brochure. 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 applicable

Henry Ford College Arrest and Disciplinary Referrals FY 2017

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		MAIN CAMPUS	EAST CAMPUS	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Arrests: Weapons, Carrying, Possessing	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Disciplinary Referrals: Weapons, Carrying, Possessing, etc.	2017	1	0	0	0
	2016	2	0	0	0
	2015	0	0	0	0
Arrests: Drug Abuse Violations	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Arrests: Liquor Law Violations	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0

Henry Ford College Policies, Procedures, & Prevention

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.

Henry Ford College [Reach Out App](#) is a free resource guide and smartphone app that provides sexual assault prevention information, safety and security information, and alerts through a smartphone app.

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

W-315

313-845-9664

lynn@hfcc.edu

Sexual Misconduct Policy/Title IX/Sexual Harassment Procedure

Policy Type:

Students

I. Sexual Misconduct Policy/Title IX/Sexual Harassment

II. Who Does This Policy Affect?

All HFC Board of Trustees, students, faculty, employees, staff and visitors/vendors ("HFC Community Members")

III. Purpose

As a recipient of federal funds, Henry Ford College ("HFC" "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 and sexual harassment, as defined in this policy and process, is a form of sexual discrimination prohibited by Title IX. In addition to sexual misconduct, Title IX also includes, but it not limited to, pregnancy/pregnancy related issues and gender equality in athletics, academic programs and activities. This policy and procedure comply with the requirement of Title IX that entities subject to the Act have a statement of policy and procedure for handling complaints of sexual misconduct. 20 U.S.C. 1092 (f)(7) and 1681 (a).

The purpose of this Policy is to define sexual misconduct and sexual harassment, describe the process for reporting violations of the policy, outline the process used to investigate and adjudicate alleged violation of policy, and identify resources available to College community members who are involved in an incident of sexual misconduct. www.hfcc.edu/incidentreport

IV. Policy Statement

The College is committed to offering programs, activities and an educational environment free from sex and gender discrimination and conducive to positive learning and working experiences free from sex and gender discrimination. The College prohibits, and will not tolerate, sexual misconduct. For the purposes of this policy, sexual misconduct includes, but is not limited to, behaviors such as rape, sexual assault, sexual battery, sexual harassment, sexual coercion, domestic violence, dating/relationship violence, sexual exploitation, and stalking. College community members shall not engage in sexual misconduct. Persons who engage in such prohibited behavior are subject to disciplinary action, up to and including discharge for employees and dismissal for students, and may be subject to criminal prosecution.

The College will respond to complaints, reports, or information about incidents of relationship violence and sexual misconduct to stop the prohibited conduct, including, but not limited to, eliminating hostile environments, taking steps to prevent the recurrence of prohibited conduct, and addressing any adverse effects on the College community.

The College will provide due process to students or employees accused of sexual misconduct. The Sexual Misconduct Complaint Procedure is designed to provide due process for both parties while also ensuring that a complainant is afforded applicable protections. This includes providing the accused with an opportunity to state his or her versions of events and to present relevant information to either the Student Title IX Coordinator, the Employee Title IX coordinator, or their designee.

If you Need Assistance: Assistance may 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.

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.

Resources:

HFC Resources:

Oversight of investigation, internal and external resources, interim measures, and determination of outcomes:

Students:

For complaints against a student, www.hfccc.edu/incidentreport and contact the Student Title IX Coordinator:

Aura Cazares, Student Conduct & Compliance Officer/Title IX Coordinator

Location: Campus Safety Building, Office N227

Phone: 313.845.6315

Email: ajcazares@hfcc.edu

Employees:

For complaints against an employee, click here and contact the Employee Title IX Coordinator Lynn Borczon, Assistant Director of Human Resources

Location: Welcome Center, 3rd Floor

Email: lynn@hfcc.edu

Confidential Support Through the Counseling Center

Location: Learning Success Center (A-117)

Hours: Monday-Friday: 8:00 a.m. - 4:30 p.m.

Contact: (313) 845-9611 or email iatallah@hfcc.edu or bjhildreth@hfcc.edu

Campus Safety Safe Walk

Office of Campus Safety

Location: Campus Safety Office, Building N

Phone: 313.845.9630

Hours: Monday – Saturday 7:00 a.m. – 10:30 p.m.

Following is a list of local resources and hotlines:

**For Victims and Families of Domestic Violence/Rape/Sexual Assault:
In Case of Emergency Call
9-1-1**

24-Hour Help

RAINN National Sexual Assault Hotline:

1-800-656-HOPE (4673)

Information and Chat: www.rainn.org

National Teen Dating Abuse Helpline:

1-866-331-9474

TTY: 1-866-331-8453

Text: Loveis to 22522

Information and Chat: www.loveisrespect.org

National Domestic Violence Hotline:

1-800-799-SAFE (7233)

TTY: 1-800-787-3224

Information and Chat: <http://www.thehotline.org/>

First Step-24-hour help lines

(734) 722-6800

(888) 453-5900

Dearborn Resources

ACCESS

2651 Saulino Court

Dearborn, MI 48120.

Phone: (313) 842-7010

Fax: (313) 842-5150

<https://www.accesscommunity.org/>

Detroit Resources

Southwest Detroit Resources:

CHASS –LA VIDA CLINIC

5635 West Fort Street

Detroit, MI 48209

<http://chasscenter.org>

Phone: 313.849.3920

Fax: 313.849.0824

Detroit Police Rape Counseling Center

420 St. Antoine

Detroit MI 48201

313.833.1660 (open 24/7)

Wayne County Resources

First Step

Smithbauer Center

4400 S. Venoy

Wayne, MI 48184

734.722.1772

Lincoln Park

1394 Cleophus Parkway

Lincoln Park, MI 48146

313.383.2975

Free State and National Hotlines:

•**Michigan Sexual Assault Hotline 855-864-2374 (855-VOICES4)**

www.michigan.gov/voices4

•**National Sexual Assault Hotline 1.800.656.HOPE**

•**HFC & Criminal Process Options -Let's End Campus Sexual Assault-**

www.michigan.gov/campussexualassault/

•**Michigan VOICES (sexual abuse survivors) - Catholic Social Services (313) 883-2100**

•**Community Social Services of Wayne County:**

Detroit - YWCA/Interim House Metro Detroit

Services: Domestic Violence

Address: PO Box 219 Suite 101

Detroit, MI 48221

Phone: 313-862-3580

Crisis: 313-862-5300

Website: www.ywcadetroit.org

Detroit - Wayne County SAFE Program

Services: Sexual Assault

Address: Detroit, MI 48201

Phone: 313-369-9701

Crisis: 313-430-8000

Website: <http://wcsafe.org>

Plymouth - First Step

Services: Domestic Violence and Sexual Assault

Address: Plymouth, MI 48170

Phone: 734-416-1111

Crisis: 734-459-5900 or 888-453-5900

Website: www.firststep-mi.org

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>).

Responsible Employees and Reporting Requirements

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 is the individual responsible for sexual misconduct issues in which a “student” is the accused party.

The Title IX Coordinator(s) oversee the College’s compliance with Title IX, including its grievance procedure, education/prevention efforts, and training. The Coordinators review information about sexual misconduct complaints to identify and address any patterns or systematic concerns that arise during the review of such complaints. The Coordinators are available to meet with any College community member or campus organization that would like to discuss Title IX compliance at the College.

Confidential or Anonymous Reporting

For confidential or anonymous reporting you must either submit an on-line anonymous report or meet with a full time licensed counselor at the HFC Counseling Center. If safety to others is a concern, or as required by law, the College may need to report the allegation.

The College is committed to fostering a community that promotes reporting of all types of sexual misconduct. All individuals are encouraged to promptly report conduct that may violate this policy to the College and report conduct that may also violate criminal law to both the College and local law enforcement.

The College can most efficiently and effectively investigate and respond to allegations of sexual misconduct if the complaint is made as promptly as possible after the alleged misconduct occurs.

Mandatory Reporters

Creating a safe environment is the responsibility of all members of the College community. All College employees, including the College's Board of Trustees, faculty, and staff must promptly report sexual misconduct that they observe or learn about and that involves a member of the College community or occurred at a College event or on College property. The Board of Trustees, employees, faculty and staff are required to report this information even if the complainant indicates they plan to report the complaint. The Board of Trustees, employees, faculty and staff are directed to refer to the Title IX Resource Guide for guidance in their reporting obligations. See Related Documents section below for a link to the Title IX Resource Guide.

First Amendment Protections

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, or to infringe on the proper exercise of academic freedom. The protections of the First Amendment must be carefully considered in all complaints involving speech or expressive conduct. The fact that speech or a particular expression is offensive is not, on its own, necessarily a legally sufficient basis to establish a violation of this policy. For speech or expressive actions to invoke a violation of this policy, the behavior must constitute sexual harassment and sexual harassment which causes a hostile environment as defined below. Speech or expressive conduct that constitutes sexual harassment is neither legally protected nor the proper exercise of academic freedom.

Jurisdiction and Timing

A. Personal Jurisdiction. Any person may file a complaint of sexual misconduct against a "student" or "employee" 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. An "employee" is defined as a current employee.

B. Geographic Jurisdiction. This process applies to any allegation of sexual misconduct against a College student or employee. 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.

C. Timing of Complaints and Availability of Procedures. So long as there is personal jurisdiction over the accused student or employee pursuant to A.1, above, there is no time limit to invoking this process in responding to complaints of alleged sexual misconduct. Nevertheless, students and HFC Community Members 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.

