Dear Henry Ford College (HFC) Student,

We are pleased to welcome you to the 2016-17 academic year and hope, whether you are a new or returning student, you will make the most of your time here both in and outside the classroom. The dedicated professionals in Student Affairs and I are excited to provide programs and services to you that foster growth, social enjoyment and academic enrichment. We are partners in your education!

As part of this partnership, we have four requests during the upcoming academic year:

**Be Active in Your Learning.** Commit to going to class, spending time with your instructors and classmates. Be active in the HFC community by attending theatre productions, concerts, and athletic events. For those seeking intellectual enrichment opportunities, seek admission to the Henry Ford II Honors Program, participate in offerings through the Civic Engagement Center, or qualify to join Phi Theta Kappa or the National Society of Leadership and Success.

**Be Involved in Your College Experience.** With more than 40 student organizations, there are many opportunities for involvement. The Office of Student Activities not only provides fun and enriching programs, but serves as a key source of information if you seek involvement in one of our student clubs, community service and volunteer activities, Student Council or the student newspaper, *The Mirror News*.

**Be Safe.** You will observe, based on the crime statistics highlighted in this handbook, that the College is very safe, particularly compared to other neighboring colleges and universities. We do not take this for granted, however, and neither should you. Collectively, we must all be vigilant about taking care of ourselves and each other. Please always remember to report suspicious behavior using the online Maxient reporting link, ask for help from this office or Campus Safety when needed, and sign up for emergency alert so you can receive up-to-date emergency and school closing texts.

**Take Care of Your Responsibilities.** You are expected to register as soon as possible. If you use financial aid, apply for it before March 1st. Read this handbook so you know when, where and how to get things done and carefully review and follow all college correspondence sent to you. Hawkmail will serve as your official communication with HFC. All important information (financial aid, refunds, information from instructors, registration and graduation information and notification from all campus offices) will be sent through this medium. It is important that you obtain a Hawkmail account if you have not done so already at my.hfcc.edu/hawkmail.

Finally, the 2016-17 Student handbook is the guide to your rights and responsibilities as an HFC student. The Student Code of Conduct found within this handbook lays out the expectations of members in the HFC community. Please read this document carefully and if you have any questions about a rule or policy, please ask a member of the Student Activities staff. You are responsible for understanding our community standards and ignorance of a policy is not an acceptable excuse for violating it.

We wish you much success and rewarding experiences this academic year. Please review the list of contacts within the handbook and reach out to us when you need support. All the best and GO HAWKS!

Sincerely,

Lisa J. Copprue, Ph.D.
Vice President of Student Affairs
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Mission
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.

Vision
First Choice... Best Choice...

Values
We have a PASSION for...
- teaching and learning;
- exploring diverse perspectives and ideas;
- creating a student-centered environment;
- transforming lives through continuous learning; and
- excellence in all that we do.

We demonstrate INTEGRITY through...
- accountability;
- responsible stewardship;
- ethical conduct;
- honest dialogue; and
- sustainable practices.

We promote INGENUITY by...
- being agile, flexible, and responsive;
- rewarding discovery, creativity, and innovation;
- collecting, evaluating, and acting on evidence;
- thinking critically; and
- continuously reimagining the future.

We show RESPECT for one another when we...
- collaborate and rely on teamwork;
- celebrate diversity and inclusiveness;
- maintain transparent practices;
- show compassion and empathy; and
- are engaged and committed to our shared work.

Accreditation
FULLY ACCREDITED SINCE 1949
Henry Ford College (HFC) is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools and the Michigan Commission on College Accreditation. HFC is a member of the Michigan Community College Association (MCCA) and the American Association of Community Colleges (AACC). Approval by the recognized accreditation agencies assures that the students who work in the institution will be recognized by other reputable colleges and universities.

In addition to all HFC programs receiving the highest level of accreditation, many of our first-rate programs are accredited by the premier professional organizations in their field.

HFC Guarantees
HFC offers two guarantees to help assure its students that they’re making the best choice possible.

1. No class cancellations: HFC guarantees that classes will not be canceled for students who have registered and paid their tuition.

2. HFC’s “tuition freeze”: HFC’s tuition freeze guarantees any tuition increase levied by HFC after a student’s initial semester of enrollment will be refunded to the student upon graduation.

HFC Academic Calendar
The academic and enrollment services calendars can be found on the website www.hfcc.edu/calendar.
Board of Trustees

Mary Lane  
Chair

Mariam Bazzi  
Vice Chair

Michael Meade  
Secretary

Mary Petlichkoff  
Treasurer

Joseph Guido  
Trustee

Fadwa Hammoud  
Trustee

Roxanne McDonald  
Trustee
Contacts and Helpful Information

Henry Ford College
Main Campus
5101 Evergreen Road
Dearborn, MI 48128-1495
313-845-9600

Henry Ford College
School of Nursing
3601 Schaefer Road, SN
Dearborn, MI 48126
313-845-6305

M-TEC at Henry Ford College
East Campus
3601 Schaefer Road, MT
Dearborn, MI 48126
313-317-6600
## Contacts and Helpful Information

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
<th>E-mail</th>
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<tr>
<td>Main Number</td>
<td>313-845-9600</td>
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<tr>
<td>Main Toll-Free Number</td>
<td>1-800-585-4322</td>
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<tr>
<td>Admissions</td>
<td>313-845-6403</td>
<td><a href="mailto:enroll@hfcc.edu">enroll@hfcc.edu</a></td>
<td>313-845-9891</td>
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<tr>
<td>Advising Office</td>
<td>313-845-6845</td>
<td><a href="mailto:advising@hfcc.edu">advising@hfcc.edu</a></td>
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<td>Assessment Office</td>
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<td>Career Services</td>
<td>313-845-9618</td>
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<td>313-845-9899</td>
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<td>Cashier’s Office</td>
<td>313-845-9641</td>
<td><a href="mailto:cashiers@hfcc.edu">cashiers@hfcc.edu</a></td>
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<td>Corporate Training</td>
<td>313-845-9670</td>
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<td>313-845-9611</td>
<td><a href="mailto:counseling@hfcc.edu">counseling@hfcc.edu</a></td>
<td>313-317-6550</td>
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<td>313-206-5101</td>
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<td>Financial Aid</td>
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<td>Information Technology Services</td>
<td>313-845-6345</td>
<td><a href="mailto:helpdesk@hfcc.edu">helpdesk@hfcc.edu</a></td>
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<td>International Student Services</td>
<td>313-317-6842</td>
<td><a href="mailto:international@hfcc.edu">international@hfcc.edu</a></td>
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<td>Learning Lab</td>
<td>313-845-9643</td>
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<td>Library</td>
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<td>Registration and Records</td>
<td>313-845-6403</td>
<td><a href="mailto:registrar@hfcc.edu">registrar@hfcc.edu</a></td>
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<td>Student Outreach and Support</td>
<td>313-845-9629</td>
<td><a href="mailto:sos@hfcc.edu">sos@hfcc.edu</a></td>
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<tr>
<td>Student Policies</td>
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<td>Website Questions/Comments</td>
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<td><a href="mailto:webmaster@hfcc.edu">webmaster@hfcc.edu</a></td>
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7 Steps to Enroll

**STEP 1**
Apply
- For admission complete an application: [www.hfcc.edu/apply](http://www.hfcc.edu/apply).
- For financial aid complete the FAFSA: [www.hfcc.edu/finaid](http://www.hfcc.edu/finaid).

**STEP 2**
Request Admission Documents
- Have your high school or GED Center send your official, final transcript to:
  - Fax: 313.845.9891
  - E-mail: enroll@hfcc.edu
- High school transcripts can also be requested electronically at [www.parchment.com](http://www.parchment.com).

**STEP 3**
Participate in Course Placement
- For more information, visit [www.hfcc.edu/courseplacement](http://www.hfcc.edu/courseplacement).

**STEP 4**
Complete Orientation
- Schedule orientation at [www.hfcc.edu/orientation](http://www.hfcc.edu/orientation).

**STEP 5**
Meet with an academic advisor
- For more information, visit [www.hfcc.edu/advising](http://www.hfcc.edu/advising).

**STEP 6**
Register for Classes
- For more information, visit [www.hfcc.edu/webadvisor](http://www.hfcc.edu/webadvisor).

**STEP 7**
Pay For Classes
Payment Options
- For information on paying for classes, visit [www.hfcc.edu/tuition](http://www.hfcc.edu/tuition).
- Financial Aid (Loans & Grants) [www.hfcc.edu/finaid](http://www.hfcc.edu/finaid).
- HFC Scholarships [www.hfcc.edu/scholarships](http://www.hfcc.edu/scholarships).
Dearborn Senior Citizen Students

Dearborn Public School District residents who meet course prerequisites and who are age 60 and older are eligible to take credit courses at HFC tuition-free, provided they pay uniform fees and specified course fees. Interested individuals should visit the Welcome Center (Building WC) or call 313-845-9600 to express their interest in the program.

Veterans Services

It is our goal to provide quality service to students who valiantly served our country or who still are on active duty, including Reservists and National Guard members. We also offer support and services for eligible dependents of veterans who are totally and permanently disabled due to a service-related condition or who died while on active duty or as a result of a service-related condition.

ENROLLMENT SERVICES

Through our Welcome Center we provide you with a one-stop enrollment experience, taking you from application to enrollment. You will speak to our VA certification staff who will help you identify and activate the educational benefits you have earned, and take advantage of other resource opportunities for active and retired military men and women. For additional information regarding enrollment, advising, and certification, contact the Welcome Center at 313-845-9600 or visit www.hfcc.edu/veterans.

VETERANS SUPPORT

Our Counseling Office, located in the Learning Success Center (Building A), is your advocacy station. Housed there are your Educational Planning Counselors and Disabilities Support Services. For educational planning and personal counseling contact a counselor at 313-845-9611.

Assessment Policy

The Assessment Center is located on the main floor of the Welcome Center. The Assessment Center provides all students with English, Math and Chemistry placement testing. Placement testing is offered on a walk-in basis. For more details, please contact the Assessment Center at 313-317-6399 or visit www.hfcc.edu/courseplacement.

To prepare to take the Course Placement exams, we strongly recommend that you are well-rested, well-nourished, and ready to test. Do not bring family or children. HFC provides sample test questions, Placement Exam Review Workshops and other placement exam preparation tools. Visit http://learnlab.hfcc.edu/placement for more information.

Tuition and Fee Structure and Payment Options

COURSE FEES

Course fees are charged for supplemental material used in some classes and for rent and maintenance of specialized laboratory equipment. The fees charged are published in the Schedule of Classes each semester. Course fees are paid at the time of enrollment and are non-refundable.

REGISTRATION FEE

A mandatory non-refundable registration fee is charged to all individuals who register at HFC. This fee is intended to partially offset the cost of registration. Students who register for classes and neglect to pay this fee are invoiced. Students who pay the fee are not given a refund of this fee even if they receive a full refund of other fees.

INFRASTRUCTURE FEE

Supports the upkeep of the HFC’s capital assets, such as buildings, sidewalks, and parking lots.

TECHNOLOGY FEE

Supports improvements in the HFC’s technology.

LAB FEES

Covers the costs of lab hours attached to a course to help cover lab operation and equipment costs. Also includes Excess Contact Hour Fee.

GRADUATION EXPENSES

There is no fee to apply for graduation. Participation in the graduation ceremony (Commencement) requires the purchase of a cap and gown from the College Store (Building C).

TUITION EXPENSES

Students should expect to incur expenses for tuition, service fee*, registration fee, laboratory fees, and books. Tuition and fee rates can be found online at www.hfcc.edu/tuition.

* Service Fee-Per Credit Hour: credit hour fee for campus services such as parking, library, etc.

Note: All tuition fees and expenses are subject to change without notice by action of the Henry Ford College Board of Trustees.
Tuition Refund Policy

Refunds on tuition and fees may be obtained on any or all classes dropped according to the schedule on the HFC website at [www.hfcc.edu/calendar](http://www.hfcc.edu/calendar).

No refunds are given after the first week of the fall or winter terms. For spring and summer terms, the second day of the term is the final day of eligibility for a refund. Check the calendar for exact dates.

Courses of other than the 15-week duration have differing refund schedules. Details may be obtained in the Welcome Center.

Non-Payment of Tuition & Fees

HFC requires that students be prompt in paying all tuition and fees to remain in good academic standing. If tuition and fees are not paid in accordance with the HFC’s Fee Payment Policy, the student may be subject to collection (with additional penalties, fees, and credit reporting). An unpaid account balance will block all future term enrollments and access to your transcripts until the account has been cleared.

If a delinquent student account is the result of a Return to Title IV Federal Financial Aid, the student will be disqualified from additional Federal Financial Aid at HFC and at other colleges and universities.

To resolve such problems, students should contact the HFC Cashier’s Office immediately at 313-845-9641.

Refunds

Account refunds are sent to students through Higher One. Students should receive a “green” envelope containing their Henry Ford Card. Follow the enclosed instructions or go to the Cashier’s Office webpage under the Refund Tab to select the option best for you. The refund options are: Henry Ford Card, ACH (direct deposit), and check.

Payment Policies

Previous balances must be paid in full before registering for the new term.

Tuition and fees for the new term are due by the dates listed in the Important Dates calendar online at [www.hfcc.edu/calendar](http://www.hfcc.edu/calendar).

Students have three payment options:

1. Sign up for the EZ Pay Program via WebAdvisor’s “EZPay” tab. The program requires a percentage of tuition down payment with the balance paid in monthly installments. The sooner you apply, the smaller the down payment. The only cost to budget monthly payments is a $25/semester non-refundable enrollment fee.

2. Pay by cash or check or credit card at the Cashier’s Office in the Welcome Center (Building WC).

3. Pay by credit card through Webadvisor “View Account and Make a Payment.”

If you are sponsored by an employer, forward your company/corporate certificates and correspondence to the Cashier’s Office as soon as possible. If you expect any delay in receiving your certificate, contact the Cashier’s Office immediately.

If you are a financial aid student and have been awarded financial aid, you are not subject to the above policies. However, should you become ineligible for aid, lose your aid or fail to accept sufficient aid, payment for any outstanding balance is due immediately. For more information, call the Office of Financial Aid at 313-845-9616.
Residency Regulations
For tuition purposes, a resident student is one who has resided continuously in the Dearborn Public School District for at least six months immediately preceding the first day of classes with the following exceptions:

- The legal residence of an unmarried minor is that of the parent(s) or legal guardian(s), regardless of where the student may be living.
- An international student of any status other than permanent immigrant is not a resident, regardless of where the student may be living.

HFC will not retroactively grant residency nor will tuition adjustments be permitted for previously attended semesters.

Students may be asked for two items of documentation to prove their residency before completing each enrollment and may be asked for further documentation at any time while in attendance. Acceptable items of documentation are any of the following:

- Valid driver's license or Michigan ID Card;
- Automobile registration;
- Insurance certification;
- Voter's registration;
- Lease agreement;
- Tax receipt.

If a student has been mistakenly enrolled as a resident, the student will be required to pay all tuition that should have been computed according to non-resident status. Any student fraudulently enrolling as a resident is also subject to any of the following:

- A late payment penalty;
- Suspension from classes; and
- Permanent dismissal.

For additional information on residency documentation, please visit http://www.michigan.gov/documents/DEA_032001_20459_7.pdf.