V. Definitions

A. "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.

i. "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.

ii. "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 individuals from sex or gender discrimination, consistent with both federal regulatory law and the requirements of the First Amendment to the United States Constitution.

iii. "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, persistent, or pervasive, that it unreasonably interferes with an individual'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 abusive. 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:

<https://www.justice.gov/sites/default/files/opa/legacy/2013/05/09/um-ltr...>

Examples of sexual harassment include, but are not limited to:

- Sexual violence, including sexual assault, rape and sexual exploitation
- Threats or insinuations that led the recipient reasonably to believe that granting or denying sexual favors will affect her/his reputation, education, employment, advancement, or standing at the College
- Sexual advances, sexual propositions, or sexual demands that are not agreeable to the recipient
- Unwelcome sexually explicit material presented via email, text message, or other means of communication

- Sexual misconduct such as stalking, cyberstalking, recording or transmitting sexual images without an individual's consent, and voyeurism
- Unwelcome and persistent sexually explicit statements or stories that are not legitimately related to employment duties, course content, research, or other College activities or programs
- Repeatedly using sexually degrading words or sounds to a person or to describe a person
- Unwanted and unnecessary touching, patting, hugging, or other physical contact of any body part
- Recurring comments or questions about a person's sexual prowess, preferences, deficiencies or behavior.

Simply because a type of sexual behavior does not fall within a clear definition of sexual harassment that does not render the sexual behavior acceptable in the workplace or classroom. The behavior may be in violation of other College policies, and if disruptive or unprofessional may be subject to disciplinary action.

iv. "Sexual Violence" means a physical sexual act perpetrated without consent. This encompasses conduct such as rape and sexual assault.

a. "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. See definition of incapacitation, below.

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

c. "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.

d. "Rape", which is a form of sexual assault, is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, oral penetration by a sex organ of another person, without the consent of the victim

e. "Sexual Assault" is defined as having or attempting to have sexual intercourse or having sexual contact with another individual by force or threat of force; without consent; or where that person is incapacitated

f. "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.

v. "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.

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.

vi. "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.

vii. "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. 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 individual is acting in good faith as a complainant or witness to the events of the alleged sexual misconduct.

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.

viii. "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.

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

B. "Duty to Report" means all College Board of Trustees, employees, faculty and staff, are identified as responsible employees, who learn of sexual misconduct or sexual harassment against a student or employee or other form of discrimination are expected to notify the Student or Employee Title IX Coordinator, including all Title IX violations as described under Section III, Purpose. If the allegation of gender-based harassment, sexual harassment or sexual assault involves a minor under the age of 17, the Board member, employee, faculty or staff is required to notify the Employee Title IX Coordinator and the Office of Campus Safety. An employee (including faculty and staff) who fails to report may be found to have violated Henry Ford College's policies, and be subject to disciplinary actions, up to and including termination, in accordance with Collective Bargaining Agreement, if applicable. College employees whose role with the College is to serve in a privileged, professional capacity, such as licensed counselors, are not bound by this expectation except as required to law. College Employee for purposes of this Policy includes the Board of Trustees, all unionized, exempt and non-exempt Community College Members.

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

D. "College" means Henry Ford College.

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

F. "Investigators" refers to the individuals trained and designated by the Employee or 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. 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.

G. "Notice" means the College considers having notice of 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 HFC employee, past faculty member, supervisor, current faculty or club advisor may have witnessed the sexual misconduct.

H. "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.

I. "Hearing Officers Cadre" means the standing group of faculty and/or staff appointed by the College's 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).

J. "Responsible Employees" means all Board of Trustees, faculty, employees, and staff, or those perceived by a complainant as a person that would address complaint (e.g., including teaching assistants, supervisors, coaches, club advisors) are expected to report any disclosures that involve allegations of sexual harassment and gender-based misconduct. See Title IX Resource Guide.

K. "Student Code of Conduct" means HFC's Student Code of Conduct, as enforced by the Office of Student Conduct and Compliance.

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

M. "Vice President's Office" means the Office of the Vice President of Student Affairs or the Vice President of Human Resources located in the Administration Building, currently Room numbers 430 and 424.

N. "Retaliation". It is a violation of College Policy 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. The College will not tolerate 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.

Related Misconduct; Criminal Proceedings

A. Other Related Misconduct.

In accordance with this process, the Hearing Officer Cadre is empowered to hear allegations of, and to recommend and/or 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 Title IX Coordinator's directive(s) discussed in the Title IX Complaint Procedures, and/or violations of other College policies that occurred in the course of the alleged sexual misconduct.

Employees, students and other College Community Members are expected to comply with the College's Drug and Alcohol policy.

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.

B. 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 College Policies, criminal investigations or reports are not determinative of whether sexual misconduct, for purposes of this process or applicable College Policies, has occurred. 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 Title IX Coordinator identify an advocate 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 the Procedures.

The Procedure for filing a Title IX sexual misconduct or sexual harassment complaint at the College shall be developed by the President and/or his or her designee in accordance with this Policy. These Procedures shall appear on the College's website.

VI. Responsible Party for Administration and Enforcement

Vice President of Student Affairs
Title IX Coordinators

VII. Related Documents

Incident Report Form

www.hfcc.edu/incidentreport

Student Code of Conduct

<https://policies.hfcc.edu/policy/henry-ford-college>

OCR Letter

<https://www.justice.gov/sites/default/files/opa/legacy/2013/05/09/um-ltr...>

Procedure for Reporting a Sexual Misconduct/Title IX/Sexual Harassment Complaint

<https://policies.hfcc.edu/node/339>

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

“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>

Title VII of the Civil Rights Act of 1964 (Federal) at

<https://www.eeoc.gov/laws/statutes/titlevii.cfm>

Title IX

<https://www.justice.gov/crt/title-ix>

Equal Educational and Employment Opportunities and Non-Discrimination

<https://policies.hfcc.edu/policy/equal>

Drug and Alcohol Policy

<https://policies.hfcc.edu/policy/drug>

Dangerous Weapons Policy

<https://policies.hfcc.edu/policy/dangerous>

VIII. Policy History

a. Current Policy Approved by Board: November 20, 2017

b. Previous Revisions: June 22, 2015

c. Previous Policy Section(s): Students Previous Policy No(s):8550

**** This policy supersedes and replaces any and all policies related to this subject****

Adopted Date: Monday, November 20, 2017

Revised Date:

Monday, June 22, 2015

Private:

Public

Status:

Board Approved

Procedures the College will follow in the event of a report of sex-based discrimination, including sexual assault, sexual harassment, dating violence, domestic violence, and stalking:

Incident Being Reported	Procedures College Will Follow
<p>a. Sexual Assault</p>	<p>i. Assess immediate safety needs of complainant.</p> <p>ii. Depending on when reported (immediate versus delayed report), provide complainant with information about medical care.</p> <p>iii. Assist complainant with contacting Campus Safety and/or local police if complainant requests and provide contact information for local police departments. HFC’s Student Title IX Coordinator (Aura Cazares) will provide this assistance; they may be reached at HFC office building N, Office N227 at ajcazares@hfcc.edu or 313-845-6315. If employee is the affected party, the HFC Employee Title IX Coordinator (Lynn Borczon) will be contacted at lynn@hfcc.edu or 313-845-3664.</p> <p>iv. Provide written instructions on how to apply for a Protection Order if the complainant wishes to pursue this option.</p> <p>v. Provide written information to complainant on how to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a Protection Order. Additional information about obtaining a Protection Order is available in the Student Title IX Coordinator (Aura Cazares) will provide this assistance; they may be reached at HFC office building N, Office N227 at ajcazares@hfcc.edu or 313-845-6315. If employee is the affected party, the HFC Employee Title IX Coordinator (Lynn Borczon) will be contacted at lynn@hfcc.edu or 313-845-3664.</p> <p>vi. Assess need to implement interim or long-term protective measures to protect the complainant, as described below. HFC will assess the need for a “No Contact” order or a Trespass warning for the respondent, if appropriate.</p> <p>vii. Provide written information regarding the victim’s rights and options, including the procedures a victim should follow to report an incident of sexual assault, stalking, domestic violence, dating violence, sexual harassment, sexual</p>

	<p>exploitation, or other form of gender discrimination.</p> <p>viii. Provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant about timeframes for inquiry, investigation and resolution. Advise complainant that they will be notified of the outcome, whether charges, are filed and applicable sanctions</p> <p>ix. Remind complainant that HFC will strictly enforce the anti-retaliation policy and take immediate and separate action against parties who retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</p>
<p>b. Stalking</p>	<p>i. Assess immediate safety needs of complainant.</p> <p>ii. Depending on when reported (immediate versus delayed report), provide complainant with information about medical care.</p> <p>iii. Assist complainant with contacting Campus Safety and/or local police if complainant requests and provide contact information for local police departments. HFC's Student Title IX Coordinator (Aura Cazares) will provide this assistance; they may be reached at HFC office building N, Office N227 at ajcazares@hfcc.edu or 313-845-6315. If employee is the affected party, the HFC Employee Title IX Coordinator (Lynn Borczon) will be contacted at lynn@hfcc.edu or 313-845-3664.</p> <p>iv. Provide written instructions on how to apply for a Protection Order if the complainant wishes to pursue this option.</p> <p>v. Provide written information to complainant on how to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a Protection Order. Additional information about obtaining a Protection Order is available in the Student Title IX Coordinator (Aura Cazares) will provide this assistance; they may be reached at HFC office building N, Office N227 at ajcazares@hfcc.edu or 313-845-6315. If employee is the affected party, the HFC Employee Title IX Coordinator (Lynn Borczon) will be contacted at lynn@hfcc.edu or 313-845-3664.</p>

	<p>vi. Assess need to implement interim or long-term protective measures to protect the complainant, as described below. HFC will assess the need for a “No Contact” order or a Trespass warning for the respondent, if appropriate.</p> <p>vii. Provide written information regarding the victim’s rights and options, including the procedures a victim should follow to report an incident of sexual assault, stalking, domestic violence, dating violence, sexual harassment, sexual exploitation, or other form of gender discrimination.</p> <p>viii. Provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant about timeframes for inquiry, investigation and resolution. Advise complainant that they will be notified of the outcome, whether charges, are filed and applicable sanctions</p> <p>ix. Remind complainant that HFC will strictly enforce the anti-retaliation policy and take immediate and separate action against parties who retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</p>
<p>c. Domestic violence and Dating Violence</p>	<p>i. Assess immediate safety needs of complainant.</p> <p>ii. Depending on when reported (immediate versus delayed report), provide complainant with information about medical care.</p> <p>iii. Assist complainant with contacting Campus Safety and/or local police if complainant requests and provide contact information for local police departments. HFC’s Student Title IX Coordinator (Aura Cazares) will provide this assistance; they may be reached at HFC office building N, Office N227 at ajcazares@hfcc.edu or 313-845-6315. If employee is the affected party, the HFC Employee Title IX Coordinator (Lynn Borczon) will be contacted at lynn@hfcc.edu or 313-845-3664.</p> <p>iv. Provide written instructions on how to apply for a Protection Order if the complainant wishes to pursue this option.</p> <p>v. Provide written information to complainant on how to preserve evidence that</p>

	<p>may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a Protection Order. Additional information about obtaining a Protection Order is available in the Student Title IX Coordinator (Aura Cazares) will provide this assistance; they may be reached at HFC office building N, Office N227 at ajcazares@hfcc.edu or 313-845-6315. If employee is the affected party, the HFC Employee Title IX Coordinator (Lynn Borczon) will be contacted at lynn@hfcc.edu or 313-845-3664.</p> <p>vi. Assess need to implement interim or long-term protective measures to protect the complainant, as described below. HFC will assess the need for a “No Contact” order or a Trespass warning for the respondent, if appropriate.</p> <p>vii. Provide written information regarding the victim’s rights and options, including the procedures a victim should follow to report an incident of sexual assault, stalking, domestic violence, dating violence, sexual harassment, sexual exploitation, or other form of gender discrimination.</p> <p>viii. Provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant about timeframes for inquiry, investigation and resolution. Advise complainant that they will be notified of the outcome, whether charges, are filed and applicable sanctions</p> <p>ix. Remind complainant that HFC will strictly enforce the anti-retaliation policy and take immediate and separate action against parties who retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</p>
<p>d. Sexual harassment/ sexual exploitation</p>	<p>i. Assess immediate safety needs of complainant.</p> <p>ii. Depending on when reported (immediate versus delayed report), provide complainant with information about medical care.</p> <p>iii. Assist complainant with contacting Campus Safety and/or local police if complainant requests and provide contact information for local police departments. HFC’s</p>

	<p>Student Title IX Coordinator (Aura Cazares) will provide this assistance; they may be reached at HFC office building N, Office N227 at ajcazares@hfcc.edu or 313-845-6315. If employee is the affected party, the HFC Employee Title IX Coordinator (Lynn Borczon) will be contacted at lynn@hfcc.edu or 313-845-3664.</p> <p>iv. Provide written instructions on how to apply for a Protection Order if the complainant wishes to pursue this option.</p> <p>v. Provide written information to complainant on how to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a Protection Order. Additional information about obtaining a Protection Order is available in the Student Title IX Coordinator (Aura Cazares) will provide this assistance; they may be reached at HFC office building N, Office N227 at ajcazares@hfcc.edu or 313-845-6315. If employee is the affected party, the HFC Employee Title IX Coordinator (Lynn Borczon) will be contacted at lynn@hfcc.edu or 313-845-3664.</p> <p>vi. Assess need to implement interim or long-term protective measures to protect the complainant, as described below. HFC will assess the need for a “No Contact” order or a Trespass warning for the respondent, if appropriate.</p> <p>vii. Provide written information regarding the victim’s rights and options, including the procedures a victim should follow to report an incident of sexual assault, stalking, domestic violence, dating violence, sexual harassment, sexual exploitation, or other form of gender discrimination.</p> <p>viii. Provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant about timeframes for inquiry, investigation and resolution. Advise complainant that they will be notified of the outcome, whether charges, are filed and applicable sanctions</p> <p>ix. Remind complainant that HFC will strictly enforce the anti-retaliation policy and take immediate and separate action against parties who retaliate against</p>
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	<p>a person for complaining of sex-based discrimination or for assisting in the investigation.</p>
<p>e. Any other form of gender or sex-based discrimination</p>	<p>i. Assess immediate safety needs of complainant.</p> <p>ii. Depending on when reported (immediate versus delayed report), provide complainant with information about medical care.</p> <p>iii. Assist complainant with contacting Campus Safety and/or local police if complainant requests and provide contact information for local police departments. HFC's Student Title IX Coordinator (Aura Cazares) will provide this assistance; they may be reached at HFC office building N, Office N227 at ajcazares@hfcc.edu or 313-845-6315. If employee is the affected party, the HFC Employee Title IX Coordinator (Lynn Borczon) will be contacted at lynn@hfcc.edu or 313-845-3664.</p> <p>iv. Provide written instructions on how to apply for a Protection Order if the complainant wishes to pursue this option.</p> <p>v. Provide written information to complainant on how to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a Protection Order. Additional information about obtaining a Protection Order is available in the Student Title IX Coordinator (Aura Cazares) will provide this assistance; they may be reached at HFC office building N, Office N227 at ajcazares@hfcc.edu or 313-845-6315. If employee is the affected party, the HFC Employee Title IX Coordinator (Lynn Borczon) will be contacted at lynn@hfcc.edu or 313-845-3664.</p> <p>vi. Assess need to implement interim or long-term protective measures to protect the complainant, as described below. HFC will assess the need for a "No Contact" order or a Trespass warning for the respondent, if appropriate.</p> <p>vii. Provide written information regarding the victim's rights and options, including the procedures a victim should follow to report an incident of sexual assault, stalking, domestic violence, dating violence, sexual harassment, sexual exploitation, or other form of gender discrimination.</p>

	<p>viii. Provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant about timeframes for inquiry, investigation and resolution. Advise complainant that they will be notified of the outcome, whether charges, are filed and applicable sanctions</p> <p>ix. Remind complainant that HFC will strictly enforce the anti-retaliation policy and take immediate and separate action against parties who retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</p>
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On-Campus Services

Type of Service	Service Provider	Description of Services	Contact Information
Counseling Center	Henry Ford College	Counselors are licensed by the state of Michigan to address personal and mental health concerns. In addition to academic guidance, counselors address personal concerns, depression, anxiety, substance abuse, and support students impacted by sexual assault/harassment.	Learning Success Center (A-117) Contact: (313) 845-9611 or email counseling@hfcc.edu.
Title IX Coordinators	Henry Ford College	Students: Aura Cazares, Student Conduct & Compliance Officer/Title IX Coordinator Location: Campus Safety Building, Office N227 Phone: 313.845.6315 Email: ajcazares@hfcc.edu Employees: Lynn Borczon, Assistant Director of Human Resources Location: Welcome Center, 3rd Floor Email: lynn@hfcc.edu	Assess immediate safety needs of parties involved.
Medical and Health	Any medical emergencies referred to campus safety	NA	Building N 313-845-9630
Victim Advocacy	Henry Ford College counseling Center offer referrals to	NA	NA

	off-campus providers.		
Assisted Learning Services	Henry Ford College Assisted Learning Services Department	Advising relating to disabilities and accommodations in academic settings.	Assisted Learning Services (A-125) Contact: (313) 845-9617
Student Outreach and Support	Henry Ford College Counseling Center	Student Outreach and Support (SOS) provides personal, career, crisis counseling, additional funding, and academic training assistance.	Assisted Learning Services (A-125) Contact: (313) 845-9629
Reach Out App is a free smartphone resource guide and portal	Henry Ford College Title IX Coordinator Office	The Henry Ford College (HFC) Reach Out App is a free smartphone resource guide and portal that provides safety and security information and alerts through a smartphone app.	https://www.captivation.com/cares/henry-ford-college-cares/default.html

Sexual Assault Prevention and Awareness Training Programs

Date	Program	Who Delivered	Target Audience	Topics Covered
1/21/17	Welcome Back Days participation	HFC Student Conduct, Compliance Officer & Title IX Coordinator and Office of Campus Safety	Students, faculty, and staff	Provide information about Title IX basics, Drug and Alcohol Awareness, Student Conduct Due process rights and Campus Safety Services
1/24/17	Compliance email to all winter 2017 enrolled students (including Job training).	HFC marketing and communications department on behalf of Student Conduct, Compliance Officer & Title IX Coordinator.	Students, faculty, and staff	FERPA, Student Code of Conduct, DAAPP, Sexual Misconduct, Emergency Alert/Campus Police, Assisted Learning Services, Financial Aid, and Gainful Employment.
1/27/18	Human Trafficking awareness.	Campus Safety hosted Pearls of Greatness	Students, faculty, and staff	Human Trafficking awareness.
2/17/17	Wayne County-CSART meeting.	Wayne County Prosecutor's Office	Title IX Coordinators, Law Enforcement, Prosecutors, and community agencies	Various Title IX topics: awareness, reporting, recidivism among perpetrators.
4/18-22	Sexual assault prevention awareness through installation of the Silent Witness Exhibit	HFC's Student Conduct, Compliance Officer & Title IX Coordinator and Student Activities Officer.	Students, faculty, and staff	The Silent Witness Exhibit provides a space to create awareness of domestic and sexual violence victims, survivors, and support services.