Financial Aid - Federal and State Funding
PAYING FOR COLLEGE
HFC, in cooperation with federal and state agencies as well as private sources, makes available to students various combinations of grants, loans, on-campus employment and scholarships.

The Office of Financial Aid awards financial assistance to students on the basis of financial need as determined through their Free Application for Federal Student Aid (FAFSA). Financial need is the difference between the cost of education and the amount of money an applicant and the family can provide from their income and assets. The student must complete the FAFSA to apply for the following types of financial aid:

- Federal Pell Grant;
- Federal Work Study;
- William D. Ford Federal Direct Subsidized and Unsubsidized Loans;
- Federal Supplemental Education Opportunity Grant;
- Federal Direct Plus Loan Program;
- Michigan Competitive Scholarship; and
- Michigan Rehabilitation Services.

Students must submit their FAFSA online at www.fafsa.gov. Students may use the computer terminals located in the self-service area of the Welcome Center for that purpose. In order for HFC to receive a student’s FAFSA electronically, the student must enter the HFC school code (002270) when prompted. Students are encouraged to apply early.

When the FAFSA is received, some student files are selected for verification. Students will be notified if additional information is required. In addition, students are encouraged to check WebAdvisor for any missing documents. Students cannot receive financial aid until all requested information has been submitted to and reviewed by the Office of Financial Aid.

In order to be eligible for federal financial aid, the student must have graduated from an accredited high school, completed an approved home-school program or earned their GED. Students must have their official high school transcript or GED transcript sent to the HFC Office of Admissions.

Once a student has a complete file, his or her financial aid award will be determined. All financial aid awards are viewable via WebAdvisor. In addition, students are encouraged to read the HFC Financial Aid Facts Booklet for specific information regarding their award, as well as other financial aid policies.

For more information on financial aid and the latest Financial Aid publications (including the Facts Booklet), visit the website at www.hfcc.edu/fa.
Transcript Evaluation

OFFICIAL EVALUATION OF CREDITS

All transfer students, as part of their admission to HFC, have their previous college coursework evaluated. College credit(s) evaluated as transferable to HFC will be posted to the student's official academic record. Each transfer student is notified regarding the disposition of his or her transfer credit(s).

Courses that have been completed with a C (2.0) grade or better at institutions accredited by one of the six regional accrediting associations in the United States will be accepted on a credit-hour basis. Courses submitted for transfer must be college-level work. Credit for developmental courses will not be given. Grades and honor-point averages are not transferable. Only official transcripts will be evaluated.

Student Identification

For the purpose of identification, students should retain their paid class schedule issued at the time of enrollment. Students are issued photo ID cards and should carry them on campus.

Student ID cards are free to all students through the Welcome Center (Building WC). Your card is required to purchase books, use the gym, attend athletic events, borrow materials from the library, and to obtain student discounts at various area businesses and restaurants.

Student ID photos are taken on the first floor at the Welcome Center Monday-Friday during normal business hours. Health Career Student IDs are taken in the Campus Safety Office (Building N). Students need their class schedule and a picture ID. There is no cost for the HFC Student ID.

To obtain your Student Photo ID:

- Student ID Cards are free to currently enrolled students;
- It only takes a few minutes to have your photo taken. You will need to show your class schedule and photo identification before having your picture taken. Acceptable forms of identification include a state driver’s license, a state ID card, passport or Green Card; and
- Take the card to the Eshleman Library (Building B) to have it activated as a library card.

For more information on Student Photo ID Cards, call the Office of Campus Safety at 313-845-9862.

Registration Procedures

- Register online from any computer using WebAdvisor at www.hfcc.edu/webadvisor. Computers are available at the Welcome Center to do this.
- Use the Schedule Planner in WebAdvisor to help you plan your classes.
- Present your student ID at college offices for services and information.

Information on deadlines, registration dates, and drop/add periods can be found online at www.hfcc.edu/calendar.

Late Enrollment in Developmental Classes

HFC is concerned about student success and has found that late registration in developmental sections results in a high drop and failure rate. Therefore, for any section with a course number that begins with zero (for example, ENG 078), the registration and add period will end the day before the section starts.

Orientation

New students must attend Orientation. No exceptions.

Orientation provides information on:

- Getting started at HFC;
- Student success strategies;
- Campus clubs & activities;
- Student support resources;
- How to pay for classes; and
- Informing students about campus safety tips.

Students will receive invitations and can sign up online. For more information, visit www.hfcc.edu/orientation.

Course Waitlist

WHAT IS A COURSE WAITLIST?

A course waitlist is an electronic process that allows students to add themselves to a class section waitlist to be notified and enroll if a seat becomes available in a desired class section. This allows the student to register for the class they want if a seat becomes available without having to check class availability everyday! If a seat becomes available in a class that has a waitlist, students are notified via e-mail in the order they signed up for the waitlist, giving students who register early a better chance of enrolling in a closed class.
WHAT ARE THE ADVANTAGES OF BEING ADDED TO A COURSE WAITLIST?

The advantages of utilizing a course waitlist are:

- Eliminating the need to constantly check WebAdvisor for seat availability.
- Convenient e-mail notification sent to the student if a seat becomes available.
- Easy monitoring of your status on the waitlist using Manage My Waitlist in WebAdvisor.
- Eliminates the need to track down the course instructor for written permission to be processed in person at the Registration Office. Everything will now be done online.
- It is a fair and equitable way of determining who is permitted to register for a closed class section.

DO ALL CLASS SECTIONS HAVE A COURSE WAITLIST?

No, not all classes have a course waitlist. Classes such as Nursing, Health Career, Co-op, and courses that require special permission to register do not offer course waitlists. These courses require specialized program admission and permission to enroll.

When viewing WebAdvisor, if you do not see a waitlist available next to the class availability or if you do not receive the message to add yourself to the waitlist for a closed class section that means that there is not a course waitlist available to add. For classes without a waitlist, you will need to check WebAdvisor for class availability.

HOW DO I ADD MYSELF TO A WAITLIST?

Using WebAdvisor, you can add, register, or remove yourself from a waitlisted course. Here’s how:

1. Log-in to WebAdvisor using your User ID and password. If you do not know your User ID, click on “Students”, then select “What’s my User ID?” and enter the requested information. To change or reset your password, visit the password management website at https://pss.hfcc.edu/pwm/.

2. Select “Register for Sections” from the student menu.

3. Select “Search and register for sections” or “Express registration,” depending on whether or not you have the course section information needed to register or if you are searching for classes. Next, enter the class section information and click “Submit”.

4. The class section status will be listed as waitlisted if the class is full and seats are open on the waitlist. Place a checkmark in the box under “Select” and click “Submit”.

5. From the dropdown menu next to the class, select “Waitlist” and click “Submit”.

6. You will then see on the final results screen that you have been waitlisted for the selected class section.
Cooperative Education

The Cooperative Education Program, or “Co-op,” is an excellent opportunity for students to receive academic credit for work experience in their field of study. Students work full or part-time in on-campus or off-campus positions directly related to their educational and career goals.

Co-op is an academic partnership in which HFC and the employer join to provide the student with a method of learning, which integrates work experience and classroom instruction. Students who participate in Co-op will:

- Enhance their marketability for a permanent job after graduation;
- Gain valuable work experience & technical expertise;
- Receive academic credit toward graduation (in most curricula);
- Develop self-confidence, responsibility and professional competence; and
- Integrate work experience with classroom instruction.

The opportunity to participate in cooperative education is dependent on the availability of appropriate jobs in business and industry. For additional information about Cooperative Education, contact the Career Services Office at 313-845-9618. It is located in Room 113 of the Learning Success Center (Building A).

Academic Integrity

POLICY ON ACADEMIC INTEGRITY (CHEATING)

HFC considers academic dishonesty to be a serious offense. It is the policy of HFC that determination of and appropriate action in respect to academic dishonesty by a student shall be a matter of individual judgment by the instructor. The instructor may administer a penalty up to and including failure in the particular course. It is the professional obligation of the faculty to enforce academic integrity in their courses. Instructors (or their designees) reserve the right to require picture identification for test-taking, graded papers or projects, or other appropriate purposes. A student cannot drop a class if failing for reasons of academic dishonesty. Academic dishonesty is any activity intended to improve a student’s grade fraudulently.

It includes, but is not limited to, the following:*

- Unauthorized acquisition of tests or alteration of grades (such as the stealing of tests, test keys, or grade books from faculty offices or elsewhere, or the purchasing of tests or grade books);
- Unauthorized use of notes, books, or other prohibited materials during an examination;
- Open cheating on an examination (such as copying from another student’s paper);
- Permitting another person to take a test in the student’s place or receiving unauthorized assistance with any work for which academic credit is received;
- Providing unauthorized assistance with any work for which academic credit is received;
- Revision of graded work in an attempt to receive additional credit fraudulently;
- Plagiarism (using another person’s work without acknowledgment);
- Use of cell and video phones to cheat; and
- Any other conduct intended to obtain academic credit fraudulently or dishonestly.

If an instructor fails a student in a course for academic dishonesty, the instructor must immediately notify in writing the student and the registrar of the infraction, retaining copies of both notifications. The registrar maintains a record of all such violations. If a student fails two classes as a result of academic dishonesty, he or she is dismissed from HFC for two academic years. In addition, a notation of the reason for academic dismissal is placed on the student’s transcript. The notation may be expunged at the discretion of the appropriate vice president if the student petitions for its removal after at least two years have elapsed since the disciplinary action. If a student believes that the accusation is false, he or she may appeal through the Student Complaint Procedure. If the appeal reaches the Student Complaint Board, the Board may consider only whether the charge is justified. The Board may not set aside or change the penalty given by the instructor unless the charge of academic dishonesty is set aside.

*Any action that violates the Student Conduct Policy and Due Process Procedure is also subject to review under that policy.
Grades

Grades from all previous semesters are available online at WebAdvisor.

Academic grades are posted to the student’s transcript at the end of each semester. College faculty are responsible for submitting final grades for all enrolled students within 48 hours after the end of the semester.

The grades shown here are with their value in honor points per semester hour of credit.

HFC uses the following grades to evaluate academic achievement:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Honor Points</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
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<tr>
<td>C+</td>
<td>2.33</td>
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<tr>
<td>C</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
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</tr>
<tr>
<td>D+</td>
<td>1.33</td>
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<td>D</td>
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<td></td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>0.00</td>
<td>Incomplete</td>
</tr>
<tr>
<td>DR</td>
<td>0.00</td>
<td>Instructor-given drop</td>
</tr>
<tr>
<td>W</td>
<td>0.00</td>
<td>Student-initiated drop</td>
</tr>
<tr>
<td>S</td>
<td>0.00</td>
<td>Satisfactory; this is equivalent to a C grade or better</td>
</tr>
<tr>
<td>U</td>
<td>0.00</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>R</td>
<td>0.00</td>
<td>Repeated course</td>
</tr>
<tr>
<td>AU</td>
<td>0.00</td>
<td>Audit course</td>
</tr>
<tr>
<td>NG</td>
<td>0.00</td>
<td>No grade reported</td>
</tr>
<tr>
<td>NA</td>
<td>0.00</td>
<td>Student never attended course</td>
</tr>
<tr>
<td>TR</td>
<td>0.00</td>
<td>Transfer credit (credit hours transfer only)</td>
</tr>
</tbody>
</table>

Incomplete Policy

A student performing satisfactorily in a course, as determined by the instructor, may be granted an Incomplete (“I”) at the semester’s conclusion if the majority of the coursework has been completed with a passing grade, although some part of the coursework remains unfinished.

For a student to receive an Incomplete, the instructor will specify in writing the unfinished coursework that must be completed and the deadline for completion, which shall be no later than the end of the following semester. Exceptions to the timeline may be made with the written approval of the respective associate dean.

For an Incomplete to be changed to a final course grade, a student must complete the agreed upon coursework by the date specified in writing by the instructor. Upon completion of unfinished work by the student, the instructor initiates a grade change to be entered on the student’s record. If no grade change is initiated, the Incomplete becomes an “E” on the student’s record.

A student performing unsatisfactorily in a course, as determined by the instructor, is ineligible for an Incomplete
Multiple Repeat Policy

To encourage student success, the Scholastic Policies Committee recommends that students who are unsuccessful in completing a course within their first two attempts (i.e., those who receive an E, U, DR or NA for a final course grade) may:

- Repeat that course only after meeting with a counselor to discuss an academic improvement plan; and
- Each additional attempt must be preceded by another meeting with a counselor to discuss further academic improvement.

REPEATED COURSES

For students receiving financial aid, federal regulations limit the number of times a student may repeat a course and receive financial aid for that course. For specific information regarding this federal regulation, please refer to the HFC Financial Aid Facts Booklet or www.hfcc.edu/fa.

Academic Forgiveness

Academic Forgiveness provides a second opportunity to former students who have experienced past academic deficiencies.

The purpose of academic forgiveness at HFC is to allow a student who has not performed well academically to have a maximum of 12 hours of E grades removed from his or her GPA.

To apply for academic forgiveness, a currently enrolled student must file an application in the Office of Registration and Records. Guidelines for the policy are as follows:

1. Five or more years must elapse between the academic forgiveness and the last failing grade for which forgiveness is requested.
2. The student must have earned at HFC at least six credit hours in courses numbered 100 or above and have a cumulative GPA of at least 2.0 since the failing grades were received.
3. Forgiven grades, to a maximum of 12 credit hours, will no longer be calculated into the student’s GPA.
4. Forgiven grades remain on the transcript and a special notation is added explaining academic forgiveness.
5. Academic forgiveness can be granted only once to any student.
6. Academic forgiveness, when granted, applies to HFC courses. There is no guarantee, expressed or implied, that the academic forgiveness will be recognized by any other college or university.
7. Academic forgiveness will not be granted once a student has graduated from HFC.

To apply for Academic Forgiveness, complete an Academic Forgiveness Form or visit Registration and Records to apply in person.

If you meet all the requirements for Academic Forgiveness, your transcript will be marked accordingly and an “Issued to Student” transcript will be forwarded to you via U.S. mail. If you do not meet the requirements, you will be notified by letter.

Please allow one week for processing time.

Never Attended (NA)

Since Student Success depends on active engagement, HFC requires students to actively participate in their learning with regular and sustained interaction. Students who have NOT actively participated in a class by the HFC’s Never Attended deadline will not be permitted into that class even if they are enrolled and will receive a Never Attended (NA) designation as the grade for the course.

- Every instructor must determine and clearly state in the course syllabus the requirements that must be met by the Never Attended deadline in order for a student to avoid receiving a Never Attended (NA) grade on his or her record. Online instructors must, in addition, clearly state a specific time on the Never Attended deadline by which these requirements must be met.
- A division, can with the approval of the faculty in that division, develop a division-wide policy toward this end.
- Note that merely attending class, obtaining a syllabus, or logging in to an online class will not necessarily be adequate to meet these requirements.
- For each class in which a student is enrolled, the student is responsible for knowing the requirements that must be met by the Never Attended deadline in order to avoid receiving an NA designation on his or her record.

CONSEQUENCES FOR RECEIVING A NEVER ATTENDED (NA) GRADE:

- The grade of the course on the student’s record will be NA.
- The student will receive no credit hours for the class.
- The NA grade will negatively affect Satisfactory Academic Progress (SAP).
- The NA grade will negatively affect a student’s ability to maintain and/or receive financial aid.
Timelines for Success

See www.hfcc.edu/calendar.

Final Exams

See the HFC website for final exam schedules: http://www.hfcc.edu/current_students/final_exams.asp.

Academic Probation and Dismissal Policy

A student is placed on academic probation when their cumulative GPA falls below the following levels:

- 1.50 GPA for 5-11 credit hours attempted;
- 1.75 GPA for 12-19 credit hours attempted;
- 1.85 GPA for 20-28 credit hours attempted; and
- 2.00 GPA for 29 or more credit hours attempted where the student is then subject to academic dismissal.

Once listed on academic probation, a hold is placed on the student’s record. This prevents the student from registering for classes until he or she meets with a counselor to develop strategies and an academic plan that will move the student from probation to “good standing.” Once the student meets with the counselor, the hold will be removed.

Based on their assessment of each student’s needs, counselors may require enrollment in specific developmental courses before releasing students to register. Students may appeal such counselors’ decisions, in writing, to the Scholastic Review Board.

Returning probationary students who have not enrolled for one or more semesters are permitted to register only after meeting with a counselor.

Students on probation who have attempted more than 28 hours are dismissed from HFC for one full semester (fall or winter) unless they maintain a per semester GPA of 2.0 or above. Students on probation who are placed on academic dismissal, if currently attending classes, are permitted to complete the semester but cannot pre-enroll for the following semester. Dismissals may be appealed, in writing, to the Scholastic Review Board. Students are notified in writing of appeal procedures.

Students’ appeal letters may be directed to the Scholastic Review Board in care of the Office of the Registrar. Students who are not on academic probation but whose cumulative GPA is below 2.0 are sent a letter encouraging them to see a counselor.

Students who are academically dismissed will be sent an appeal packet. All appeal documentation must be sent to the Office of the Registrar.

Henry Ford II Honors Program

The Henry Ford II Honors Program offers a challenging and demanding academic program in which students and faculty form a learning community. Students are expected to excel academically as they develop their skills in composition, speech, independent research, and critical thinking. Henry Ford II Honors Program faculty members challenge students to explore their intellectual interests and potential. Students also work closely with assigned faculty mentors to gain admission to four-year transfer institutions of their choice, as well as identify and apply for transfer scholarships.

ADMISSION REQUIREMENTS

Applicants should have a 3.5 cumulative GPA in high school and/or an ACT score of 24 or higher. Currently enrolled HFC students must have completed 12 or more hours in 100-level or higher courses as a full-time student or have completed 15 cumulative hours in 100-level or higher courses as a part-time student before application. Applicants are encouraged to apply early in their senior year of high school because applications are considered year-round. The program is open to part-time and full-time students.

Applicants must submit an Honors Program application form along with their high school transcripts and a letter of recommendation from a teacher or counselor. High school applicants must also submit a general college application form and high school transcripts to the HFC Admissions Office.

SCHOLARSHIPS

A limited number of scholarships covering tuition and based solely on merit are available to qualified students. Successful applicants to the program are automatically considered for scholarships.

For more information contact:

Michael Daher, Ph.D.,
Director
Henry Ford II Honors Program
Henry Ford College
5101 Evergreen Road
Dearborn, MI 48128
Telephone: 313-845-6457
Fax: 313-845-7151
e-mail: mdaher@hfcc.edu
web: www.hfcc.edu/honors
TIME MANAGEMENT TIPS

Identify your goals and priorities. The first step to managing your time and controlling your life is to identify what your goals and priorities are. You need to decide what you want out of school and what you must do to get it. Is getting an education high on your priority list? How about your current job? Your family? What is most important to you?

Analyze how you're spending your time now

For a week, keep a detailed log of everything you do. Account for all activities: class attendance, study, work, eating, commuting, recreation, exercise, sleep, etc. Also note when you do these activities.

How much time each week do you spend...

+ _________ in classes?
+ _________ studying for classes?
+ _________ working?
+ _________ meeting the needs of others?
+ _________ exercising?
+ _________ relaxing?
+ _________ sleeping?
= _________ Total Time

Match how you're using time with your priorities

Now you can evaluate your use of time. No one can judge your use of time as efficient or inefficient—not even you—unless you do it in relation to your priorities.

Develop a plan to spend quality time on your priorities

If you found some time blocks that are not in line with what you want to be doing to reach your goals, you can begin to systematically change your life by taking control of your time.

Start by building a realistic time schedule or time budget that gives you the activities that fit with your priorities and will help you reach your goals. If learning and getting good grades are high on your priority list, then you will have to budget time for attending classes regularly, for preparing, studying, and reviewing, plus additional time for papers, reports, exams, and other special assignments.

Finally, you must stick to your time schedule

Some flexibility is necessary, of course, to take care of unexpected demands, but if you spend too much time on non-priority tasks you will not meet your goals.

Service Learning

Service-Learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. Visit www.servicelearning.org.

The Office for Service Learning assists students and faculty in setting up learning strategies outside the normal classroom environment. In return for participation in Service Learning, students gain real-life experience in a professional setting and a wider view of the society and community in which they live. For more information, please go to http://servicelearning.hfcc.edu.

You can also find more information about volunteerism and community service opportunities through the Student Activities Office (Building M).

Study Abroad/Travel Programs

HFC offers study abroad opportunities for students. Recent study abroad trips have included Italian Language and Culture in Italy, and International Business in Belgium and Germany. For more information, visit www.hfcc.edu/programs/study-abroad.

Student Field Trip - Classroom Related

STUDENT FIELD TRIP POLICY

1. A field trip is considered to be an optional, off-campus classroom-related activity organized by a faculty member.

2. For purposes of this policy, “participants” shall refer to anyone on the field trip, including but not limited to HFC faculty, students, and guests of students. When the term “student” or “students” is used, it shall refer to someone registered at HFC for the purpose of attending a class or classes during the term of the field trip.

For more information and forms, see the College Organization Handbook. The full policy is available in the Office of the Vice President for Student Affairs.

Study Skills/Test Preparation

Here are some time management and study tips to help you to successfully complete your courses. To help you get started with a successful experience in your HFC courses, we encourage you to review your individual time management skills. You can start by setting up a time management plan for yourself by following the steps below.
PLANNING TIPS FOR TAKING CLASSES

- Keep a “Things To Do” list and keep the items in priority order.
- Break major projects into small pieces and tackle them one at a time.
- Eliminate tasks: Carefully evaluate each task and, when possible, don’t do time-consuming routine tasks like re-washing the car weekly or dusting.
- Delegate or negotiate tasks: Ask yourself “Who else can do this task?”
- Consolidate tasks: Whenever possible, do more than one thing at a time, except thinking! If you’re going to the library to prepare your biology report, also work on your research paper and look up that reference you need for your literature class.
- Evaluate your habits: Why do you do routine tasks in a certain way? Are your routines the most efficient? Could you save time by changing your routine actions? Could getting up 15 minutes earlier be helpful?
- Know and wisely use your prime working times: There really are “morning people” and “night owls”—find out when you’re at your best and use those hours wisely.
- Learn to say “No”: There is never time to do everything we want to do, so we must learn to do those things that move us toward our goals and say “no” to those that do not.
- Be flexible but remain in control: Expect interruptions, as they are bound to occur. If you are doing things in priority order—not leaving big things last—you and your schedule will easily survive.

STUDY SMART

- Make a study schedule and stick to it: The best way to ensure that you will have enough study time to meet your goals in each course is to plan for it.
- Understand assignments and write them down: Keep all assignments in one place to avoid forgetting something.
- Develop an understanding of your best concentration times: Arrange your schedule so that you have study time during your peak hours.
- Remember that “study” includes many different tasks: When instructors talk about the need to study, they mean you should read review material in preparation for class, complete all homework, and review class notes, text assignments and supplementary material on a regular schedule.
- Realize that different subjects require different types of preparation: Lecture classes require that you review your notes right after class and preview the new topic just before class. Recitation classes, like languages and math, demand more specific study just prior to class.
- Schedule study learning sessions to fit your attention span: Try studying for 45 minutes and then taking a 10-minute exercise break.
- Begin each study session with goal-setting: Predict specifically what you want to accomplish and then work to meet your goals.
- Study difficult and/or complex material first: Leave routine and more mechanical tasks for last.
- Vary subjects and type of study for maximum efficiency: Within a study session, do some reading, writing, recitation, etc. to stay interested and alert.
- Schedule periodic review sessions: To remember material over a long period of time, you must review the information often. Use all of your available time. Even small bits of time, like waiting for the dentist, can be put to use; don’t be caught without something to read or study!
Academic Advising

Academic Advisors and Student Success Navigators provide students with support throughout their college career, from application to graduation. An Academic Advisor or Student Success Navigator will be assigned to students based on the student’s program of study. Students receive assistance with fulfilling educational goals and navigating a pathway to degree completion. Advisors and Navigators assist with Student Planning and provide a guided pathway all the way to graduation.

HFC offers four ways for you to connect your goals to a career path.

1. In-Person Advising: Call the Advising Office at 313-845-6845
2. Online Advising: Email advising@hfcc.edu with the subject line “Online Advising.” In the message indicate your program of study or area of interest.
3. Self-Service Advising: Visit www.hfcc.edu/programs for a list of programs and course requirements. This website link provides guide sheets for each of the degrees and certificates that HFC offers.
4. Online Program Evaluation (Degree Audit): HFC’s WebAdvisor (www.hfcc.edu/webadvisor) offers an interactive online evaluation of your progress toward the completion of a degree or certificate. You must be a currently enrolled HFC student with a WebAdvisor password to access this service.

Assisted Learning Services

Students with disabilities will receive accommodations to support their learning experiences by registering in this office. Students will need to provide appropriate documentation of their disabilities to the Assisted Learning Services counselor and discuss effective ways to create equal accessibility and foster success.

To schedule an appointment to register for services, students should call 313-845-9617, visit the office at 125 Learning Success Center (Building A), or e-mail als@hfcc.edu.

Some of the accommodations available to students include:

- Extended testing time;
- Reader for a test;
- Writer for a test;
- Note-taker;
- Use of a recording device;
- American Sign Language interpreter;
- Classroom adaptations; and
- Adaptive equipment.

Additionally, a licensed professional counselor is available to assist with academic advising, personal counseling, and career guidance, as well as advocacy to instructors.

Feel free to contact Assisted Learning Services at 313-845-9617 for more information or visit our website at hfcc.edu/als.

Black Male Focus Group

The Black Male Focus Group is an academic and social support network, dedicated to changing the narrative regarding Black male academic success, and to address the role, obligations, and necessity of Black manhood in the academy and abroad, by being models of excellence. For information, contact Kalvin Harvell, 313-317-1533, kharvell@hfcc.edu or Chardin Claybourne, 313-845-9818, cclaybourne@hfcc.edu.

Career Resource Center

The purpose of the Career Resource Center (CRC) is to assist students, alumni, and community members with career decisions. Whether you’re making your first career decision or changing your career direction, you’re invited to visit the CRC and work with a professional counselor to locate information, take a career assessment, or clarify your career goals.

HOURS AND LOCATION:

The CRC is located in the Counseling Center on the first floor of the LSC (Building A). Just enter the Counseling Center and ask the receptionist for the CRC.

- Monday thru Thursday: 10 a.m. - 2 p.m.
- Tuesday and Wednesday: 5 - 6:30 p.m.

We are closed during exam week, add/drop week, and during the spring and summer semesters.
Child Care for Infant to School-Age Children
SAVE ON CHILD CARE AT PARTICIPATING KINDERCARE® CENTERS

HFC students and staff are eligible for access to quality child care. Save 10 percent on high quality child care and early childhood education programs. From infant to school age, your child receives expert care and proven, curriculum-based education at participating Children’s Creative Learning Center (CCLC)® Child Care Centers, KinderCare® Learning Centers, and Champions® Before and After-School Programs. Find a location near you. For more information, call 877-914-7683.

Nearest KinderCare® Learning Center:
4900 Evergreen Road (near Hubbard Boulevard)
Dearborn, MI 48128
Phone: 313-441-1462

Students must present proof of enrollment and employees must present proof of employment to be included in the program. This discount may not be combined with any other tuition discounts, although employees may select the most favorable discount. Offer is non-transferable, has no cash value, and is subject to age acceptance. Not all centers may participate. Enrollment will be provided on a space-available basis as determined by the centers. Additional restrictions may apply. See Center Director for details.

DEARBORN PUBLIC SCHOOLS EARLY CHILDHOOD PROGRAMS

Half-Day Preschool at Howard Elementary School
Half-Day Preschool is a developmentally appropriate center based program for 3 and 4-year-olds. Children must be at least 3 years old by Sept. 1 and completely toilet-trained. This new classroom will allow children in the mixed age classroom the opportunity to learn from one another at their own pace. The program is center based with the Daily 5 literacy program, early math concepts, science, music and movement, and developmentally appropriate activities. Half-Day Preschool meets daily; student arrival begins at 8 a.m. and departure at noon. Vacation periods are governed by the Dearborn Public Schools calendar. There is a non-refundable $65 registration fee for the first child and $15 for the second child. Tuition is charged at a daily rate of $22 per day with a minimum of 3 days per week required. Come explore this new Early Childhood learning opportunity at Howard Elementary. Questions may be directed to Stephanie Stover, Early Childhood Programs Supervisor at 313-827-8350 or stovers@dearbornschools.org.

All-Day Preschool Program
This developmentally appropriate program offers the best of both worlds: preschool and extended care. Children who are 3 and 4 years of age and fully toilet-trained can experience the joys of learning all day long in our All-Day Preschool Program. We have centers of interest for everyone: dramatic play, art, blocks, art, science, and math as well as literacy. Our students also enjoy Kindermusik® which brings together music and literacy. Preschoolers can enjoy the school hot lunch program or bring a lunch from home, as well as have two snacks which are included in the tuition. Rest and quiet time are offered to all children in our care. The program is available at 7 a.m.–6 p.m. and convenient for working parents. Pricing is $41/day for 9 hours or less and $43 for more than 9 hours. Our locations for 2015–16 are Long Elementary and Snow Elementary. Questions may be directed to Stephanie Stover, Early Childhood Programs Supervisor, at 313-827-8350 or stovers@dearbornschools.org.

Counseling
A successful college career requires a comprehensive support network that addresses short-term educational goals, career plans and the inevitable personal issues that arise. At the University Transfer, Advising and Career Counseling Center, experienced counselors are ready to help students understand the transfer process, plan schedules, set career development goals, and cope with the potential anxiety of balancing college, work and home life. The University Transfer, Advising, and Career Counseling Center is located in Room 117 on the first floor of the Learning Success Center (Building A).

The following services are offered:

CAREER COUNSELING

This service assists students in the lifelong process of choosing, planning, and preparing for appropriate careers. The counselors who provide this service are Licensed Professional Counselors (LPC) by the State of Michigan, with a minimum of a master's degree in guidance and counseling. Career planning services include:

- Selection of a career path and a plan to implement this path through formal education, training, and practical experience;
- Assessment of interests, values, and skills through standardized assessments and self-assessment;
- Assistance and support during career/life transitions;
- Changing of self-defeating behaviors;
- Stress/anxiety reduction; and
- Coping with change.
PERSONAL COUNSELING

We are dedicated to providing students with a comprehensive program of counseling services.