4/24/17	Sexual assault prevention and intersectionality. LGBTQ+ unconscious bias and support systems.	HFC's Student Conduct, Compliance Officer & Title IX Coordinator and Student Activities Officer hosted the Michigan Coalition to End Domestic and Sexual Violence (MCDESV)	Students, faculty, and staff	Sexual assault prevention and intersectionality. LGBTQ+ unconscious bias and support systems.
4/18-22	Sexual assault prevention awareness through installation of the Silent Witness Exhibit	HFC's Student Conduct, Compliance Officer & Title IX Coordinator and Student Activities Officer.	Students, faculty, and staff	The Silent Witness Exhibit provides a space to create awareness of domestic and sexual violence victims, survivors, and support services.
5/10/18	Title IX training for hearing to support survivors of sexual assault, domestic violence, and/or stalking for officers and administrators.	HFC Title IX Coordinator hosted Michigan Community College Title IX Consortium.	Administrators, hearing officers, and community partners	Title IX training for hearing to support survivors of sexual assault, domestic violence, and/or stalking for officers and administrators.
9/12/17	Compliance email to all fall 2017 enrolled students (including Job training).	HFC marketing and communications department on behalf of Student Conduct, Compliance Officer & Title IX Coordinator.	Students, faculty, and staff	FERPA, Student Code of Conduct, DAAPP, Sexual Misconduct, Emergency Alert/Campus Police, Assisted Learning Services, Financial Aid, and Gainful Employment.
5/16/17, 6/29/17 and 8/18/17	Employee Orientation	HFC's Human Resources and	New faculty, and staff	HFC's Human Resources and

		Student Conduct, Compliance Officer & Title IX Coordinator provide guidance and support services to new faculty and staff.		Student Conduct, Compliance Officer & Title IX Coordinator provide guidance and support services to new faculty and staff.
9/18/17	Welcome Back Days participation	HFC Student Conduct, Compliance Officer & Title IX Coordinator and Office of Campus Safety	Students, faculty, and staff	Provide information about Title IX basics, Drug and Alcohol Awareness, Student Conduct Due process rights and Campus Safety Services
1/23/17 and ongoing	New student orientation	HFC enrollment services team informs new students about HFC and surrounding community services such as; counseling, campus safety, and Title IX available in an HFC phone application and portal.	All New student orientation attendees.	HFC enrollment services team informs new students about HFC and surrounding community services such as; counseling, campus safety, and Title IX available in an HFC phone application and portal.
9/25/17	First Lady's Sexual Assault Awareness and Prevention Summit	Various state-wide Title IX officers, support agencies, and law enforcement.	Title IX officers, campus safety officers, and advocates	Various Title IX topics: awareness, reporting, recidivism among perpetrators.

Henry Ford College Student Code of Conduct

Policy Type:

Students

I. Henry Ford College Student Code of Conduct

II. Who Does This Policy Affect

HFC Board of Trustees, students, faculty, employees, staff, visitors and vendors (“HFC Community Members”)

III. Purpose

The purpose of this policy is to help protect the safety and well-being of the campus community and to assist the College in providing an environment that supports the educational process. The responsibility for maintaining such an environment is shared by all members of the College community.

Henry Ford College (HFC) is a comprehensive college that is dedicated to maintaining a teaching-learning environment that fosters critical thinking, creativity, personal integrity and self-esteem. We value the diversity of our educational community and of the communities we serve. The purpose of this document is to define a collegiate standard of behavior and to explain the actions to be taken if a student fails to adhere to those standards. Questions regarding this policy and procedure should be directed to the Vice President of Student Affairs/designee.

This policy addresses non-academic behavior, such as criminal behavior, and disorderly or disruptive conduct. Academic behavior, such as cheating, is addressed in official student publications, such as the Student Handbook, and the Faculty Handbook. For academic behavior and complaints, reference the Complaint

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

The College Board of Trustees, acting through a delegation of authority to the President (or his/her designee), retains the ultimate right to make and enforce rules relating to student conduct and discipline.

Whenever, in this policy or in the Student Code of Conduct Procedure, written notice to the student is required, such written notice is deemed accomplished by HAWK e-mail and mailing the document in question to the address the student has on file with the College’s Registrar (Web Advisor). It is the responsibility of the student to ensure that the address on file with the College’s registrar is current. Written notice can also be accomplished by providing the document in question to the student by hand delivery.

IV. Policy Statement

Students enrolled (registered) and/or attending HFC are responsible for adhering to HFC’s Student Code of Conduct, rules and regulations, college policies and for complying with all local, state and federal laws.

Rights and Responsibilities

Students have the rights and accept the responsibilities of participating in an educational environment when they enroll (register) and/or are attending HFC. Each student is expected to respect the rights of others and to help create an environment where diversity of people and ideas are valued. A collegiate community should be free from intimidation, discrimination and harassment, as well as safe from violence. Students are also expected to know and obey federal and state laws and local ordinances, as well as to follow College policies.

Students at HFC have the same rights under the constitutions of our nation and state as other citizens. All students have the right to be treated fairly and with dignity without regard to race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, physical or mental disability, perceived disability, religion, height, weight, or veteran status and any other characteristic protected by law.

Student Code of Conduct Violations

The following is a non-exhaustive list of behaviors and attempted behaviors that are inconsistent with behavioral standards of the College and are subject to disciplinary action.

- I. Violations of state, federal and local laws and ordinances and HFC policies;
- II. Not showing respect for the personal rights of others, the educational mission of the College, and maintaining standards of personal integrity.
- III. Interfering with normal College or College-sponsored activities including, but not limited to: interference with teaching (disrupting a class), class related activities (including off-site clinical and on-line classes), or a College-sponsored event such as College administration, and College Board meetings;
- IV. Failing to comply with the direction of Campus Safety and other College officials and personnel, including failure to leave or identify self when requested by Campus Safety or police;
- V. Engaging in activity that violates HFC's Sexual Misconduct and Non-Discrimination policies. The College 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 defines sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct and communication of a sexual nature when either:
 - i. submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's hiring or employment; or
 - ii. 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.

- VI. Causing harm to another person, such as assaulting, battering or killing another person;
- VII. Stalking;
- VIII. Threatening to cause harm to another person;
- IX. Setting fires or tampering with fire or safety equipment;
- X. Stealing;
- XI. Gambling;
- XII. Causing damage to College, student, faculty, or employee property;
- XIII. Hazing;
- XIV. Bullying another person;
- XV. Violating HFC's Computer Systems Acceptable Use Policy including, but not limited to, violation of HFC's Social Media and Cell Phone Use policy and other prohibitions such as:
 - i. Harassment of persons or organizations on or off campus for any reason.
 - ii. Sending or receiving material of a profane, pornographic, or threatening nature.
 - iii. Sabotage, misuse, or abuse of equipment, software, or data on or off campus, including unauthorized alteration of HFC's Systems and computer files through the willful or negligent introduction of viruses or by mechanical or electronic tampering.
 - iv. Unauthorized production or reproduction of programs, or multiple copies of material in any form for the purpose of resale or redistribution in violation of the intellectual property rights of HFC or any other person.
 - v. Plagiarizing, altering, or tampering with the work of others. Please see HFC's policy on Academic Dishonesty
 - vi. Gaming, solicitation, or any activity deemed illegal or contrary to HFC policies.
 - vii. Theft of intellectual or other property, including copyright infringement.
 - viii. Intentionally preventing an electronic communication from being received by the intended recipient without authorization from the originating sender.
 - ix. Intentionally causing an electronic communication to be viewable or heard by persons other than the named recipient without authorization from the originating sender, or the named recipient, except where the recipient of electronic communications reports a violation of the Computer Systems Use Policy.
- XVI. Violation of HFC's Dangerous Weapons policy, Federal, state, or local law enforcement officers who are required to carry weapons during the course of their employment are

required to notify the Campus Safety Office of this requirement prior to bringing such weapons on campus;

- XVII. 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, submitting false incident reports with Campus Safety or College administrators, or transaction. Using a falsified document or record;
- XVIII. Engaging in an activity that violates the Non-Smoking policy and/or the Drug and Alcohol Policy;
- XIX. Disrupting HFC business operations, sponsored activities, classroom teaching for purposes other than expressing protected First Amendment speech;
- XX. Reporting or causing to be reported any false report, threat, or warning of an emergency on HFC's premises or at an HFC sponsored event, including without limitation bomb threats and setting off false fire alarms;
- XXI. Misusing over the counter drugs or other substances on campus or at College authorized activities;
- XXII. Assuming another person's identity;
- XXIII. No skateboards, roller blades, roller skates, bicycles, or similar wheeled devices are permitted inside College buildings. Skateboards and other wheeled devices may not be ridden on railings, curbs, benches, stairs, or other such fixtures for the safety of the student and others, and to prevent damage to College property. Failure to comply with these restrictions may also result in the individual being liable for any damages caused by these activities.

The College prohibits the use of hover boards and drones on College property, which includes College facilities and buildings.

- XXIV. Any other actions deemed unsuitable for a College campus.

V. Definitions

“College” means Henry Ford College

“Student” means all persons who are currently admitted, enrolled (registered) and/or attending HFC (or upon the issuance of a student ID number). This includes part-time or full-time students despite geographical location i.e., including being enrolled in on-line courses, certificate courses, non-credit courses, and clinical sites.

“Faculty member” means any person hired by HFC to conduct a classroom or teaching activities.

“College administrator or staff” means any person who is employed by HFC and has the designation of part-time or full-time status and is hired as a temporary or full-time permanent employee.

“Campus community and college community” includes any person who is a student, faculty member, college administrator or staff member employed by HFC, and any authorized non-employed personnel (such as interns). A person’s status in a particular situation shall be determined by the Vice President of Student Affairs/designee.

“Business days” refers to days Henry Ford College’s administrative offices are open.

“Drug paraphernalia” means medicinal marijuana, electronic cigarettes, all smoking aids like hookahs, bongos, etc. This list is illustrative only and is not an exhaustive list of substances not allowed on HFC premises

"Vice President" refers to the Vice President of Student Affairs (and his or her designee).

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

“Harassment, Bullying, and Harassment causing a Hostile Environment” means conduct that is so severe, pervasive, and objectively offensive 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. The conduct does not have to be threatening and may include deliberate and persistent communication that disturbs the recipient.

“Policy” means the written regulations of the College documented but not limited to the HFC Catalog, Student Handbook, Student Code of Conduct, College web site and departmental/division publications.

“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 assault or 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. http://www.michigan.gov/msp/0,4643,7-123-1589_1711-10257--,00.html

"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.

"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.

"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. MCL 750.411h(1)(d)

"Hearing Officer Cadre" means the standing group of faculty and/or staff appointed by the Vice President of Students (or his or her designee) to specifically conduct hearings of alleged violations of the Student Code of Conduct.