Assistance and support during career/life transitions includes the following:

- Stop Test Anxiety;
- Changing self-defeating behaviors;
- Stress/anxiety reduction; and
- Coping with change.

The University Transfer, Advising, and Career Counseling Center, located in the Learning Success Center, is open Monday through Thursday from 8 a.m. – 6:30 p.m. and 8 a.m. – 4:30 p.m. on Friday during the fall and winter semesters as well as Monday through Thursday in the spring and summer semesters.

For counselor availability or more information, please contact the University Transfer, Advising, and Career Counseling Center at 313-845-9611 or 313-845-9612 or visit www.hfcc.edu/counsel.

Inside Track

The Inside Track mentoring program at HFC is committed to helping those students who are entering college for the first time or returning to school after a long absence. The goal is to make the transition easier. For more information or to be a participant of the program, you may email theinsidetrack@hfcc.edu or call 313-845-9772.

International Student Services

The International Student Services (ISS) Office assists current and prospective international students with issues relating to their F-1 visa status. Located on the second floor of the Welcome Center, the goal of the ISS is to help F-1 students have a successful and enjoyable experience at HFC and beyond. For more information, please contact the ISS at international@hfcc.edu or 313-317-6842.

Learning Lab

The Learning Lab serves students, faculty and the HFC community by researching, developing, and providing supplemental resources and services to help students succeed in their classes. Services available at the Learning Lab include faculty, professional, and peer tutoring, test preparation, learning resources, computer access and printing (B/W and color). The HFC Learning Lab is on the 2nd floor of the Learning Success Center (Building A). For information on hours of operation, please visit http://learnlab.hfcc.edu. For more information, call 313-845-9643.

Online Learning at HFC

What is Moodle? Moodle is Henry Ford College's Learning Management System. This is the system that instructors use to teach online classes or to post class information such as grades, syllabi, notes, and more. For information about online learning at Henry Ford College, visit https://www.hfcc.edu/online-learning. For technical support, please visit https://www.hfcc.edu/online-learning/technical-support.

Eshleman Library/Media Services

The Eshleman Library (Building B) provides places for you to explore, research, discuss, and create new information!

At Eshleman Library you can:

- Activate your HFC ID at the Circulation Desk to gain access to full library privileges, receive assistance in borrowing materials, check out items that are placed on Course Reserve by instructors, and clear fines. (Be sure to ask about the semi-annual “Forgive-A-Fine” program!)
- Use one of the more than 103 PC computers and 5 Mac computers available for writing papers, researching the virtual library databases, viewing videos, and creating new presentations in the Media Center.
- Produce, print and scan your papers and schedules.
- Connect to the wireless network to use your personal electronic devices.
- Use your HFC login to capture the full resources of the Internet and the HFC collection including over 27,000 eBooks and 78,000 electronic journals to find full-text articles from peer-reviewed journals, popular magazines, and newspapers.
- Check out the local collection of 108,897 books and extended access to more than 431 library collections through the Michigan MelCAT library system!
- Talk with friendly Librarians and Library Associates who are ready and willing to help you navigate the world of information needed to enhance your learning experience.

For current library hours, visit http://library.hfcc.edu/about or call 313-845-9606. For assistance with the research process, please call the Reference Desk at 313-845-6377. Also, visit and like us on Facebook at: https://www.facebook.com/EshlemanLibrary/

Feed your intellectual curiosity at the Eshleman Library today!
Scholarships

To help finance their HFC degree, both incoming and current students can apply for private scholarships made possible by generous alumni, friends of HFC, local businesses, faculty, staff, and the Board of Trustees.

Such awards are available for a variety of programs and support students from diverse backgrounds and interests. A complete list is available at www.hfcc.edu/scholarships.

Transfer Services

UNIVERSITY TRANSFER CENTER

This service assists students with the selection of courses taught at HFC which will transfer to other colleges and universities. The following resources are available at https://www.hfcc.edu/transfer:

- Curriculum transfer guides for Michigan colleges and universities;
- Articulation agreement guides for students following specific programs at HFC;
- Equivalency guides, which are alphabetical listings of HFC classes and their transferability to other colleges and universities; and
- Presentations by colleges/universities and professional schools.

The University Transfer Center is located in the Learning Success Center. Visit https://www.hfcc.edu/transfer.

Student Outreach and Support/Emergency Grants and Loans

Student Outreach and Support (SOS) programs and services are designed to help both women and men maximize their opportunities at HFC and achieve their educational goals. SOS offers guidance, personal support seminars, and special events.

Emergency Fund

Emergency funding is also available to help qualified students address emergencies that could prevent them from finishing classes. SOS assists students with small financial needs through the Emergency Fund.

The Emergency Fund helps students stay in school (applicable during the fall and winter semesters only). The Fund is made possible in part by individual donors, including faculty, staff and community members who participate in an annual fundraising luncheon.

For assistance or further information, please visit the SOS office, located in Room 125 of the Learning Success Center (Building A), call 313-845-9629, or email sos@hfcc.edu. All students are welcome.

ARTICULATION AGREEMENTS/TRANSFER GUIDES HIGH SCHOOL ARTICULATION AGREEMENTS

We encourage students to participate in high school courses that may provide free college credit at HFC. The credit is awarded through articulation agreements. We have agreements with many high schools and continue to expand the number of agreements. If you are interested in information on the agreements, please contact our Career and Technical Education Office of Secondary Partnerships at 313-317-4028 or visit https://www.hfcc.edu/transfer.

TRANSFER GUIDE AND ARTICULATION AGREEMENT INFORMATION

The HFC Counseling Office maintains nearly 700 transfer guides for students who want to transfer to a four-year institution in Michigan. A student can follow a particular guide and it will list courses that will transfer for a certain major to a specific institution.

Formal articulation agreements have been established which permit HFC graduates of many career and academic programs to continue their education in certain bachelor's degree programs at particular four-year colleges and universities. These agreements assure graduates the opportunity of working towards a bachelor's degree without loss of credits earned at HFC, providing a student selects the preferred courses listed on the articulation guides. An articulated transfer guide/agreement is for areas where HFC does not have a concentration/program or where not all the credits from a concentration/program can be used towards completing a bachelor's degree. A student can secure a copy of an articulated transfer guide/agreement for a specific school from Room 117 in the University Transfer, Advising, and Career Counseling Center (Building A) or visit https://www.hfcc.edu/transfer.
MACRAO TRANSFER AGREEMENT

The Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) has established the MACRAO Transfer Agreement, which offers transferability of up to 30 semester credit hours to meet many (and, in some cases, all) of the General Education Requirements at participating Michigan four-year colleges and universities. HFC students may take the MACRAO Transfer Agreement Courses as part of an associate degree program or as a stand-alone package. In order to complete the MACRAO Transfer Agreement, HFC students must take 30 semester credit hours of 100-level and higher college coursework.

6 CREDIT HOURS

English Composition (ENG 131 and ENG 132)

Please note ENG 131 and ENG 135 is accepted by some MACRAO colleges and universities. Students should check the transfer guides available in the University Transfer, Advising, and Career Counseling Center.

8 CREDIT HOURS

Science and Mathematics (including at least one laboratory course)

8 CREDIT HOURS

Social Science

8 CREDIT HOURS

Humanities (courses other than English composition)

Students may request MACRAO certification through Summer 2019. An application must be submitted to the Registrar's Office for review. If approved, the certification will permanently appear on the student’s official transcript.

MICHIGAN TRANSFER AGREEMENT

The Michigan Transfer Agreement (MTA) was designed to facilitate the transfer of general education requirements from one institution to another. Students may complete the MTA as part of an associate degree or as a stand-alone package at a Michigan community college. MTA is considered as successfully complete when a student has obtained at least 30 credits of coursework in six (6) defined categories with at least a “C” grade in each course. Please refer to the HFC website for information related to the specific categories and courses that fulfill these categories.
What is Novell? Why do I need it?
Novell is the network system for the HFC campus.

It allows you to access:
- Computers on campus;
- HFC WebAdvisor;
- H:/K drive (H drive is your storage at HFC);
- Hawkmail;
- Moodle rooms; and
- Wireless Internet.

What is my User ID?
To locate your User ID, go to: https://dvc.hfcc.net/passwords.

Click on “What’s My User ID?” Put in your last name and your entire social security number. Submit.

Your User ID is permanent and will always work for certain HFC systems, such as WebAdvisor and Hawkmail. Access to most network resources is limited to current HFC students.

What is my initial password?
When you are a new student, your password is defaulted to your four digit birthday: mmdd (i.e. June 5 = 0605). This temporary password only lasts a few logins for WebAdvisor, so you must change it.

How do I change my password?
Go to: https://dvc.hfcc.net/passwords.

Click on “Change my Password”. Put in your User ID and password and Press Login.

If you have never set up “Challenge Questions”, you will be asked to set them up. Press “Continue” to set up your new password. There are directions on how to change your password at the top of the page. Enter your new password twice and click “Change Password”. Your password is universal which allows one password for all your accounts.

Where do I get help with my password?

In the bottom left, under Quick Links, click on “Password Help”.

If you know your “Challenge Questions” but can’t remember your password, click “Reset Password”. You will answer a few questions and then you can change your password.

What if I still can’t change my password?
If you can’t remember your password or challenge questions, click on “Fill Out an ACS User Trouble Ticket”. An email from the HelpDesk with a temporary password and directions will be sent to a non-HFC email that you list in the ticket.

The HelpDesk is open Monday through Thursday from 8 a.m. to 7:30 p.m. and on Friday from 8 a.m. to 4:30 p.m.

Has my password expired?
Go to: https://dvc.hfcc.net/passwords.

Click on “Is My Password Expired?” You will put in your username or student number and press “Enter”. The system will tell you when your password will or has expired.

There is more information at the bottom of the website. Remember: you must change your password often. While you are a student, the password lasts one year. When you are not a student, the password lasts six months.

What is the student email system at HFC?
Hawkmail is the lifetime email for students powered by Google. To log in, you use your HFC User ID and password. You must be a student to get the Hawkmail account initially.
What is myHFC WebAdvisor?

WebAdvisor is a secure, web-based tool that allows HFC students to safely access their college-related information. It allows students access to:

- Register for classes;
- Drop and add classes;
- Pay for classes;
- Retrieve grades;
- View and print transcripts;
- View and print class schedules;
- Check financial aid status;
- View account summary; and
- Determine degree requirements.

How do I get to myHFC WebAdvisor?

From a web browser, go to www.hfcc.edu/webadvisor.

Log in with your User ID/password.

What is my H: drive?

Every student has storage on our network called the H: drive. You can get to the H: drive if you are using computers on campus or if you can access your H: drive from the Internet at home.

Go to https://my.hfcc.edu/.


Where are computers on campus that students can use?

There are several computer labs available on campus including the Media Center located on the top floor of the Eshleman Library (Building B) and the Learning Lab (Building A). Consult individual divisions for a list of open computer labs.

Please read the Computer Systems Use Policy in Section 9: Student Policies and Procedures.

Computer Access

Several computer labs are available on campus including one in the Eshleman Library and the Learning Lab. Consult individual division offices for a list of open computer labs.
Student Activities

HFC provides opportunities outside of the classroom for students to pursue interests and utilize their talents. Student activities complement formal classroom instruction and enhance the overall educational experience by helping students develop leadership skills, communication skills, organizational techniques, as well as an increased understanding of themselves and others. The Student Activities Office (SAO) organizes and oversees student clubs and activities. The staff assists students with club formation, event planning, fund-raising ideas, and the promotion of events.

In addition, the SAO conducts the many activities and events.

STUDENT BULLETIN

The Student Bulletin is a SAO publication that informs the HFC community about current events, student clubs, and volunteer opportunities. For information, contact the Student Bulletin Editor, Michele Featherston at 313-845-9865.

VOTER REGISTRATION

SAO provides on-campus voter registration and conducts voter registration drives. Forms are available at the SAO, which provides the service of mailing completed Voter Registration forms to respective city election clerks.

SPECIAL EVENTS AND ACTIVITIES

The SAO works with students, faculty, and staff to plan and implement special events and activities at HFC. These events and activities provide socialization, educational information, and promote involvement at HFC.

Below are some of the regularly featured activities:

- Welcome Back Days (fall and winter);
- Game Show;
- Massage Therapy;
- Around The World Concert Series;
- Lunchtime Concert Series;
- Dr. Martin Luther King Jr. Day of Service;
- Black History Month Activities;
- Blood Drive;
- Making Strides Breast Cancer Walk;
- Volunteer Days;
- Voter Registration Drive;
- Film Festival; and
- Student Club Achievement Awards Ceremony.

Feel free to stop by the SAO, located in Room 105 of the Student & Culinary Arts Center (Building M) for exact dates of events. All events take place between September and April.

STAFF

Cassandra Fluker
Student Activities Officer
313-845-9865
Email: crfluker@hfcc.edu

Michele Featherston
Student Activities Secretary
313-845-9865
Fax: 313-317-6551
E-mail: mfeather@hfcc.edu

THE MIRROR NEWS

The Mirror News is published every three weeks during the fall and winter terms. Content is created, edited, and designed by The Mirror News staff, all of whom are students at HFC.

Contact The Mirror News staff at:
Room 117, Student Center
Phone: 313-845-9639
Fax: 313-845-9876
Athletics and Intramurals

INTERCOLLEGIATE

HFC is a member of the Michigan Community College Athletic Association (MCCAA) – Eastern Collegiate Conference (ECC). Known as the Hawks, varsity teams participate in the following sports at the conference, state, regional, and national levels:

MEN
- Baseball
- Basketball
- Golf

WOMEN
- Volleyball
- Softball
- Golf

INTRAMURALS

HFC offers sport clubs for students seeking a fun and competitive sports experience. All students with an interest are encouraged to participate.

SOCCER CLUB

The Soccer Club is for male and female students. Please contact Jean Kouakou at 313-899-0019 or jgkouakou@hfcc.edu if you are interested.

WRESTLING CLUB

The HFC Wrestling Club is a member of the National Collegiate Wrestling Association (NCWA). It was founded in 2013 and has competed in state, regional and national tournaments. Head Coach Grant MacKenzie led six HFC grapplers to the 2014 NCWA National Championships in Allen, Texas during the inaugural season and was voted Coach of the Year for the Great Lakes Region. The Wrestling Club is on a mission to win a NCWA Division 2 team title and to become a nationally recognized wrestling team. Students interested in joining the Wrestling Club may contact MacKenzie at 313-318-4022 or at gbtmackenzie@hfcc.edu.

Tryouts for all sports programs are in early fall. The MCCAA and the National Junior College Athletic Association (NJCAA) regulate athletic competition and set eligibility standards for all member colleges.

For more information call 313-317-4138 or visit www.athletics.hfcc.edu.

Clubs and Organizations

With more than 40 student clubs and organizations on campus, it is easy to get involved in student life. Want to start a club that isn’t offered? Contact the SAO for club requirements and guidelines.

Student Clubs and Faculty Advisors

AFRICAN AMERICAN ASSOCIATION
Promotes and provides awareness of African American culture and history through educational programs, community involvement, and campus activities.

Advisor: Kalvin Harvell
313-317-1533

AMNESTY INTERNATIONAL
Non-government organization focused on human rights that conducts research and generates action to prevent and end grave abuses to human rights, as well as demand justice for those whose rights have been violated. Amnesty International is independent of any government, political ideology or religious creed. It is concerned solely with the impartial protection of human rights.

Advisor: Geraldine Grunow
313-845-6421
Co-Advisor: Melinda Dewitt
313-317-6848
mmdewitt@hfcc.edu

ARAB STUDENT UNION
Increases awareness among Arabs and non-Arabs by promoting academic, cultural, political, and social activities on campus and in the community.

Advisor: Dr. Hashim Al-Tawil
313-845-6489
ASL (AMERICAN SIGN LANGUAGE) CLUB
Provides an environment to increase student interest in ASL classes and careers as well as create acceptance and understanding of the hearing impaired community.

Advisor: Nicola Artese
artese@hfcc.edu

ASTRONOMY CLUB
Encourages student involvement to see the fun side of astronomy and science. Works with other clubs to increase interest in the math and science fields.

Advisor: Steve Murrell
313-317-1536

BAKING CLUB
Provides the opportunity to learn about careers in baking and pastry arts. Students participate in community events to refine and improve their skills.

Advisor: Kris Jablonski
kwjablonski@hfcc.edu

CHRISTIAN CLUB
Provides fellowship, bible study, and community outreach to people in need. The club works to promote education about Christianity including principles and philosophies.

Advisor: Carla Bell 313-845-6417
cbell@hfcc.edu

COMMUNITY SERVICE CLUB
Promotes student involvement in community service projects at HFC and within the community. Projects include campus events, service based learning projects, and mentoring programs. This is a “hands-on” club that encourages members to help others and make a difference in this world.

Advisor: Michele Featherston
313-845-9865

COMPUTER PROGRAMMING CLUB
Supports students who are majoring in the field of Computer Information Systems and provides networking opportunities with professionals and other college students.

Advisor: Kimberly Moscardelli
313-317-1549
kimm@hfcc.edu

CYBERSECURITY CLUB
Provides support, networking opportunities, and information about Cybersecurity careers. The club strives to encourage student success through mentoring, membership with professional organizations, attendance at events, and educating students about digital security issues. We also have a Capture the Flag Team which competes in collegiate cyber-defense competitions through virtual computer networks.

Advisor: Marci Conner
(313) 317-4021

DIVERSITY CLUB
Fosters learning and understanding of various student populations at HFC, including race, class, gender, and sexuality. Works to educate and challenge the student body to think critically about our differences and to establish an atmosphere of acceptance at HFC.

Advisor: Paul Rodgers
313-317-6673

ENGINEERING CLUB
Provides interested students pursuing engineering careers with a forum for activities, the exchange of ideas, and the development of teamwork and leadership skills.

Advisor: Dr. Hassan Nameghi
313-317-1746
hnameghi@hfcc.edu

FILM CLUB
Studies filmmaking techniques and genre differences, reviews movies, and critiques films.

Advisor: Alan Contino
313-845-6475

FUTURE TEACHERS ASSOCIATION
Promotes career opportunities in teaching. Provides educational forums, workshops, and community service projects related to careers in education.

Contact: Student Activities Office
313-845-9865

GRAPHIC NOVEL CLUB
Seeks to encourage students to read graphic novels and express their enjoyment and experiences with different types of media, including graphic novels from other countries and cultures.

Advisor: Kevin Trovini
313-845-9684
ktrovini@hfcc.edu
HFC ROTARACT CLUB
Students perform community service projects with the Dearborn Rotary Club. Students have the opportunity to develop knowledge and understanding of the needs, problems and opportunities in the community and worldwide. The club strives to develop the professional and leadership skills of club members.

Advisor: Eric Rader  
313-845-9709  
ewrader@hfcc.edu

HFC TEAM CERAMICS
Creates awareness and appreciation of clay as an artform. Provides workshops for artistic ideas and concepts. Also provides a forum for students to display and promote their work.

Advisor: Steven Glazer  
313-845-6485

ICE CARVING CLUB
A “hands-on learning” club where students learn the art of ice carving and have the opportunity to participate in community events that promote ice carving and allow members to display their work. Web page: http://www.hfccice.com.

Advisor: Jeff Lao  
313-845-6391

INTERNATIONAL STUDENT ORGANIZATION
Promotes social interaction among international students and exposes students to different cultural backgrounds.

Advisor: Lina Jawad  
313-317-6842  
lhjawad@hfcc.edu

INTERVARSITY CHRISTIAN FELLOWSHIP
Promotes social interaction and shares the word of God through group discussions and activities.

Advisor: Cheryl Garrett  
313-845-9730

LEBANESE AMERICAN HERITAGE CLUB
Promotes the cultural and customs of Lebanon and works with other clubs to promote cultural understanding and cooperation with others.

Advisor: Imad Nouri  
313-845-9750

MINDFULNESS CLUB
Promotes and encourages the practice of mindfulness among HFC students; plans, arranges, and conducts regular group mindfulness meditation sessions and special events; and provide and maintain mindfulness resources.

Advisor: Ryan Showler  
313-845-6439  
rshowler@hfcc.edu

MIRROR NEWS - STUDENT NEWSPAPER
The Mirror News is a student-run newspaper covering campus and community events. Students are encouraged to pursue their creative talents through writing, photography, graphic design, and reporting.

Advisor: Cassandra Fluker  
313-845-9838

MUSLIM STUDENT ASSOCIATION
Promotes an understanding of Muslim beliefs through community service projects, educational forums, and public awareness. The MSA strives to promote unity among people.

Advisor: Kamal Shenaq  
313-673-4665  
kmshenaq@hfcc.edu

NATIONAL SOCIETY FOR LEADERSHIP AND SUCCESS
Helps students to discover and achieve their aspirations and create a community where motivated, goal-oriented individuals help each other succeed. The society focuses on leadership, service, and personal development.

Contact: Student Activities Office  
313-845-9865
ONE STEP AHEAD
Focuses on the interests of non-traditional students ages 21 and older. The group provides social activities, educational programs, moral support, and networking opportunities.

Contact: Student Activities Office
313-845-9865

PALESTINIAN STUDENT CLUB
Promotes and provides a Palestinian cultural awareness on campus through presentations, lectures, events and volunteer activities.

Advisor: Alex Cushnier
aacushnier@hfcc.edu

PARALEGAL STUDIES CLUB
Strives to promote education, character and desirable traits in the legal profession. Provides educational forums and workshops for students and a networking base for career opportunities.

Advisor: Shelly Loomus, JD, MSW
313-317-4158
rsloomus@hfcc.edu

PHI THETA KAPPA
Honors-based organization based on community service, leadership, fellowship, and scholarships. Students are required to maintain a 3.25 GPA and have completed 12 credit hours to join.

Advisor: Dr. Laura Yeakel
313-845-9721

PRE-PHARMACY CLUB
To prepare, support, and provide information for students aspiring to a career as a pharmacist.

Contact: Student Activities Office
313-845-9865

PSI BETA- NATIONAL HONOR SOCIETY IN PSYCHOLOGY
Serves as a means of national recognition of the student’s early interest in and dedication to the field of psychology and scholastic achievement. The organization provides a forum for developing one’s perspective about psychology and helps build a sense of community and identity with others in the field. The association will enhance the leadership skills of members, encourage research, and provide opportunities for student/faculty interaction outside the classroom.

Advisor: Elaine Louisell
313-845-9713

SCIENCE ASSOCIATION
Develops and promotes events that provide an understanding of the role of science and medicine in daily life.

Advisor: Dr. Gregory Karapetian
313-845-9739
gkkarapetian@hfcc.edu

SOCIETY OF MANUFACTURING ENGINEERS
STUDENT CHAPTER
Provides a foundation for expanded learning of the manufacturing process and hands-on perspective of the engineering industry. The club organizes activities that will increase the interest and knowledge of the manufacturing process and industry. The club works with the Society of Manufacturing Engineers (SME) through partnerships and hands-on activities.

Advisor: Roger Weekes
313-317-1582

STUDENT ENVIRONMENTAL ASSOCIATION
Promotes and provides programs that help the environment. Contributes to the understanding and appreciation of problems associated with the preservation of natural resources and wildlife. Provides a forum to discuss environmental concerns.

Advisor: Zachery Polzin
313-317-4016
zpolzin@hfcc.edu

STUDENT NURSES ASSOCIATION
Provides career information, educational programs, leadership opportunities, and community service programs for student nurses.

Advisor: Peggy Kearney
313-845-6303
pakearney@hfcc.edu

Advisor: Joan Cullen
313-845-6328
jicullen@hfcc.edu

Advisor: Cathy Gangarossa
313-845-6366
cgangarossa@hfcc.edu

STUDENT VETERANS OF AMERICA
Advocates for student veterans on campus. Assists students with the transition from military life to college life. Support members and dependents of the United States Armed Forces. Provides opportunities to interact with other veterans on campus and in the community.

Advisor: Robert James
313-845-6356
rjames@hfcc.edu
WEB DESIGN CLUB
Provides discussion groups and hands-on activities for students interested in website design and development. Web page: http://www.hfccwebclub.com.

Advisor: David Maier
313-845-9890

YEMEN STUDENT ASSOCIATION
Educates the campus community about Yemeni culture. Promotes student involvement, education, campus lectures, and cultural events.

Advisor: Josephine Alawy
jralawy@hfcc.edu

Student Council
Student Council represents a voice for HFC students. Please feel free to express concerns to the representatives. In turn, HFC administration will be consulted. Student Council elections will take place during the fall term each year. Students may visit www.hfcc.edu and look for the Student Council Elections area. In addition, students may vote, with a valid HFC ID, at one of the following voting stations:

- Student Activities Office, Room 105, Student and Culinary Arts Center (Building M);
- Learning Success Center (Building A);
- Health Careers Building (Building G); or
- Welcome Center (Building WC).

For more information, please call 313-317-1574.

CONTACT COUNCIL
If you have any issues that you would like to bring to Student Council's attention, you may call 313-317-1574 or e-mail studentcouncil@hfcc.edu.

Performing Arts
HFC offers a wide variety of opportunities for students in the fine arts area outside the classroom. These co-curricular activities are designed to enhance and expand the classroom experience to allow students to explore and develop their talents.

ART
The Sisson Art Gallery in the MacKenzie Fine Arts Center (Building F) is home to several exhibitions throughout the year, showcasing not only thought-provoking works by professional artists from around the country, but the creativity of HFC art faculty and talented student artists, painters, graphic designers, sculptors, and interior designers.

DANCE
Dance students perform in their own dance concerts at HFC, as well as in HFC’s musical theater productions staged by the music and theater areas. In addition to classes in tap, modern dance and jazz, HFC dance students have the opportunity to participate in the Full Circle Dance Company, which provides intensive training and performance opportunities. The required 3-credit class, College Dance Company, is by audition. For audition information, contact, Amy Guilmette at ajguilmette@hfcc.edu.

MUSIC
There are several outstanding vocal and instrumental groups at HFC. The bands and choirs perform on campus and at local concert venues throughout the academic year. Many HFC ensembles have also had the opportunity to participate in concert tours in the United States, Canada, and Europe. The HFC music program has released several CDs, including recordings of every annual President’s Collage concert since 1997.

THEATER
HFC’s Theater Program offers students a wide range of opportunities from acting, directing and writing to behind-the-scenes technical production, including 3-D virtual imaging and special effects. A variety of plays are staged throughout the year, including children’s theater productions, musicals, classic dramas and original works by faculty and students.
WHFR
WHFR-FM 89.3 is more than just HFC’s award-winning broadcast and Internet radio station. It’s the hub of telecommunication, where students gain real-world experience at an independent, non-commercial station. These are not textbook lessons. Instead, students learn about radio equipment and production standards while planning, producing, promoting, and presenting radio shows.

WHFR serves those who live and work in Dearborn and the surrounding communities with an eclectic mix of music rarely heard on other Detroit-area radio stations – with no commercial interruptions. The WHFR playlist offers an unusual blend of Alternative/Modern Rock, Big Band, Blues, Hip Hop, Jazz, Space Rock, Urban and World music. As an affiliate of Public Radio International (PRI), WHFR also has more than 60 hours a week of live-hosted classical music, which is received via satellite. Plus, four hours a week of information and talk shows, two of which are hosted locally, including “The New WHFR Journal,” a public affairs show.

Students learn the importance of community-focused programming at WHFR. The station hosts many music shows that highlight new releases, independent labels, and local artists, as well as several locally-focused talk shows. Staff members also participate in initiatives with live broadcasts at events such as the annual Concert of Colors Music Festival and Dearborn’s Homecoming Festival. Visit WHFR’s interactive website at www.whfr.fm for more information and to listen live to our eclectic programming.

You can reach WHFR General Manager Susan McGraw directly at 313-845-9842 or scmcgraw@hfcc.edu.

If you need to contact WHFR, you can leave a message by calling 800-585-HFCC x9676, 313-845-9676 or whfr@hfcc.edu [Option 1: live studio, Option 2: office]

Career Services and Student Employment
The HFC Career Services Office is dedicated to assisting students and alumni with their job needs. Utilize the Career Services Office to refine your professional job search documents, search for jobs, connect with employers, learn to search for jobs more effectively, develop your professional image, prepare for interviews, and more!

1. Utilize the Career Services Office:
   - Visit the Career Services Office for personalized assistance;
   - Utilize HFC Job Leads for up-to-the-minute job information;
   - Follow the Career Services Office through Twitter and Facebook;
   - Sign up for and participate in workshops sponsored by the Career Services Office; and
   - Attend job fairs throughout the year as scheduled by the Career Services Office.

2. Create and refine your image:
   - Make the first impression your best impression;
   - Start developing and focusing your professional image;
   - Be aware of your Internet image;
   - Get involved in community or college groups and extra curricular activities;
   - Be a leader, look for the chance to step up and take on more responsibility in your organization;
   - Establish and maintain connections through seminars, workshops, and organization meetings; and
   - Research! Research! Research! Know the job market in your chosen field.

3. Search job listings online at www.hfcc.edu/careers.

CAREER FAIRS
Many employers find these invaluable for building a pipeline of applicants or filling critical needs. Job fairs are offered throughout the school year, including:

- Career Expo;
- Nursing Program Career Fair; and
- Health Careers Job Fair.
JOB SKILLS WORKSHOP
Throughout the year, the Career Services Office offers job preparedness workshops, including résumé writing and mock interviews to help you successfully secure employment.

STUDENT EMPLOYMENT
The HFC Career Services Office provides job search assistance to:

- Current Students (enrolled for at least three credit hours for the current or subsequent semester);
- Recent Graduates (graduation date on transcripts within the past year);
- Alumni (graduation date on transcripts of more than one year); and
- Certificate of Achievement Recipients (Basic, Complex, and Advanced).

Our goal is to assist and prepare students and recent graduates in all aspects of the job search process. Our services include:

- Assistance with employment applications and cover letters;
- Creating a professional résumé – keep it to one page;
- Preparation for job interviews;
- Increasing awareness of professional job search techniques and tools, including sources of employer information, literature, lists, directories, etc;
- The Career Services Officer, at his or her discretion, sending your résumé to potential employers; and
- Provide employment opportunities through campus job postings and HFC’s job search software platform (HFC Job Leads).

CAREER SERVICES OFFICE HOURS:
The Career Services Office is open for the fall and winter semesters Monday through Friday from 8 a.m. until 4:30 p.m. On Tuesdays, the office hours extend to 6:30 p.m. The computer lab is open from 8:30 a.m. until 4 p.m. If you would like to schedule an appointment, call 313-845-9618.