"Student Code of Conduct" means HFC's Student Code of Conduct, as enforced by the Office of the Vice President of Student Affairs/ Designee (Student Conduct and Compliance).

VI. Responsible Party to Administration and Enforcement

Vice President of Student Affairs
Student Conduct and Compliance Officer/designee

VII. Related Documents

Student Policies, Rights, and Responsibilities

<https://www.hfcc.edu/current-students/student-policies>

Student Code of Conduct Due Process Procedure

<https://policies.hfcc.edu/node/338>

Student Complaint Policy

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

Sexual Misconduct Policy (Title IX)

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

Domestic Violence Awareness information on the MI State Police webpage

http://www.michigan.gov/msp/0,4643,7-123-1589_1711-10257--,00.html

Academic Dishonesty Policy

<https://policies.hfcc.edu/policy/8500>

Smoke Free Campus Policy

<https://policies.hfcc.edu/policy/smoke>

Drugs/Alcohol Policy

<https://policies.hfcc.edu/policy/drug>

Computer Acceptable Use Policy

<https://policies.hfcc.edu/policy/6800>

Use and Regulation of College Property for Expressive Activities

<https://policies.hfcc.edu/policy/use-and-regulation>

Social Media and Cell Phone Use Policy
<https://policies.hfcc.edu/policy/social-media>

Dangerous Weapons
<https://policies.hfcc.edu/policy/dangerous>

VIII. Policy History:

- a. Current Policy Approved by Board: October 16, 2017
- b. Previous Revision Date(s): August 23, 2004; April 13, 2011; July 15, 2015
- c. Previous Policy Section(s) Students; Previous Policy No(s).8100

Adopted Date:

Monday, October 16, 2017

Revised Date:

Monday, August 23, 2004

Wednesday, April 13, 2011

Wednesday, July 15, 2015

Private:

Public

Status:

Board Approved

Student Code of Conduct Due Process Procedure

Purpose

The purpose of the Henry Ford College Student Code of Conduct Due Process Procedure is to provide due process and uphold the Student Code of Conduct policy. The HFC Student Code of Conducts' purpose is to protect the safety and well-being of the campus community and to assist the College in providing an environment that supports the educational process. The responsibility for maintaining such an environment is shared by all members of the College community.

NOTE: Complaints about academic matters such as grade disputes, academic dishonesty or levels of customer service are reviewed through the Student Complaint Policy and Procedure. Please review the Student Complaint Policy and Procedure for specific processes and time frames. The policy can be found at <https://www.hfcc.edu/files/attachments/StuComplaintProc.pdf>.

All faculty members, staff members, administrators, or those perceived by a complainant as a person that would address complaints (e.g., teaching assistants, supervisors, coaches, counselors, rape crisis advocates, medical providers, and clergy) are expected to report any disclosures that involve allegations of Sexual Misconduct/Title IX/ Sexual Harassment directly to the College Title IX Coordinators. report such incidents at www.hfcc.edu/incidentreport

Henry Ford College (HFC) is a comprehensive college that is dedicated to maintaining a teaching-learning environment that fosters critical thinking, creativity, personal integrity and self-esteem. We value the diversity of our educational community and of the communities we serve. When an incident is reported for alleged violations of the Student Code of Conduct, the Behavioral Intervention Team (BIT)/ Counseling Assessment Response Education (CARE) Team provide students the opportunity to state their version of events in addition to the due process options stipulated in the due process procedure.

The HFC Behavioral Intervention (BIT) Team assesses, responds, and makes recommendations pertaining to the alleged behavior exhibited by students who may pose a threat to themselves or others in the College community.

The HFC Counseling Assessment Response Education (CARE) Team assesses, responds, and makes recommendations pertaining to any behavior or incident such as disturbed writings, disturbing statements, disturbing actions that may lead to harm to self or others.

Students facing disciplinary action by the college have the right to due process. When a student is alleged to have violated the Code of Conduct, the student receives due process, which includes 1) Receiving a written description of their possible Code violations, due process options and 2) Having the opportunity to state their version of event by one or more objective decision-makers.

The disciplinary outcome leads to one of three possible outcomes. The student is found either “not responsible” “responsible” or “findings are inconclusive” per violation of the Code.

Students found responsible may be sanctioned.

Expected Behavior Guidelines

A college is a community and students have a significant impact on the quality of that community’s shared experience. The Student Code of Conduct is grounded in two core values:

Respect: Henry Ford College students show positive regard for the worth, dignity and property of others.

Responsibility: Henry Ford College students are given and accept a high level of responsibility to self, to others and to the community.

It is every student’s responsibility to avoid conduct that restricts other individuals from enjoying their rights, privileges and freedoms, or from accessing and benefitting from the college’s offerings.

Students are responsible for being familiar with, and complying with, the Student Code of Conduct, and for upholding its core values of respect and responsibility.

(<https://policies.hfcc.edu/policy/henry-ford-college>)

DUE PROCESS PROCEDURE (Student Rights)

The College will use the following procedures to respond to behavior which goes against the values of the College community. The College considers the procedures for resolving disputes a part of its education mission and is committed to a process which provides both peer review and

mediation. Resolution and appeal processes are administrative functions and are not subject to the same rules of civil or criminal proceedings. Because some violations of these standards are also violations of law, students may be accountable to both the legal system and the College.

Communication regarding this process will be sent to the student's HAWK e-mail address. Students have the responsibility to access their email and have the latest contact information on-file through their Web Advisor account.

Some of the procedures related to the Student Code of Conduct policy are subject to the regulations in the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act of 1996 (HIPPA), and Title IX which may limit the amount of information that maybe shared with parties involved in disciplinary situations.

Definitions

“College” means Henry Ford College

“Student” means all persons who are currently admitted, enrolled (registered) and/or attending HFC (or upon the issuance of a student ID number). This includes part-time or full-time students despite geographical location i.e., including being enrolled in on-line courses, certificate courses, non-credit courses, and clinical sites.

“Faculty member” means any person hired by HFC to conduct a classroom or teaching activities.

“College administrator or staff” means any person who is employed by HFC and has the designation of part-time or full-time status and is hired as a temporary or full-time permanent employee.

“Campus community and college community” includes any person who is a student, faculty member, college administrator or staff member employed by HFC, and any authorized non-employed personnel (such as interns). A person's status in a particular situation shall be determined by the Vice President of Student Affairs/designee.

“Business days” refers to days Henry Ford College's administrative offices are open.

"Vice President" refers to the Vice President of Student Affairs (and his or her designee).

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

“Policy” means the written regulations of the College documented but not limited to the HFC Catalog, Student Handbook, Student Code of Conduct, College web site and departmental/division publications.

"Hearing Officer Cadre" means the standing group of faculty and/or staff appointed by the Vice President of Students (or his or her designee) to specifically conduct hearings of alleged violations of the Student Code of Conduct.

"Student Code of Conduct" means HFC's Student Code of Conduct, as enforced by the Office of the Vice President of Student Affairs/ Designee (Student Conduct and Compliance).

“Conflict Resolution” means a process of resolving a dispute or disagreement. It mainly aims at reconciling opposing arguments in a manner that promotes and protects the human rights of all parties concerned.

“Expungement” means to eliminate or remove from a student’s school record.

“Expulsion” refers to the removal/banning of a student from the College system for an extensive period of time due to a student persistently violating that College’s rules, or for a single offense of appropriate severity in extreme cases.

I. Disciplinary Process

The College has the right, at its discretion, to impose any penalty or combination of penalties in any order, depending on the severity of the conduct or violation which has occurred. It is recognized that “progressive discipline” is not required, and that immediate dismissal is an appropriate discipline for certain conduct, regardless of whether there has been previous discipline. Students who are removed from their course of study as a result of a disciplinary matter, will be financially responsible for the cost of the courses from which he or she is removed.

A. Disciplinary proceedings are subject to the following guidelines:

- I. Violations of College rules/regulations may be reported by any College employee, faculty member or student;
- II. Reports shall be in writing and shall be filed with the Vice President of Student Affairs or other administrative official designated by the Vice President (or his/her designee) (hereinafter referred to as “Vice President/Designee”) , to the Office of Campus Safety or using the on-line webform www.hfcc.edu/incidentreport
- III. If the report and evidence are determined by the Vice President/Designee to warrant proceeding further:
 - a. The Vice President/Designee shall notify the student in writing through HAWK email that he/she is accused of a violation of one or more regulations, and shall specify each alleged violation;
 - b. This notification shall include a statement of possible consequences, including potential penalties, and a statement of the student’s right to hearing and other due process rights;
 - c. This notice shall be sent within seven (7) business days after the incident is first filed with the Vice President/Designee. The timeline may be modified by days the College is closed to the public. Such letter shall also specify the course of action available to the student, as indicated below.
- IV. Within seven (7) business days after the Vice President/Designee emails the letter set forth above, the student shall have the right to elect, in writing, one of the following three courses of action The timeline may be modified by days the College is closed to the public:

- a. The student may voluntarily admit the alleged violation (with or without an explanation) and waive, in writing, their rights to a judicial hearing and other such due process protection and request that the Vice President/Designee take whatever action he/she deems appropriate. If the student elects this option, the decision of the Vice President/Designee is final. The Vice President/Designee has the option to recommend alternative process called “Conflict Resolution” which is described in more detail in the definition section of this Procedure.
 - b. The student also has the option to admit responsibility and elect to enter into an alternative process called “Conflict Resolution” which is described in more detail in the definition section of this Procedure.
 - c. The student may voluntarily admit the alleged violation and request a hearing before the Vice President/Designee. The Vice President/Designee has the option to recommend alternative process called “Conflict Resolution” which is described in more detail in the definition section of this Procedure.
 - d. The student may deny the alleged violation, in which case the Vice President/Designee may conduct an initial investigation and do one of the following:
 - i. Dismiss the charge;
 - ii. Hear the case;
 - iii. Assign the case to another administrator for hearing; or
 - iv. Offer the parties to participate in Conflict Resolution. Conflict Resolution will only be offered if both parties voluntarily agree to the alternate process as long as the parties are not a threat to themselves or others. This process is only available for Student Code of Conduct violations.
5. The student has the right not to respond. If no response is received from the student within seven (7) business days after the Vice President/Designee emails the letter set forth in 4 above, the Vice President/Designee has the right to take whatever measures he/she, in his/her discretion, deems appropriate, including holding a hearing or issuing discipline without a hearing. The timeline may be modified by days the College is closed to the public and/or if there are any mitigating circumstances.
 - V. If the hearing is to be conducted by an administrator who initiated the charges or who determined that the charges warranted further proceeding, the student must agree in writing by the deadline set forth in the Charge Letter to a hearing before such administrator.
 - VI. The student shall be notified at least seven (7) business days prior to the hearing as to the time and place of such hearing, and the name of the individual who will be hearing the matter. The written notice shall contain a statement of the charges with sufficient particularity so that the student may prepare their defense.
 - VII. If the student objects to the administrator who will be hearing the matter, the student must notify the Vice President/Designee of the objection, in writing, not less than three (3) business days prior to the hearing. The timeline may be modified by days the College is closed to the public or if there are any mitigating circumstances. Upon receipt of a timely objection, the Vice President/Designee will consider the student objection and has the

option to assign another administrator to the matter. The Vice President/Designee shall maintain a list of administrators for this purpose. When a timely objection is made, the Vice President/Designee shall assign a neutral individual who shall hear the matter.

- VIII. If the student requests a hearing but fails to respond to the administrator overseeing the hearing within 3 business days from notice of the attempt to set up the hearing; a hearing will be conducted without the student. Failure of a student to appear shall not indicate guilt. The decision on the matter will be rendered with the information provided to the Administrator at the time of the hearing. Communication with the student regarding the decision will take place through HAWK email.

II. Potential Sanctions (Consequences for breaking the rules)

A. If a student is found to have committed any offense deemed to violate the Student Code of Conduct, the Vice President of Student Affairs/Designee will levy an appropriate penalty.

The College has the right, at its discretion, to impose any penalty or combination of penalties in any order, depending on the severity of the conduct or violation which has occurred. It is recognized that “progressive discipline” is not required, and that immediate dismissal is an appropriate discipline for certain conduct, regardless of whether there has been previous discipline. Students who are removed from their course of study as a result of a disciplinary matter, will be financially responsible for the cost of the courses from which he or she is removed.

The following are examples of penalties which can be imposed:

- I. **Interim Suspension:** Separation from the College for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, although this deadline may be extended upon application to, and at the discretion of, the Vice President of Student Affairs/Designee. During the suspension period, the student is banned from College property, functions, events and activities without prior written approval from the Vice President of Student Affairs/Designee. This sanction may be enforced with a trespass action if necessary.
- II. **Warning Placed in Student Record:** A written notice that the student violated the Code of Conduct and that they will face more severe sanctions if they violate the Code of Conduct again.
- III. **Restitution:** Compensation for damage caused to the College or any person’s property.
- IV. **Community/College Service Requirements:** A student or a student organization can be required to complete a specific service project.
- V. **Loss of Privileges:** The student is denied specified privileges for a designated period of time.
- VI. **Confiscation of Prohibited Property:** Items whose presence is in violation of the Code of Conduct are confiscated and become College property (i.e., weapons, drugs, etc.).

Prohibited items may be returned to the owner at the discretion of the Vice President of Student Affairs/Designee and/or Campus Safety.

- VII. **Behavioral Requirement:** This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
- VIII. **Educational Program or Assignment:** Requirement to attend, present and/or participate in an educational program relative to the violation. It may also be a requirement to sponsor or assist with an awareness program or event. Another possibility is an assignment to produce a written, spoken or videotaped piece on a topic related to the violation.
- IX. **College Probation:** The student is put on official notice that, should further violations occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.
- X. **Eligibility Restriction:** The student is deemed “not in good standing” with the College for a specified period of time. Specific limitations or exceptions may be granted by the Vice President of Student Affairs/Designee and terms of this conduct sanction may include, but is not limited to, the following:
 - a. **Ineligibility** to hold any office in any student organization recognized by the College or hold an elected or appointed office at the College; or
 - b. **Ineligibility** to represent the College to anyone outside the College community in any way including: participating in the student abroad program, attending conferences, or representing the College at an official function, event or intercollegiate competition as a player, manager or student coach, etc.
- XI. **Expulsion:** Permanent separation from the College. The student is banned from College property and the student’s presence at any College sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.
- XII. **Other Sanctions:** Additional or alternate sanctions may be created and designed as deemed appropriate to the office with the approval of the Vice President of Student Affairs/Designee.

Student groups or organizations can also be sanctioned.

The following sanctions may be imposed upon groups or organizations found to have violated the Student Code of Conduct:

- I. One or more of the sanctions listed above, specifically 1 through 7, 10 through 12, and/or
- II. Deactivation, de-recognition, loss of all privileges (including status as a College registered group/organization), for a specified period of time.

B. Interim and Permanent Suspension

1. In some cases the College will place a hold on the student’s account to prevent the student from registering for additional classes or receiving transcripts. This step is usually taken when a student fails to respond to correspondence or is in the midst of upholding a suspension.

2. In more severe cases, the Vice President/Designee may, at his/her discretion, remove a student from a class or suspend him or her from the College for an interim period pending an investigation or disciplinary proceedings. The College believes suspending or restricting the student will preserve the safety of the student/others, preserve the integrity of an investigation, protect College property and/or prevent disruption of College operations.

3. **Voluntary and Involuntary Withdrawals**. The Vice President/Designee may also, with the approval of the President or his/her designee, remove a student from a class or suspend him or her for an interim period, for purposes of obtaining a medical, psychiatric or psychological evaluation, whenever the Vice President/Designee determines that there is reasonable cause to believe that the continued presence of a student in class or on the College campus poses a threat to him/herself or to others or to the stability of normal College classes or functions. In such situation the voluntary or involuntary withdrawal process will begin.

4. If practical, a student will be given an opportunity to appear personally before the Vice President/Designee before he or she is suspended on an interim basis. Such an appearance is solely for the purpose of considering:

- a. The reliability of the information concerning the student's alleged conduct;
- b. Whether the alleged conduct and surrounding circumstances reasonably indicate that the continued presence of the student in class or on the College campus poses a threat to him/herself or to others or to the stability of normal College classes or functions.

If circumstances are such that the Vice President/Designee does not believe it is advisable to give the student an opportunity to appear personally before an interim suspension is imposed because of a concern of a threat to themselves or others, the student will be afforded the earliest opportunity to speak with the Vice President of Student Affairs/Designee either by phone, through HAWK email or via a letter addressed to the Vice President of Student Affairs/Designee at 5101 Evergreen Road, L-430, Dearborn, MI 48128

HEARING PROCEDURE

I. Disciplinary Hearing

A. All HFC students have the right to the protection of due process in disciplinary proceedings. The student is entitled to a fair and prompt hearing before an impartial person.

B. During a disciplinary hearing, both the student and the College have the right to be advised by a non-attorney representative. If the student desires such a representative, but is unable to arrange for the representative, the Vice President/Designee, upon request of the student, shall provide the student with a list of five faculty members from whom the student may choose. The role of the representative is to observe the hearing preceding only. This means the advisor's role is non-participatory and cannot speak or cross-examine other parties involved in the hearing (unless documented accommodations through the Assisted Learning Services Office recommend modification of the advisor's role). To facilitate such protection, the following preliminary procedures shall be used in disciplinary proceedings:

1. No student may be compelled to testify against himself/herself in a disciplinary hearing;
2. In a disciplinary hearing the student has the right to question those who testify against him/her; (in cases where the safety of the parties involved is in question, the questions will be

facilitated through the hearing officer);

3. No student shall be subject to a disciplinary hearing twice for the same incident or event. However, the student may appeal the decision of the Vice President/Designee to the Judicial Board, as stipulated in the criteria documented in this Procedure;

C. The Vice President/Designee may modify the time limits and procedures of the disciplinary process when, in his/her discretion, doing so is desirable or necessary to appropriately proceed, and the modification is not contrary to due process requirements.

II. Hearing Procedures:

- I. The student shall be entitled to appear at the hearing in person before the Vice President of Student Affairs/Designee and to present their defense, which may include the presentation of witnesses.
- II. The student shall be entitled to inspect any evidence which the College or complainant intends to submit at the hearing 48 business hours in advance of the hearing..
- III. The student has the right to elect not to appear at the hearing. Should they elect not to appear, the hearing shall be held in the student's absence. Failure of a student to appear shall not indicate guilt and may not be considered in any finding, decision or recommendation.
- IV. If the student elects to have the assistance of an advocate, the advocate's role is non-participatory and the advocate may not examine or cross-examine witnesses unless, in the judgment of the administrator conducting the hearing, the student is unable to question witnesses through some impairment, language impediment or disability, or other reason.
- V. A student shall be permitted to hear evidence against themselves and shall be afforded an opportunity to question all witnesses who testify at the hearing. Each witness shall be asked to affirm that their testimony will be truthful. The witness will also be informed that knowingly furnishing false information may cause the witness to be subject to charges as stated in the Student Code of Conduct.
- VI. In cases where the safety of the parties involved is in question, all questions may be facilitated through the hearing officer.

III. The Hearing

- I. The hearing will be closed to the public.
- II. Formal rules of evidence shall not be applicable in student disciplinary hearings. The Vice President/Designee shall admit evidence in their discretion. Without reducing that discretion, the Vice President/Designee shall give appropriate consideration to concerns of confidentiality and privilege, and shall admit evidence which they believe would be considered by reasonable persons in the conduct of their everyday affairs. Unduly repetitious or irrelevant evidence may be excluded at the Vice President of Student Affairs/Designee's discretion.