Food Services
Hungry? There are many dining options right here on campus. You’ll find everything from a quick snack between classes to a gourmet meal complete with dessert!

At the Skylight Café
we are always
FRESH, FAST, AND FUN!

SKYLIGHT CAFÉ
Fresh, fast, and fun—the Skylight Café offers a wide variety of dining options for breakfast, lunch, dinner, or a snack between classes. Options include:

- Salad bar;
- Soup bar;
- Made-to-order sandwich station;
- Pizza;
- Halal options;
- Daily specials and entrees;
- Desserts (cookies, candy bars);
- Potato chips;
- Fresh fruit;
- Beverages (pop, juice, bottled water); and
- Starbucks coffee and more!

The Skylight Café is conveniently located in the Student and Culinary Arts Center (Building M).
The College Store
The College Store (Building C) proudly provides the HFC community with textbooks, supplies, and tools for the mind. Our goal is to be HFC’s primary source for all course-related materials.

The purpose of The College Store is to provide the HFC community with a wide selection of high quality goods and services at fair prices. We are eager to provide the best service possible.

The College Store online is your place for textbooks, gear, and supplies. Buy or sell used and new textbooks, find HFC apparel, and purchase supplies and gifts – all online.

REGULAR HOURS (FALL & WINTER)
Monday-Thursday
8 a.m.-6:30 p.m.
Friday
8 a.m.-4:30 p.m.

CLOSED SATURDAY and SUNDAY

SPRING & SUMMER HOURS
Monday-Thursday
8 a.m.-6:30 p.m.
CLOSED FRIDAY, SATURDAY and SUNDAY

Phone: 313-845-9603
Website: http://collegestore.hfcc.edu
Email Textbook Information: textbook@hfcc.edu
Email General Bookstore Information: collegestore@hfcc.edu
Volunteerism and Community Service

VOLUNTEER OPPORTUNITIES

The Student Activities Office (SAO) provides information on volunteer activities on-campus and in the community. Many worthwhile opportunities are available.

Dr. Martin Luther King, Jr. Day of Service is a volunteer activity to commemorate the birthday of civil rights activist Dr. Martin Luther King, Jr. Students, faculty, and staff members are encouraged to participate. Various activities such as renovation, educational, and social projects are available. This is a day of community service, education, and reflection.

Make a Difference Day is the largest national day of service and held the fourth Saturday in October. Students, faculty, and staff work together in the community to make a difference in the lives of others.

Volunteer Days take place at various agencies in the community throughout the year.

Contact the Student Activities Office for upcoming volunteer opportunities at 313-845-9865. It is located in Room 105 of the Student Center (Building M).

Commitment to Democracy and Democratic Engagement

The Democracy Education Program at HFC strives to provide all students with exposure to an education in democracy. Through curricular and co-curricular initiatives, the program aims to impact student learning that one carries throughout his or her life; skill development that teaches how to build a stronger civil and more inclusive society; intrinsic analysis; and diversity tolerance and understanding. As a partner of the National Democracy Commitment (NDC), HFC works to actualize the NDC goal of preparing informed, engaged graduates to revitalize and strengthen our democracy. For more information, please contact Dr. Anthony Perry at ADPerry1@hfcc.edu.

Hawks’ Nest

The Hawks’ Nest is a student food pantry dedicated to helping students in need by providing necessary food and personal care items. The Hawks’ Nest is located in the Andrew A. Mazzara Administrative Services and Conference Center (Building L). Hours of operation are Monday through Thursday from 10 a.m. to 6 p.m. and on Friday from 10 a.m. to 1 p.m. during the fall and winter semesters. To receive food from the Hawks’ Nest, students must be enrolled in at least one credit hour during the current semester at HFC and have a valid student ID card with photo. Eligible students may visit the Hawks’ Nest once per week. The maximum amount of visits is four per month. For more information, visit the Hawks’ Nest or email at hawksnest@hfcc.edu.
CLEP and AP

HFC accepts credit from Advanced Placement or CLEP examinations. Transfer students from other colleges who have taken Advanced Placement (AP) or College-Level Examination Program (CLEP) tests may be awarded credit at HFC. Eligibility for AP or CLEP credit(s) will be determined upon receipt of the transcripts. HFC will evaluate the coursework, post credit equivalents as transfer credit(s) on the student’s HFC transcripts.

See the website for updated course equivalency information at: www.hfcc.edu/admissions/clep or www.hfcc.edu/admissions/advanced-placement

Student Privacy

PERSONAL INFORMATION

All requests for information by HFC are made with the goal of providing better service or in complying with governmentally regulated requests. HFC will not give or sell any personal information to any outside agency for any use outside of college business, with the exception of Solomon Act requests (see next page). Such use will not be in violation of other provisions of this policy. HFC internal practices help protect privacy by limiting employee access to personal information. As of May 2002, HFC began keeping the most recent e-mail address as part of its student and employee files. It is used as a postal address and is maintained to accommodate student requests to keep them informed of pertinent information via e-mail.

HFC PRIVACY PRACTICES

HFC Privacy Practices apply to employees and students and satisfy the following government laws, acts, and guidelines:

- Carl D. Perkins Vocational and Technical Education Act (Source: Section 113 and the Workforce Investment Act of 1998, Section 122);
- Family Education Rights and Privacy Act (FERPA) of 1974 (Source: Federal Register, Vol. 53, No. 69, April 11, 1988);
- Health Insurance Portability and Accountability Act of 1996 (HIPAA);
- Michigan Social Security Privacy Act (Source: Michigan Act 454 of 2004);
- Solomon Amendment (Source: Federal law 10 USC Sec. 983);
- Freedom of Information Act (FOIA), 5 USC Sec. 983; and
- Bullard-Plawecki Employer Right To Know Act 397 of 1978.

HFC holds the privacy of its staff and students of paramount importance. HFC’s goal is to provide the highest level of service, confidentiality, and security. HFC Privacy Practices cover all personally identifiable information collected and stored by HFC.

SOCIAL SECURITY NUMBER (SSN) PRIVACY

Students applying and registering for credit courses and employees applying to work at HFC are required to supply their social security numbers (SSN). International students are required to supply HFC with their International Student Identification (ISIN) or comparable unique identification number issued by the U.S. Uses include, but are not limited to:

- Employee (includes student employees and vendors) tax reporting;
- Benefit provision;
- Student Federal Financial Aid;
- Specific reporting functions as required by the state and federal government;
- Veterans’ certification;
- GED testing; and
- Reporting to the National Student Clearinghouse which is used for attendance verifications, degree reporting, and loan tracking.

HFC, to the extent practicable, ensures the confidentiality of SSNs and limits who accesses information or documents containing them. Only employees who “need to know” shall have access to student and employee SSNs. Employees involved include but are not limited to members of Human Resources, Admissions, Financial Aid, Financial Services, Institutional Assessment and Registration.

HFC does not print SSNs anywhere except when required by regulations or by necessity or use by a “need to know” as identified above.

All students and employees are issued a unique HANK ID number which limits the need to use SSNs to identify students or employees. Students and employees may voluntarily identify themselves by their SSN; however, HFC prefers using the HANK ID number. Should any document containing a SSN need to be disposed of, the document will be shredded or otherwise destroyed prior to disposal.

HFC prohibits the unlawful disclosure of SSNs, and any employee found to have violated this rule will be subject to discipline up to and including termination.

SOLOMON AMENDMENT

The Solomon Amendment is part of the federal law that requires public education institutions to release student names and addresses to the U.S. military upon request. HFC responds to these requests under punishment of loss of student federal financial aid.
FERPA ACCESS TO STUDENT EDUCATIONAL RECORDS

Pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, any person who is or has been in attendance at HFC shall have the right to inspect and review any and all educational records directly related to that person after a request for access to such records has been made in accordance with the approved procedures for such access.

Requests to review general HFC educational records are to be made at the Office of Registration and Records. Requests for information regarding records maintained by a department should be made to the departmental director.

Specifically, the student has the right to:
- Inspect all of his or her education records maintained by HFC;
- Prevent the disclosure of personally identifiable information to third parties unless exempted by the Act;
- Request an amendment to any educational record;
- Request a hearing to present evidence that a record should be amended;
- File a complaint with the FERPA Office, Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202, regarding HFC failing to comply; and
- Obtain from the Office of Registration and Records a copy of the HFC policy regarding FERPA.

Educational records are those records that are directly related to a student and maintained by an education agency or by a party acting on behalf of the agency or institution. The term does not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those parties that are kept in the sole possession of record-holder. Further, they are not accessible or revealed to any other party, except a temporary substitute for the record-holder.

ACCESS TO EMPLOYEE OR STUDENT FINANCIAL RECORDS

Financial Records includes historical, current or future income; debt; assets; banking; payment; funding requests or related information of an employee or student. The access of such information is limited to appropriate governmental, financial aid, financial services, human resources and/or direct supervisory personnel.

- All financial information and documents will be kept in a secure environment;
- Employees with access to such information will be held to the highest degree of confidentiality;
- Documents that are no longer being used will be shredded or otherwise destroyed prior to disposal;
- No employee, student, or other individual is allowed to access or use financial records without written consent from the affected individual or through expressed consent of the institution based on that individual’s job responsibilities;
- HFC will not keep permanent record of credit card information; and
- Students must show a valid photo ID to access records.

Apply for a Degree or Certificate

APPLYING FOR GRADUATION

It is in the student's best interest to monitor progress towards graduation by following this timeline:

- As a new student or when changing his or her educational goal, meet with a counselor or academic advisor to set his or her educational goal and select the corresponding academic program (degree and/or certificate) at HFC.
- Use the Program Evaluation feature in Webadvisor or Student Planning to monitor progress towards completion of the academic program.
- HFC graduates students three times per year (August, December and May), but Commencement is only held in May.

AUGUST (SPRING/SUMMER) GRADUATION

Applications for spring/summer graduation must be submitted by July 15.

DECEMBER (FALL) GRADUATION

Applications for fall graduation must be submitted by November 15.

MAY (WINTER) GRADUATION

Applications for winter graduation must be submitted by February 15.

Graduation applications submitted after the above deadlines will be evaluated for the next semester.

Graduation Applications are available online at http://www.hfcc.edu/registration-and-requirements or through Webadvisor.

PROGRAM EVALUATION/DEGREE AUDIT AND GRADUATION REQUIREMENTS

The Office of the Registrar will review the application and send out an email to the student’s Hawkmail account if the requirements of the program being applied are not complete. The application may be moved or deleted, depending upon whether the student is registered to complete the requirements in the subsequent term. If the application is deleted, the student will need to submit a new application.
General Requirements for a Bachelor’s Degree

A bachelor’s degree will be awarded to all students who have completed an approved program, provided the following conditions have been fulfilled:

- Earn a minimum of 120 semester hours of credit with a 2.00 cumulative GPA or higher.
- Complete General Education and Degree Specific Graduation Requirements.
- Complete all required and elective courses for the Program of Study. Go to WebAdvisor and select Program Evaluation or Student Planning to find this information.
- Developmental courses do NOT meet General Education, Specific Degree Requirements, or Program Requirements nor count towards the minimum requirements of 120 semester hours.
- Complete a minimum of 30 semester hours of credit at HFC.
- Transferability of courses may be restricted based upon program specific policies and requirements.
- All financial obligations to HFC have been met.

General Requirements for an Associate Degree

- Earn a minimum of 60 semester hours of credit with a 2.0 cumulative GPA or higher.
- Complete General Education and Specific Degree Graduation Requirements outlined on the following pages.
- Complete all required and elective courses for the Program of Study. Go to WebAdvisor and select Program Evaluation or Student Planning to find this information.
- Complete a minimum of 20 semester hours of credit at HFC. The balance of credit may be transferred in from other resources (usually accredited colleges). Students must work with the HFC University Transfer, Advising, and Career Counseling Office and/or the Office of Registration and Records to establish an official record of transfer credit at HFC.
- A maximum of 40 semester hours of credit from any HFC associate degree may be applied toward meeting the requirements of another degree. In other words, to earn a second associate degree at HFC, an additional 20 semester hours of credit must be earned and all second degree requirements met. The same rule applies for all subsequent degrees.
- A student holding a bachelor’s degree from a regionally accredited college or university will be given transfer credit equivalences that apply towards General Education Requirements for graduation.
- All financial obligations to HFC have been met.

Requirements for Graduation

A bachelor or associate degree will be awarded to all students who have completed an approved program provided the following conditions have been fulfilled.

GENERAL REQUIREMENTS

1. All students must earn a minimum of 120 semester hours for a bachelor degree and 60 semester hours of credits including general college and program requirements.
2. The student must possess at least a 2.0 cumulative GPA.
3. Remedial, developmental, and preparatory classes cannot be used to satisfy program requirements or count toward the minimum required credit hours for a degree.
4. The student’s program must include a minimum of six semester hours of either English 131 and 132 or English 131 and 135.
5. Complete a minimum of 20 semester hours of credit at HFC for an associate and 30 semester hours for a bachelor.
6. A student having earned a previous college degree may apply for a specific HFC degree. Transfer courses submitted to be meet graduation requirements must be evaluated and approved by the Office of the Registrar.
7. Transfer credit may be used to meet graduation requirements. Coursework must be at a C grade or above and be from an institution accredited by one of the six Regional Accrediting Associations in the U.S. Credits from non-accredited institutions may be granted upon recommendation of the appropriate division or department or the registrar.
8. The student must have fulfilled all financial obligations to HFC.
9. To improve programs, HFC may occasionally change the requirements for a degree. If degree requirements have changed, students may elect to:
   a. Graduate under the current program/degree requirements (year of graduation); or
   b. Graduate under previous degree/program requirements within 3 years of any degree/program change.

NOTE: If a student's graduation application is denied, an appeal may be made to the Office of Registration and Records.
Commencement and Special Awards

Commencement is the ceremony attended by graduates to receive recognition of their accomplishments. HFC holds one commencement ceremony each year in May. Summer graduates must apply by February 15 to be included in the ceremony.

GRADUATION WITH HONORS

Student with a cumulative GPA of 3.9-4.0:
SUMMA CUM LAUDE

Students with a cumulative GPA of 3.7-3.89:
MAGNA CUM LAUDE

Students with a cumulative GPA of 3.5-3.69:
CUM LAUDE

Credit for Military Training

HFC encourages former service members to continue their college education. Military transcripts will be evaluated as follows:

1. Basic Training will receive an American Council on Education (ACE) recommended credit for Physical Activity and First Aid Certification.

2. ACE recommendations for the successful completion of formal service school courses that are longer than 45 hours (3 college credit hours) in duration will be individually evaluated for acceptance.

3. All other test scores will not be accepted unless there is a current HFC policy that accepts such tests.

Attendance

Students are expected to attend all the sessions of the classes for which they are enrolled. Penalties may be imposed, at the discretion of the individual instructor, whenever:

1. HFC recognizes consistent attendance is critical to student academic success; and/or
2. Class participation is required.

Students are responsible for checking each individual instructor's attendance expectations at the start of the semester. Students who do not attend any courses will have their attendance reported as “Never Attended (NA)”, which will directly result in Financial Aid Funds not being available.

Lack of attendance may affect the student's final grade.