- III. If the student chooses to testify, the student may refuse to answer questions. The facts of the case shall be determined solely on the basis of evidence presented at the hearing.
- IV. The respondent, complainant and hearing officer may question witnesses and the other parties involved, either directly or through the hearing officer at the hearing officer's discretion. Unduly repetitive witnesses can be limited at the discretion of the hearing officer.
- V. The administrator hearing the matter shall make findings of responsible, not responsible, or inconclusive per each charge brought against the student. The administrator will make recommendations as to possible sanctions and/or other remedies.
- VI. It is the responsibility of the Vice President/Designee or administrator hearing the matter to make an audio taped record of the hearing.
- VII. The hearing officer has the right to limit personal belongings in the hearing room and any unauthorized recording of the hearing is prohibited.
- VIII. After the hearing, the Vice President of Student Affairs/Designee or administrator hearing the matter shall prepare a written statement of the decision and explanation of the reasons for such decision. This information will be provided to the student in the outcome letter.
- IX. The decision of the Vice President/Designee is final, unless the penalty involves an expulsion, a suspension, or a permanent notation on the student's record, in which case the student may appeal to the Judicial Board or the Appeal Panel by providing supportive documentation to the Vice President of Student Affairs/Designee identifying the specific reason(s) for the appeal, by selecting one or more of the following:
 - substantial evidence not previously considered;
 - evidence of bias by the administrator who conducted the disciplinary hearing;
 - significant errors in procedures by the administrator who conducted the disciplinary hearing;
 - significant finding of inequity in disciplinary actions related to findings;
 - the cumulative conduct record of the respondent.

IV. Appeals to the Appeal Panel or Judicial Board

When the penalty imposed involves a suspension, an expulsion, or a permanent notation on the student's record, the student has the right to appeal. Appeal requests must be provided in writing from the students HAWK email account or via a letter addressed to the Vice President of Student Affairs/Designee at 5101 Evergreen Road, L-430, Dearborn, MI 48128

A. Appeal Panel

Students who admit responsibility (with or without explanation) may qualify for an appeal request to be reviewed by the Vice President of Student Affairs/Designee as set forth in Section 9, above, must follow the procedures for the Appeal Panel.

Students who deny responsibility and may qualify for an appeal request to be reviewed by the Vice President of Student Affairs/Designee as set forth in Section 9, above, follow the procedure for the Judicial Review Board Appeal

A request for an appeal will be considered if in the case the sanctions imposed are substantially outside the parameters or guidelines set by the College. A request for an appeal will be considered and may be granted if the request meets the criteria as set forth in Section 9 above,

The President/Vice President will review the appeal request and determine in 5 business days if the request is denied or allowed to proceed to the appeal review board.

The President/Vice President will convene a review board to hear the appeal.

The suspension sanction will remain in place while the appeal is being considered, unless it is determined by the VP of Student Affairs that lifting the sanction does not create a threat of harm to the College or to an individual. A decision regarding this issue will be made at the time the request to appeal is granted or denied. If granted, the Appeal Board is composed of three (3) administrators randomly selected from a pool of administrators.

B. Appeal Panel Hearing Procedures

1. Within fourteen (14) business days of the composition of the Appeal Panel being finalized, it will meet. The timeline may be modified by days the College is closed to the public or if there are any mitigating circumstances.
2. The review by the Appeal Panel will include examination of the appeal request, the transcript or record of the original hearing, the original allegation and/or physical evidence, and an appeal hearing.
3. The Chair of the Appeal Panel shall limit discussion to only those issues contained in the appeal request. The Appeal Panel shall hear any new evidence, new witness(es) and review the new physical evidence. The Appeal Panel may call other witnesses, seek other information, or hear any other evidence, and recess and reconvene as it deems necessary.
4. The student shall be entitled to appear at the Appeal Panel hearing in person to present their appeal.
5. If the student fails to appear at the hearing, the appeal will be dismissed and the decision at the disciplinary level affirmed.
6. In an appeal hearing before the Appeal Panel, both the student and the College have the right to be advised by a non-attorney representative. If the student desires such a representative, but is unable to arrange for the representative, the Appeal Panel or the Vice President/Designee, upon request of the student, shall provide the student with a list of five faculty members, from whom the student may choose. The role of the representative is to advise the student. If the student elects to have the assistance of a representative, the representative's role is non-participatory and may not examine or cross-examine witnesses. The Appeal Panel may, in its judgment, permit the representative to participate if it determines the student requires assistance (i.e. impairment, language impediment or disability, or other reason).
7. The student shall be permitted to call witnesses who have evidence deemed relevant by the Appeal Panel, and shall be accorded an opportunity to question all witnesses who testify at the hearing. Each witness shall be asked to affirm that their testimony will be truthful. The witness will also be informed that knowingly furnishing false information can cause him/her to be

subject to charges as stated in the Student Code of Conduct.

8. The hearing will be closed to the public.

9. Formal rules of evidence shall not be applicable in the appeal hearing. The Appeal Panel shall admit evidence in its discretion. Without reducing that discretion, the Appeal Panel shall give appropriate consideration to concerns of confidentiality and privilege, and shall admit evidence which it believes would be considered by reasonable persons in the conduct of their everyday affairs. Unduly repetitious or irrelevant evidence may be excluded at the discretion of the Appeal Panel.

C. Decision By Appeal Panel

The Appeal Panel will make its decision by a majority vote of those present and voting. The Appeal Panel has the authority to take any action it deems appropriate, including the authority to:

1. uphold the disciplinary decision,
2. modify the decision, or,
3. overturn the decision.

The decision of the Appeal Panel will be provided to the student, in writing, within seven (7) business days after it is reached. The Appeal Panel's decision in the matter is final, and shall be implemented immediately. The timeline may be modified by days the College is closed to the public.

D. Appeal Procedure to Judicial Review Board

1. A student who wishes to appeal a disciplinary decision as set forth above, must request review by the Judicial Board in writing, within ten (10) business days after the decision of the Vice President/Designee is mailed. The timeline may be modified by days the College is closed to the public.

2. The letter of appeal must contain supportive documentation stating the reason(s) for the appeal, based on one or more of the following:

- 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.

3. In an appeal to the Judicial Board, the appeal shall be decided by majority vote of the members of the Board present and voting.

4. The Judicial Board has the authority to uphold the decision of the Vice President/Designee or other administrator who heard the matter, reverse the decision or modify the decision (which can include an increased penalty). If the Judicial Board elects to modify the decision, it may choose a penalty it deems appropriate, including any penalty set forth in section III (A) of the Student Conduct Policy, "Sanctions."

5. The decision rendered by the Judicial Board is final.

E. Judicial Board Organization and Hearing Procedure

1. The Judicial Board shall be composed of two students, two faculty members and one administrator.

2. The Chair of the Judicial Board shall be designated by the Vice President/Designee at the beginning of each academic year.
3. A pool of eight students will be assigned by the Student Council to serve on the Judicial Board for one academic year. Two students shall be appointed by the Student Council from the group of eight (8) assigned students with consent of the Student Council to serve on the Board for each particular case.
- 4.. A group of eight faculty members, three of whom shall be from the Academic Education area, three from the Career Education area, and two from the Student Affairs area, will be designated by the Senate for one academic year. Two faculty members shall be appointed by the Senate to hear each case.
5. The student will be informed within seven (7) business days of the composition of the Judicial Board, and of the date, time, and place of the Judicial Board appeal hearing. A student may challenge a Judicial Board member. Any objection to a Judicial Board member must be made in writing, within three (3) business days of the letter indicating the composition of the Board. A Judicial Board member shall be disqualified if a majority of the Judicial Board members agree that the student has made a reasonable showing for the objection. A replacement for a successfully challenged member will be selected from the same group as the challenged member and in the manner described in Section IIIB. The timeline may be modified by days the College is closed to the public.
6. Within fourteen (14) business days of the composition of the Judicial Board being finalized, it will meet. The timeline may be modified by days the College is closed to the public or if there are any mitigating circumstances.
7. The review by the Judicial Board will include examination of the appeal request, the transcript or record of the original hearing, the original allegation and/or physical evidence, and an appeal hearing.
8. The Chair of the Judicial Board shall limit discussion to only those issues contained in the appeal request. The Judicial Board shall hear any new evidence, new witness(es) and review the new physical evidence. The Judicial Board may call other witnesses, seek other information, or hear any other evidence, and recess and reconvene as it deems necessary.
9. The student shall be entitled to appear at the Judicial Board hearing in person to present their appeal.
10. If the student fails to appear at the hearing, the appeal will be dismissed and the decision at the disciplinary level affirmed.
11. In an appeal hearing before the Judicial Board, both the student and the College have the right to be advised by a non-attorney representative. If the student desires such a representative, but is unable to arrange for the representative, the Judicial Board or the Vice President/Designee, upon request of the student, shall provide the student with a list of five faculty members, from whom the student may choose. The role of the representative is to advise the student. If the student elects to have the assistance of a representative, the representative's role is non-participatory and may not examine or cross-examine witnesses. The Judicial Board may, in its judgment, permit the representative to participate if it determines the student requires assistance (i.e. impairment, language impediment or disability, or other reason).
12. The student shall be permitted to call witnesses who have evidence deemed relevant by the Judicial Board, and shall be accorded an opportunity to question all witnesses who testify at the hearing. Each witness shall be asked to affirm that their testimony will be truthful. The witness

will also be informed that knowingly furnishing false information can cause him/her to be subject to charges as stated in the Student Code of Conduct.

13. The hearing will be closed to the public.

14. Formal rules of evidence shall not be applicable in the appeal hearing. The Judicial Board shall admit evidence in its discretion. Without reducing that discretion, the Judicial Board shall give appropriate consideration to concerns of confidentiality and privilege, and shall admit evidence which it believes would be considered by reasonable persons in the conduct of their everyday affairs. Unduly repetitious or irrelevant evidence may be excluded at the discretion of the Judicial Board.