Absences in connection with participation in authorized college activities must be considered in the total picture of absences for all purposes, and students are expected to contact their instructor in advance of a planned absence. HFC provides free HawkMail for communicating with the instructors. It is the responsibility of the student to make up work missed due to an absence.

Students are required to be present at the final examination. In case of absence, it is the student's responsibility to contact the instructor in regard to a make-up exam.

Students may be required to produce documentation to support the absence.

HFC complies with federal and state law regarding absences protected by law.
Address and Name Changes

ADDRESS CHANGES

It is the responsibility of all students, both current and former, to maintain a current address. Address change requests can be made:

- In person during regular business hours;
- On WebAdvisor;
- By Fax; and
- By mail.

Your request should contain the following information:

- Printed name
- Previous names (if applicable)
- Current address and telephone number
- Social security number or student ID number
- Date of birth
- Approximate date of last attendance
- Your signature
- Driver’s license or state ID
- Copy of legal address change documentation

Mail requests for address changes to:

Registration & Records
Name Change Request
Henry Ford College
5101 Evergreen Road
Dearborn, MI 48128
Fax requests to 313-845-6464

NAME CHANGES

Student name change requests are processed in Registration & Records. Legal documentation is required for all name changes.

Name change requests can be made in person during regular business hours or by mail. Your request should contain the following information:

- New name (please type or print)
- Previous names
- Current address and telephone number
- Social Security number or student ID number
- Date of birth
- Approximate date of last attendance
- Your signature
- Driver’s license or state ID
- Copy of legal name change documentation

Mail requests for name changes to:

Registration & Records
Name Change Request
Henry Ford College
5101 Evergreen Road
Dearborn, MI 48128
Fax requests to 313-845-6464

Transcripts

An official transcript of credits may be requested by the student in writing to the Office of Registration and Records. Official transcripts are sent directly to a receiving institution and are not issued to the student. A student copy of the transcripts may be issued to a student but will not carry the official HFC seal.

The Office of Registration and Records maintains the official, permanent academic record of every student who attends HFC. This record is known as a transcript and is updated as grades are received.

HFC transcripts include all student credit course work completed and any transfer credit(s) issued. There are two types of academic college transcripts: Official and Student Copy.

An Official transcript is a transcript sent directly from HFC to an external agent such as another college or employer. An official transcript is not sent to the student. An official transcript is printed on secure paper. The Student Copy is generated by the student using WebAdvisor.

In most instances, academic institutions and employers who require former or current students to personally provide a transcript with an admission form or employment application will accept a student copy. An official transcript probably will be required after admission or employment.

How do I request a copy of my HFC transcript?

If you need a copy of your transcript for personal use (Student Copy), log into your WebAdvisor account, click on “Transcript”, and print.

If you need a copy of your transcript sent to another institution (Official Copy) log into your WebAdvisor account and click on “Transcript Request”. Please allow 1-2 business days for processing and additional time for delivery.

Archived students who do not have access to WebAdvisor may request an official transcript in writing to the Office of Registration and Records.

Transcripts will NOT be released if you have a past due balance.
Alcohol and Drug Policy and Prevention Program

As a public institution, HFC operates under the guidelines of Federal Public Act 101-226, entitled Drug Free Schools and Campuses, passed in 1990. This law states that students must be informed of the HFC's rules and sanctions regarding drugs and must be informed of health risks related to the use of drugs and of counseling assistance available at HFC. Additional information is available in the University Transfer, Advising, and Career Counseling Center located in the Learning Success Center (Building A). Anyone with questions should call 313-845-9612 or 313-845-9611.

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, and employees involved with illegal use, possession, or distribution of controlled substances may face criminal penalties, and HFC will cooperate fully with law enforcement agencies as appropriate. If a student has concerns about alcohol or drug addiction and its impact on their lives, they can meet with a counselor in the Counseling Office (Building A). The phone number is 313-845-9611.

As members of an academic community, students and employees can expect an atmosphere that supports personal growth and learning. HFC requires that its students and employees comply with legal standards and student conduct standards as it applies 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 age 21.
- 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 or 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 under the influence of alcohol to the degree that you may endanger yourself or other persons or property or disturb persons in your vicinity.
- A person under the age of 21 is prohibited from operating a motor vehicle with ANY alcohol in his or her system.
- Driving under the influence of alcohol (blood alcohol level of 0.08% or greater) is illegal.

The full document regarding HFC's Drug and Alcohol Education and Prevention Program including treatment and support resources is located on the HFC website under “consumer information” and available in the Office of the Vice President for Student Affairs.

Equal Opportunity Policy

HFC is an equal opportunity institution. Students who have complaints of an equal opportunity nature (discrimination or harassment on the basis of age, race, ethnicity, gender, sexual orientation, creed, ancestry, disability, height, weight, national origin, religion, or marital status) shall consult the Vice President of Student Affairs, who will provide a copy of the Discrimination and Harassment Complaint Procedure and review with the student an appropriate procedure to follow.

Athletic Aid Disclosure

The Athletics Department has information on the number of students, categorized by race and gender; the number of students by race and gender that receive athletically related aid; the completion/graduation rate and dropout rate; and the completion/graduation and transfer rates for students receiving athletically related aid. The department also has information on the amounts of revenues derived from and expenses made on behalf of intercollegiate athletics activities. Information is available giving participation figures, coaching and staff information, revenue, and financial support for HFC teams.

General Policy on Institutional Response to AIDS

HFC is committed to providing quality educational opportunities in an environment that is safe and conducive to learning for students and employees. Thus, all confirmed cases of Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), or a positive Human Immuno-deficiency Virus (HIV) infection will be addressed on an individual basis for both students and employees, while maintaining the dignity and rights of the individual and the HFC community.
Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Under the Health Insurance Portability and Accountability Act (HIPAA), HFC has adopted a policy that protects the privacy and confidentiality of protected health information (PHI) whenever it is used by an HFC representative. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs.

Protected Health Information Defined

PHI refers to individually identifiable health information received by the HFC's group health plans or received by a health care provider, health plan, or health care clearinghouse that relates to the past or present health of an individual or to payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, genetic information and evidence of disability.

The complete policy is available at the Human Resources Office.

Smoke Free Campus

On January 1, 2012, HFC became smoke free at all campus locations, which include the main campus and the East Campus. HFC joined hundreds of colleges and universities across the nation that have taken this important step. Providing a smoke free campus promotes a healthy environment in which students, faculty, administrators, and staff can learn and work. A smoke free campus also sets the example that HFC is committed to wellness and supports a healthy campus.

Regionally, the University of Michigan (U-M), including the Ann Arbor, Dearborn, and Flint campuses, Michigan State University (MSU), and Oakland University are now smoke free. Area community colleges that are smoke-free include Washtenaw, Jackson, Monroe, and Lansing. Colleges and universities have taken this measure in response to the Surgeon General's 2006 report, “The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General.” This report states that secondhand smoke is a preventable and significant cause of illness and death in the U.S., and that there is no safe level of exposure to secondhand smoke. Clearly, the well-being of everyone on campus must be a top priority and going smoke free is an important step in this effort.

Student Conduct Policy and Due Process Procedure

PREAMBLE

HFC is a comprehensive community 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.

Students have the rights and accept the responsibilities of participating in an educational environment when they enroll at 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 be safe from violence. Students are also expected to know and obey federal and state laws and local ordinances, as well as follow HFC policies.

Students at HFC have the same rights under the Constitution of our nation and our state as other citizens. These rights include freedom of expression, press, religion, and assembly. Freedom of expression, for example, includes the expression of reasoned dissent and voicing unpopular views. With every freedom, there is the responsibility of according the same right to others. All students have the right to be treated fairly and to have access to HFC policies. Students will receive appropriate due process should they be accused of behavior that is in violation of laws or HFC policy.

I. GENERAL

A. The purpose of this policy, Student Conduct Policy and Due Process Procedure, is to help protect the safety and well-being of the campus community and to assist HFC in providing an environment that supports the educational process. The responsibility for maintaining such an environment is shared by all members of the HFC community.

B. 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.

C. This policy may be amended with the approval of the HFC administration. The Due Process Procedure may be amended with the approval of the Senate, the Vice President of Student Affairs and the President of HFC.
D. The HFC Board of Trustees, acting through a delegation of authority to the President (or his or her designee), retains the ultimate right to make and enforce rules relating to student conduct and discipline.

E. Whenever, in this policy or in the Due Process Procedure, written notice to the student is required. Such written notice is deemed accomplished by mailing the document in question to the address the student has on file with the Office of the Registrar.

Written notice can also be accomplished by providing the document in question to the student by hand delivery.

II. STUDENT CODE OF CONDUCT

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 HFC; and to maintain standards of personal integrity.

The following are examples of behavior or situations that violate these standards. This list is illustrative and is not exhaustive, and it is not to be read as a limitation of HFC's right to discipline for infractions which are not listed:

1. Interference with normal HFC or HFC-sponsored activities including, but not limited to,
   - interference with teaching;
   - administration; and
   - Board meetings.
2. Failure to comply with Campus Safety and other HFC personnel.
3. Violation of legal standards of decency.
4. Discriminating against or harassing an individual or group in any HFC-related activity, opportunity, or organization on the basis of race, color, ethnicity, gender, religion, sexual orientation, creed, national origin, ancestry, age, disability, height, weight, or marital status, or retaliating against any such individual or group for having complained about such behavior.
5. Disrupting a class, a class related activity, or an HFC-sponsored or related event.
6. Physical assault.
7. Stalking.
8. Threats of injury or harm.
9. Arson.
10. Theft.
12. Damage to HFC, student, 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 Public Safety of this requirement prior to bringing such weapons on campus).
15. Falsifying, altering or providing false, inaccurate or incomplete information on any HFC application, form or document; or providing false, inaccurate or incomplete verbal information to be used with regard to HFC 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 the HFC campus.

Student Complaint Policy

During their course of study at HFC, students may encounter problems requiring review by academic and administrative personnel. It is the policy of HFC to provide an equitable system for the speedy and amicable resolution of problems between students and HFC faculty and administrators. Complaints against faculty may include issues such as final course grades, classroom assignments, and various services. Complaints against administrators may include matters such as policies, regulations, and services. Due process is dependent upon timeliness.

A formal complaint which is not initiated by the end of the semester in which the issue arose will be dismissed. Once the formal complaint process is initiated, the four stages of the complaint process should be completed within 20 academic working days for each stage (spring and summer terms and regularly scheduled HFC recesses may be exempt, depending upon the availability of the parties involved). These guidelines apply to all student complaints covered by this policy.

Certain types of complaints require the student to file grievances with specialized decision-making bodies. HFC publishes these and makes them available to students. However, such specialized policies and procedures shall not be interpreted so as to deny a student due process under the Student Complaint Policy. Also, this policy shall not be construed or applied so as to restrict academic freedom. Copies of the Student Complaint Policy and Procedures are available in any of the vice presidents’ offices and online at www.hfcc.edu/current_students/student_policies.asp.

Sexual Harassment and Discrimination

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, and other verbal and physical conduct and communication of a sexual nature when either:
A. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individuals hiring or employment; or

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

Any student who believes he or she is subject to any type of discrimination or sexual harassment must report such to the attention of the Student Title IX Coordinator, located in the Counseling Office (Building A). Each complaint will be thoroughly investigated and confidential.

Sexual Misconduct Complaint Policy

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

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

For complaints against a student, contact the Student Title IX Coordinator:

Aura Cazares
Student Conduct & Compliance Manager/Title Coordinator
Location: Building N, Office 227
Phone: 313-845-6315  Email: ajcazares@hfcc.edu

For complaints against an employee, contact the Employee Title IX Coordinator:

Lynn Borczon
Assistant Director of Human Resources
Location: Administration Services Building
Phone: 313-845-9664
Email: lynn@hfcc.edu

RESOURCES FOR VICTIMS AND FAMILIES OF DOMESTIC VIOLENCE/RAPE/SEXUAL ASSAULT:

City of Dearborn
National Sexual Assault Hotline 1.800.656.HOPE
Not Alone - Together Against Sexual Assault: http://www.csswayne.org/
Sexual Assault Services for Holistic Healing and Awareness

Domestic Abuse & Sexual Violence (Free or Low Cost)
Detroit Police Rape Counseling Center, 420 St. Antoine, Detroit, MI (313) 833-1660 (open 24/7)
- Assist victims of rape with medical, mental/emotional, and legal issues
- Must be a victim, survivor of rape and/or domestic violence
- Offers individual, couples, family, and group counseling with no fees

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

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

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

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

INTRODUCTION

A. Overview and Purpose.

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

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

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

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

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

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

B. Definitions

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


“College” means Henry Ford College.

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

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

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

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

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

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

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

“FERPA” refers to the Family Educational Rights and Privacy Act.

“Force” means physical force, violence, threat, intimidation or coercion.

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

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

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

“Non-Consensual Sexual Contact” means sexual contact that occurs without effective consent.

“Non-Consensual Sexual Intercourse” means sexual intercourse that occurs without effective consent.

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

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


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

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

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

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

“Sexual Harassment” means unwelcome conduct, based on sex or on gender stereotypes. Gender based harassment may include, but are not limited to: unwelcome sexual advances, requests for sexual favors, stalking, dating and domestic violence. The College strongly encourages individuals to report all unwelcome conduct based on sex to the Title IX Coordinator.

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

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

The inclusion of a definition of “sexual harassment” that is separate from the definition of “sexual harassment causing a hostile environment” was adopted based on the language used in the Montana-Missoula OCR Letter: http://www.legal.gatech.edu/sites/legal.gatech.edu/files/assets/Montana-... Harassment.pdf (last viewed on 11/22/13).

“Stalking” means a pattern of behavior made up of a series of two or more separate non-continuous acts which shares the same purpose and causes a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed or molested.
“Sexual Intercourse” means penetration (anal, oral or vaginal) by, but not limited to, a penis, tongue, finger, or an inanimate object.

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

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

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

“Student Code of Conduct” means HFC’s Student Code of Conduct, as enforced by the Office of Student Conduct and Compliance. Found on the following link. https://www.hfcc.edu/sites/main.aegirprod.hfcc/files/attachments/Student... 

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

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

MCL 750.411h(1)(d).

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

JURISDICTION; TIMING; RETALIATION AND RELATED MISCONDUCT; CRIMINAL PROCEEDINGS

A. Jurisdiction.

1. Personal Jurisdiction.

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

2. Geographic Jurisdiction.

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


So long as there is personal jurisdiction over the accused student pursuant to Section II.A.1, above, there is no time limit to invoking this process in responding to complaints of alleged sexual misconduct. Nevertheless, students are encouraged to report alleged sexual misconduct immediately in order to maximize the College’s ability to obtain evidence, and conduct a thorough, impartial and reliable investigation. HFC recommends taking action within 72 hours of incident as delays in reporting alleged sexual misconduct may result in the loss of relevant evidence and witness testimony, and may impair the College’s ability to engage in this process. If the accused student will be graduating, the conferral of a degree may be deferred until proper resolution of any sexual misconduct charges, provided that a hearing opportunity will be scheduled for the earliest practicable date that may reasonably accommodate the parties and their witnesses.
4. Retaliation.

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

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

B. Other Related Misconduct.

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

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

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

C. Effect of Criminal Proceedings.

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

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

THE PROCESS: INITIAL STEPS

A. Intake Meeting with Complainant.

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

B. Complainant Wishes to Pursue Formal or Informal Resolution.

At the initial intake meeting with the complainant, the Student Title IX Coordinator will gather basic information about the alleged incident and seek to determine how the complainant wishes to proceed, (e.g., whether the complainant wishes to pursue Formal Resolution, Informal Resolution or does not wish to pursue resolution of any kind).
If the complainant wishes to proceed with either Formal or Informal Resolution, the Student Title IX Coordinator will determine the name of the accused student, the date, location, and nature of the alleged sexual misconduct, and will schedule an individual intake meeting with the accused student in order to provide to the accused student with a general understanding of this process and to identify forms of support or immediate interventions available to the accused student.

If the complainant wishes to proceed with Formal Resolution, the Student Title IX Coordinator will promptly prepare and forward a formal complaint to the investigators for investigation, in accordance with Section IV.B, below. The formal complaint will set forth the name of the accused student, and the date, location and nature of the alleged sexual misconduct.

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

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

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

D. Interim Measures.

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

FORMAL RESOLUTION

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

A. The Hearing Officer Cadre.

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

B. Investigation.

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

Investigators are neutral fact-finders, who, during the course of the investigation, typically conduct interviews with the complainant, the accused student, and each third-party witness (including expert witnesses, where applicable); visit and take photographs at each relevant site (if necessary); and, where applicable, coordinate with law enforcement agencies to collect and preserve relevant evidence. The completed investigative report (the “investigative
student whose records have been placed on hold, A complainant whose request for a hearing is denied, and an sexual misconduct allegation.
to any subsequent information received, as the basis for any Conduct), the Panel will use all information that is provided to
sion (in accordance with Article IV(C) of the Student Code of
misconduct and, if applicable, which other, related alleged misconduct (as described in Section I.B above or the current
not have with regards to the investigative report.
The investigative team shall keep the complaint and investiga-
tion confidential to the extent possible or as required by law.

C. Granting/Deny ing a Hearing.
The investigative team will determine whether or not there is enough information available to grant a hearing. If the investiga-
tive team determines that a hearing should be granted, notice of that determination will be delivered, concurrently, to both parties and to the Student Title IX Coordinator. If a hearing is denied, a notification summarizing the investigative report will be distributed concurrently, to the parties and to the Student Title IX Coordinator.

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

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

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

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

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

E. Notice of Hearing; Challenges to Panel; Delivery of Notice.
If a hearing is granted by the investigators or occurs as a result of an interim suspension, or is granted by the Vice President of Student Affairs on appeal (as stated in IV(C) above), the Panel Chair will commence the Formal Resolution process by providing written notice to both parties (the “Notice of Hearing”) stating: (1) the date, time, and place of the pre-hearing meeting at which preliminary matters will be discussed, as more fully addressed in Section IV.G.2, below; and (2) the names of the Panel members selected to serve as the Panel. A party wishing to challenge the participation of any Panel member must notify the Panel Chair, in writing, within five (5) business days of the scheduled hearing date stating the specific reason(s) for the objection. Failure to do so will constitute a waiver of any objection to the composition of the Panel. If a party wishes to challenge the participation of any panel member, and notifies the Panel Chair in writing within the allotted timeframe, the Chair will determine whether the challenge has merit and reserves discretion to make changes in the Panel composition at any time. The Notice of Hearing will be delivered, at the Panel Chair’s discretion, by email or in person, and will be considered effective immediately upon receipt. The parties are expected to cooperate in the scheduling of the hearing. If either party fails to appear at the scheduled hearing, the Panel Chair may postpone the proceedings or direct that the Panel proceed and determine the complaint on the basis of the investigative report and any other available information, provided the absent party
was given appropriate notification of the scheduled hearing date, as outlined in this section.

F. Advisors to the Parties.

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

G. Hearing Procedures

1. Pre-Hearing Submissions.

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

2. Pre-Hearing Meeting and Determination of Complaint and Witnesses.

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

3. Pre-Hearing Discussion.

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

4. Legal Counsel.

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

5. Conduct of the Hearing.

   The hearing will not follow a courtroom model, and formal rules of evidence will not be observed. Accordingly, for example, the parties may elect to rely upon the statements of witnesses contained in the investigative report if such witnesses are unavailable to attend the hearing. The Chair will determine the order of the witnesses (if any) and resolve any questions of procedure arising during the hearing, if any. The parties are responsible for ensuring that their proposed witnesses are present. Members of the Panel will review in advance of the hearing all the written materials provided to them by the Chair in accordance with Section IV.G.1, above. The parties will have received or been provided the opportunity to review all available materials during earlier stages of the pre-hearing process. The parties will be expected not to repeat undisputed details or non-material circumstances that would merely duplicate information contained in the investigative report or in other written materials. Only the Chair and the Panel may question the individual parties and any witnesses, unless permission is granted by the Chair to modify the questioning process provided the modification does not result in an adversarial tone. Both parties and their advisors may ask the Chair to pose additional questions or inquire further into specific matters by submitting these requests in writing, at the discretion of the Chair. If necessary, a brief break may be granted to allow both parties an opportunity to prepare and submit such requests. The Chair is empowered to disallow or reframe any questions that are irrelevant or redundant. After all witnesses have been questioned, each party may make a closing statement and request a short recess to prepare it. If the Panel determines that unresolved issues exist that would be clarified by the presentation of additional information,
Student Policies and Procedures

the Chair may suspend the hearing and reconvene it in a timely manner to receive such additional information. A delay may not be based on the failure of witnesses to appear without good cause or on the proposed introduction of documents or other information that should have been presented at the pre-hearing meeting. A Student Title IX Coordinator or Deputy Student Title IX Coordinator may attend any Provision 4 Hearing at any time to observe the hearing. If the Student Title IX Coordinator or the Deputy Student Title IX Coordinator did not directly participate in the investigation, then their presence in the hearing shall be for the purpose of observation only.

6. Testimony or Participation by the Accused.

The accused student has the option not to testify; however, the exercise of that option will not preclude the Panel from proceeding and determining the complaint on the basis of the investigative report and other available information. In addition, as indicated in Section IV.E, above, if the accused student fails to appear at the hearing, after being duly notified of its place and time, the Panel will proceed with the scheduled hearing and make a determination on the basis of the investigative report and any other available information.


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

8. Recording.

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


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


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

11. Sanction.

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

12. Decision.

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

13. Appeals.

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

a. substantial evidence not previously considered;
b. evidence of bias by the administrator who conducted the disciplinary hearing;

c. significant errors in procedures by the administrator who conducted the disciplinary hearing;

d. significant finding of inequity in disciplinary actions related to findings.

14. Effective Date of Sanction.

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

15. Privacy of the Hearing Process;

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

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

INFORMAL RESOLUTION

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

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

A. Purpose of Informal Resolution.

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

B. Advisors.

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

C. Informal Resolution Where Accused Student Acknowledges Responsibility.

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

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

E. Election of Formal Resolution.

The College or the complainant may, at any time prior to the conclusion of the Informal Resolution, elect to end such proceedings and initiate Formal Resolution instead. In such cases, statements or disclosures made by the parties in the course of the Informal Resolution may be considered in the subsequent Formal Resolution.

F. Privacy of Informal Resolution.

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

AMENDMENTS

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

Adopted Date: Tuesday, January 20, 2015
Revised Date: Monday, June 22, 2015

Respect the Campus

HFC is dedicated to the education and enrichment of its students and the community. It is the responsibility of all members of the HFC community to contribute to the safety and well-being of the campus environment and to support the educational process.

What is expected:

MONITOR YOUR VOLUME. No yelling, loud laughter or talking, or loud music/speakers.

BE SAFE. No roughhousing, throwing things, running or causing harm to others.

KEEP CHILDREN AT HOME. For safety reasons, children are not permitted on campus.

BE CONCERNSATE/PROFESSIONAL. No use of obscene gestures, foul language, or public intimacy.

BE SANITARY. Clean up after yourself. Groom yourself or others in the bathroom and not in dining and other public areas.

FOLLOW STATE AND FEDERAL LAWS and all Student Conduct Policies. Theft, assault/fighting, forgery, arson, or providing false information to HFC personnel may result in immediate expulsion.

BE RESPECTFUL. No teasing, name-calling or bigoted comments are allowed. Gestures, comments and advances of a sexual nature toward another constitute harassment and is against the law.

FOLLOW ALL DIRECTIVES of Campus Safety and HFC Personnel. Do not argue with staff or refuse to provide information. Failure to comply and being disorderly in an office or a classroom may result in immediate suspension from campus.

BE RESPONSIBLE for your guests. If guests break a policy, you will be held responsible.

NO PETS allowed on campus, except for service animals such as leader dogs.

NO SMOKING allowed on campus.

NO POSSESSION, sale, or consumption of alcohol or illegal substances.

NO CLASSROOM DISRUPTION. This includes entry or exit during class, cell phone disruption, and talking during lecture.

Campus Attire

Students are expected to use good judgment, good taste, and decency with regard to their selection of dress.

Computer Systems Use Policy

HFC’s computers, peripherals, software, networks, supplies, e-mail systems, and Internet connections (HFC’s Systems) are intended to carry out the legitimate operational functions of HFC and not for purposes unrelated to college business. It is not the intent or purpose of this policy to dampen or restrict freedom of inquiry or freedom of criticism.

HFC prohibits the removal, relocation, or alteration of equipment or software without written authorization.

It is the policy of HFC to prohibit the use of HFC’s Systems for purposes of:

- Harassment of persons or organizations on or off-campus for any reason;
- Sending or receiving material of a profane, pornographic, or threatening nature;
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;

- 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;
- Plagiarizing, altering, or tampering with the work of others.
- Gaming, solicitation, or any activity deemed illegal or contrary to HFC policies;
- Theft of intellectual or other property, including copyright infringement;
- Intentionally preventing an electronic communication from being received by the intended recipient without authorization from the originating sender; and
- 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 this policy.

It is the desire of HFC to ensure that HFC Systems are put to the best and most efficient use. Therefore, HFC requires that:

- Students, faculty, and staff receive appropriate training in hardware, software, and networks use, or demonstrate acceptable levels of proficiency prior to access;
- Students, faculty, and staff be mindful of the time spent (as in “surfing the net” or “chatting”) on HFC’s Systems, or material consumed (such as having large or vague searches printed);
- Students, faculty, and staff must exercise reasonable care in protecting their login names and passwords, and not permit unauthorized persons to access HFC’s Systems; and
- Students, faculty, and staff should not use HFC’s Systems to store messages and files because it would place an undue burden on limited system resources.

Users of HFC’s Systems are reminded that e-mail is like any other form of written communication. It is subject to the same legal restrictions and potential liabilities as a paper document. E-mail may be subpoenaed and is subject to the Freedom of Information Act (FOIA). In view of this, HFC’s Systems should not be considered appropriate for transmission of confidential or proprietary information.

From the standpoint of the creator of a message, the message should be viewed as “business correspondence” or as an academic paper which has a likelihood of becoming a published document. HFC does not monitor or permanently store messages.

However, unlike a written document that can entirely be erased or destroyed by the writer, user deletion of messages renders electronic space in the system available for other messages but does not immediately erase the messages from the system. Therefore, users of HFC’s Systems should not expect privacy. Nevertheless, it is incumbent upon all users of HFC’s Systems to treat misdirected e-mail communications with reasonable care to avoid undue disclosure of the messages of others.

Penalties for violation of this policy will vary depending on the nature and degree of the specific violation. Penalties range from reprimand through expulsion for students or termination for employees in accordance with the provisions of any HFC Collective Bargaining Agreement to the extent such Agreement applies to the employees. If violations of law are involved, users may incur civil liability to HFC or third parties and may also be subject to prosecution.
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, passed in 1990. This law states that students must be informed of HFC’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 HFC.

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 HFC campus.

COLLEGE SANCTIONS

Disciplinary action 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. Additional information is available in the University Transfer, Advising, and Career Counseling Center located in the Learning Success Center (Building A). Anyone with questions should call 313-845-9611 or 313-845-9612.

Parking Regulations

Students are responsible for observing all campus parking rules and regulations. Failure to adhere to these regulations may result in their cars being ticketed and towed away or other disciplinary action.

Student Right to Know and Campus Security Act

HFC publishes annually a brochure titled “Guide to Campus Safety Services.” This brochure, available at the Office of Campus Safety (Building N), includes information about safety procedures on campus, data on instances of crime on campus, the Student Conduct of Code, and directions for reporting emergencies. Information is also available in a separate publication regarding the graduation rates of HFC’s students. That publication is available in the Office of the Vice President of Student Affairs.

Student Health Insurance Information

For information on student health insurance, visit www.hfcc.edu/about_us/consumer/. Accident and Sickness Insurance for students of HFC is available and is compliant under the Affordable Care Act (ACA). The insurance is prepared by Student Assurance Services Incorporated and underwritten by the Columbian Life Insurance Company.

Campus Safety

The Office of Campus Safety is located in Building N on the east side of the main campus. Campus Safety is responsible for maintaining and releasing incident and accident reports, key control, issuance of employee and student ID cards, 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, parking enforcement, and Safe Walk services.

Campus Safety Dispatch

313-845-9630
24 hours/7 days

Office of Campus Safety

313-845-9862
Mon-Fri: 8 a.m. - 4:30 p.m.

Campus Closing Information

HFC broadcasts closing statements on major radio stations and TV channels. College closing information is also placed on HFC’s main phone number which is 313-845-9600. Notification also appears on www.hfcc.edu. When possible, HFC will post closing information on our main page under News & Events.

Crime Statistics

Statistics are required by October 1 annually and include the previous three calendar years. They include incidents reported to local law enforcement agencies and internal disciplinary proceedings. All incidents are reported through the Office of Campus Safety. This information (Annual Security Report) is distributed to all students and employees, and is posted online at www.hfcc.edu/campus_safety. Printed copies are available upon request.
Emergency Notification
HFC has implemented an emergency notification system called “HFC Alert.” By registering your cell phone or PDA number, preferred e-mail, and office or home phone, you will receive emergency notifications, via voicemail, e-mail, or text, about urgent events such as snow days, tornado warnings, or information and instructions related to any other emergency on campus.

Notifications will only be sent for these purposes. We urge you to register online at www.hfcc.edu/campus_safety.

Behavioral Intervention Team - Report Behavior
The HFC Behavioral Intervention Team (BIT) provides information and resources to members of the HFC community on risk prevention, threat identification, and procedures to report suspicious or threatening behaviors. The BIT also serves to assess and respond to behaviors exhibited by students and others that pose a threat to themselves or others in the HFC community. Finally, the BIT designs strategies for prevention of potential campus threats. Email BIT at bitinfo@hfcc.edu. In case of emergency, dial 911.

If you need immediate, non-emergency assistance, call Campus Safety at 313-845-9630 or 9911 from a campus phone.

Lost and Found
Lost items may be found and/or taken to the Office of Campus Safety. Items are kept until a claim is made by the owner.

Animals and Children on Campus
Children and unauthorized animals are not allowed on campus. They create a serious safety issue and cause many complaints from other students and members of the campus community.

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<tr>
<th>2014 Categories</th>
<th>Dearborn Main</th>
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<th>Dearborn East</th>
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** There were no reported hate crimes for the years 2011, 2012, 2013, and 2014
## 2012

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