F. Decision By Judicial Board

The Judicial Board will make its decision by a majority vote of those present and voting. The Judicial Board has the authority to take any action it deems appropriate, including the authority to:

1. uphold the disciplinary decision, or
2. modify/overturn the decision.

The decision of the Judicial Board will be provided to the student, in writing, within seven (7) business days after it is reached. The Judicial Board's decision in the matter is final, and shall be implemented immediately. The timeline may be modified by days the College is closed to the public.

Procedure Effective: January 26, 2018

Private:

Public

Procedure Type:

[Students](#)

Adopted Date:

Friday, January 26, 2018

Procedure Name:

Student Code of Conduct Due Process Procedure

Related Policies:

Henry Ford College Student Code of Conduct

Status:

Department Approved

Crime Prevention Awareness Programs

Date	Program	Who Delivered	Target Audience	Topics Covered
1/27/17	Human Trafficking 101/Human Trafficking Awareness Month	Pearls of Great Price Coalition/ Carrie Wood	All Employees/Campus Community	Warning Signs of Human Trafficking/ What to Do If Human Trafficking is Suspected
03/02/17	Self-Defense Training for Student, Staff & Faculty	Atmospheric Training Academy	Campus Community / Student s, Staff & Faculty	Self Defense Training
03/07/17	ALICE Active Shooter Response Training Instructor Course	Active Shooter Response Training	Students, faculty, and staff	Active shooter training.
05/25/17	Active Shooter Training: Run, Hide, Fight	Dearborn Police Department / Instructor Sgt. John Wolf	All Employees / Campus Community	Active Shooter protocol / options
09/21/17	Welcome Back Crime Prevention - Students (Fall) 2017	HFC Campus Safety	Students	Crime Prevention handouts on various topics

11/21/17	Active Shooter Training Henry Ford College Project Search	HFC Campus Safety	Henry Ford College Project Search	Run, Hide, Fight
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Drug and Alcohol Awareness Programs

During the 2017 calendar year, the following programs and activities related to drug and alcohol abuse prevention were available to students and employees:

Date	Program	Who Delivered	Target Audience	Topics Covered
1/21/17	Welcome Back Days participation	HFC Student Conduct, Compliance Officer & Title IX Coordinator and Office of Campus Safety	Students, faculty, and staff	Provide information about Title IX basics, Drug and Alcohol Awareness, Student Conduct Due process rights and Campus Safety Services
1/24/17	Compliance email to all winter 2017 enrolled students (including Job training).	HFC marketing and communications department on behalf of Student Conduct, Compliance Officer & Title IX Coordinator.	Students, faculty, and staff	FERPA, Student Code of Conduct, DAAPP, Sexual Misconduct, Emergency Alert/Campus Police, Assisted Learning Services, Financial Aid, and Gainful Employment.
9/12/17	Compliance email to all fall 2017 enrolled students (including Job training).	HFC marketing and communications department on behalf of Student Conduct, Compliance	Students, faculty, and staff	FERPA, Student Code of Conduct, DAAPP, Sexual Misconduct, Emergency Alert/Campus Police,

		Officer & Title IX Coordinator.		Assisted Learning Services, Financial Aid, and Gainful Employment.
9/18/17	Opioid epidemic awareness program. Panel discussion and screening of film <i>Chasing the Dragon</i> .	FBI, DEA, and US Attorney's Office, HFC Student Conduct, Compliance Officer & Title IX Coordinator, and Student Activities Officer	Students, faculty, and staff	As part of Drug and Alcohol Awareness and Prevention, we are excited to host the FBI, DEA, and US Attorney's Office our campus hosted a screening of the Opioid Epidemic film <i>Chasing the Dragon</i> and panel discussion.
9/18/17	Welcome Back Days participation	HFC Student Conduct, Compliance Officer & Title IX Coordinator and Office of Campus Safety	Students, faculty, and staff	Provide information about Title IX basics, Drug and Alcohol Awareness, Student Conduct Due process rights and Campus Safety Services

Drug and Alcohol Resources

HFC also offers the following resources:

- Alcohol Abuse Awareness during Welcome Week
- The HFC Counseling and Career Center webpage offers a Free Alcohol Screening tool, which can be accessed by employees and students at <https://www.hfcc.edu/campus-life/counseling>.
- Substance abuse treatment is covered by all medical plans offered by Henry Ford College. Employees paid only their plan's deductible or co-pay for all treatment services.
- Leaves of absence is available for drug and alcohol abuse treatment. HFC offers leaves covered under the Family and Medical Leave Act and those not covered by the act. Interested employees work with HFC's Human Resources department to request a leave to participate in treatment, and the reason for the leave is kept confidential. Leaves may be full leaves, meaning the employee is entirely absent from work, or the employee may take an intermittent leave of absence. Leaves are coordinated through and documented by the employee's treatment provider.
- The college offered an Employee Assistance

Program (EAP). Employees are eligible for up to two pretreatment and assessment interviews at no cost for problems requiring further assistance.

Bi-Annual Consumer Information & Drug & Alcohol Right to Know Notification

As a condition for receiving federal funds or any other form of federal financial assistance, all institutions of higher education must implement notifications that inform students and employees of the resources, 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 our Student Consumer Information webpage.

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>.

General Information

- **About HFC**
- **Academic Programs**
- **Assisted Learning Services**
- **Campus Map, Parking, Directions**
- **Career and Job Placement Services**
- **College Calendar**
- **Faculty and Instructional Personnel**
- **HFC Instructional Facilities**
- **HFC Mission**
- **Intercollegiate Athletic Program Participation Rates**

Health and Safety

- **Behavioral Incident Team (BIT) Report Form: Threat Reporting**
- **Campus Safety Annual Report**
- **Daily Crime and Fire Safety Log**
- **Emergency Quick Reference Guide**
- **Information for Crime Victims about Disciplinary Proceedings**
- **Office of Campus Safety**
- **Vaccination Policies**

Policies and Procedures

- **Academic Dishonesty/ Student Conduct**
- **Computer Acceptable Use Policy**
- **Copyright Infringement Policies and Sanctions**
- **Drug and Alcohol Abuse Prevention Program**
- **Missing Person Notification Process**
- **Privacy of Student Records: Family Educational**

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| <ul style="list-style-type: none"> & Financial Support Data • School and Program Accreditations • Student Activities • Student Profile • Textbook Information • Training Programs • Transfer of Credit Policies and Articulation Agreements • Transfer-in Agreements • Veterans Services • Voter Registration | <ul style="list-style-type: none"> • Emergency Response & Evacuation • Timely Warnings | <ul style="list-style-type: none"> Rights & Privacy Act (FERPA) • Refund Policy (Page 21 of 2015-2016 Catalog) • Requirements for Withdrawal • Student Complaint Procedure • Title IX-Sexual Harassment • Information for Crime Victims about Disciplinary Proceedings |
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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>.

<p>Student Financial Assistance</p> <ul style="list-style-type: none"> • Student Financial Aid Information • 2016-17 Financial Aid Facts Book • Contact Information for Assistance in Obtaining Institutional or 	<p>Student Outcomes</p> <ul style="list-style-type: none"> • Gainful Employment • Graduation and Transfer-Out Rates • Graduation Rates for Students Receiving Athletically 	<p>Intercollegiate Sports</p> <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</p>
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Financial Aid Information	Related Student Aid	the conference, state, regional and national levels:
<ul style="list-style-type: none"> • HFC Financial Aid Web Page • Notice of Availability of Institutional and Financial Aid Information • Assistance Available from Federal, State, Local and Institutional Programs • Net Price Calculator • National Student Loan Data System (NSLDS) • Notice of Federal Student Financial Aid Penalties for Drug Law Violations • Federal Student Aid Drug Conviction Information • Federal Student Aid 2016-17 Drug Eligibility Worksheet • HFC Financial Aid Information • Price of Attendance • Return of Federal Financial Aid • Brochure • Policy • Scholarships 	<ul style="list-style-type: none"> • Placement in Employment • Retention Rate • Sample of Job Title and Employer of Recent Graduates • Student Outcomes • Transfer-Out Rates for Students Receiving Athletically-Related Student Aid • Intercollegiate Athletic Program Participation Rates and Financial Support Data 	<p>Men</p> <p>Baseball</p> <p>Basketball</p> <p>Golf</p> <p>Women</p> <p>Volleyball</p> <p>Softball</p> <p>Golf</p> <p>Try-outs for all sports are in the early fall.</p>
		<p>Club Sports</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 313- 317-4138 or visit www.athletics.hfcc.edu</p>

- **State Grant Assistance**
- **Student Loan Information**
- **2016-17 Financial Aid Facts Book**
- **HFC College Loan Code of Conduct**
- **U.S. Department of Education Student Loan Information**
- **Entrance Counseling for Student Loan Borrowers**
- **Exit Counseling for Student Borrowers**
- **2016-17 Financial Aid Facts Book**
- **StudentLoans.gov**

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.

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.

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, training, restriction of privileges, a warning, suspension or dismissal.

Students found in violation of College conduct policies or state of 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 or 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 .

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 2014-2016 Activities (Biannual Assessment)

The College has few incidents of alcohol and drug use reported or observed annually. During the 2014-16 academic years, only 2 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:

Off-campus call 911

Campus Safety: 313-845-9630

Human Resources: 313-845-9820

Student Affairs: 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 or 313-845-9612.

Off Campus Substance Abuse Resources:

- Alcoholic Anonymous 24-hour helpline: 248-332-3521
- Eastwood Clinic (affiliated with St John's Health) 800-626-3896
- Downriver Community Alliance Central: 800-686-6543
- Latino Family Services (Detroit) 1-313-279-3232
- Narcotics Anonymous 24-hour helpline: 248-543-7200
- Oakdale Recovery Center: 734-397-3088
- Psychiatric Intervention Center: 734-721-2000
- Apex Behavioral Health: 313-271-8710
- Employee EAP- HR Benefits Office: 800-847-7240