



**Schoolcraft
College®**



RESPECT AND RESPONSIBILITY: STUDENT CODE OF CONDUCT



Students are responsible for knowing this information. This information is periodically revised. Changes take effect as soon as they are posted online at: schoolcraft.edu/college-policies

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Core values of Student Conduct at Schoolcraft College

Respect: Schoolcraft students honor the truth in all of their dealings and show positive regard for the worth, dignity and property of others.

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

Why have a Student Code of Conduct?

The Code was created to...

- Keep the campus community safe.
- Maintain a supportive and cordial campus environment.
- Help students learn and grow from the college experience.

How does the Code help students learn and grow?

Students who are reported to have possibly violated the Student Code of Conduct participate in a process called Resolution. Students are encouraged to take hold of this process and transform it into learning.

Specifically, after completing this process students will be able to:

1. Identify the rule violations in question.
2. Describe at least one lesson or insight gained from the experience.
3. Assess how their behavior was or was not consistent with their self-image.
4. List their educational and/or career goals.
5. Explain how their time at Schoolcraft can help them achieve their goals.

If appropriate for the case, students will also be able to:

6. List at least two methods for resolving conflict.
7. Describe personal or cultural biases that may have influenced their actions.

The Rules

A college is a community and students have a significant impact on the quality of that community's shared experience.

This Code is grounded in two core values: respect and responsibility.

Students who break the rules are in conflict with these core values and undermine the quality of the experience for other community members and for themselves.

Rules 1-23 uphold the core value of respect

Schoolcraft students honor the truth in all of their dealings and show positive regard for the worth, dignity and property of others.

Prohibited behaviors under Policy 2011: Regulations Governing Students

1. **Academic Dishonesty/Cheating.** Includes but is not limited to the following:

- 1) The use of any unauthorized assistance in taking quizzes, tests, or examinations.
- 2) The use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
- 3) The acquisition, without permission, of tests or other academic materials belonging to a member of the College faculty or staff.
- 4) Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

- 5) Allowing or participating in cheating by other students.
- 6) Copying from someone else's work.
- 7) Submitting others' work as your own or submitting your work for others.
- 8) Altering graded work and falsifying data.

2. **Academic Dishonesty/Plagiarism.** The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. Also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

3. **Threatening Behaviors.**

- a. Threat: Written or verbal conduct that causes a reasonable fear of harm to self or harm to others and/or damage to any property.
- b. Intimidation. Implied threats or acts that cause a reasonable fear of harm in another.

4. **Harm to Persons.** Intentionally or recklessly causing physical harm to self or to others, endangering the health or safety of self or of others, or restraining another person against his or her will.

5. **Unwelcome Harassment.** Any unwelcome conduct based on actual or perceived status including race, religion, color, gender, sex, age, marital status, physical or mental disability, sexual orientation, national or ethnic origin, veteran status, pregnancy status, or other protected status. Any unwelcome conduct should be reported to campus officials, who will act to stop the conduct and implement the Resolution process.
6. **Hostile Environment.** An individual can be sanctioned for creating a hostile environment when these conditions exist: The conduct is so severe, pervasive, persistent and/or offensive that it limits the victim's ability to participate in, or benefit from, an educational or employment program or activity.
7. **Discrimination.** Any act that is based upon an individual or group's actual or perceived status, including race, religion, color, gender, gender identity, transgender status, age, marital status, physical or mental disability, sexual orientation, national or ethnic origin, veteran status, pregnancy status, or other protected status that is sufficiently severe that it limits or denies the ability to participate in or benefit from the College's educational program or activities.
8. **Retaliatory Discrimination or Harassment.** Adverse actions taken against someone who is participating in the Resolution process. For example: Threatening or harassing someone who filed a report or is a witness in the investigation.
9. **Bullying and Cyberbullying.** Repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by the First Amendment.
10. **Hazing.** Endangering the mental or physical health or safety of a student, or destroying or removing property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate the Code.
11. **Sexual- and Gender-based Misconduct, including Sexual Assault.** Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation (see #12), and/or retaliatory harassment, as well as other forms of misconduct described in this Code, which depending on circumstances may or may not be gender-based, including discrimination (#7), unwelcome harassment (#5), bullying and cyber bullying (#9), hazing (#10), intimate partner violence (#13) and stalking (#14). See Guide to Gender-Based and Sexual Misconduct for more information; it is available at www.schoolcraft.edu and by contacting the Student Relations Office at 734-462- 4486.
12. **Sexual Exploitation.** Taking non-consensual or abusive advantage of another for his/her own advantage or benefit, including (but not limited to) non-consensual video or audio taping of sexual activity, non-consensual sharing of intimate images, video or audio, engaging in 'peeping Tom' behavior, prostituting another student, and/or knowingly transmitting HIV or another STI to another student.
13. **Intimate Partner or Domestic Violence.** Violence or abuse by a person in an intimate relationship with another.
14. **Stalking.** Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.
15. **Invasion of privacy.** The use of any device to capture audio, video, or digital recordings or photographs of any person while on College-controlled property or at College-sponsored events where there is a reasonable expectation of privacy (e.g. classrooms, instructional labs and other instructional spaces, restrooms, locker rooms).
16. **Public Exposure.** Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and/or public sex acts.
17. **Falsification.** Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments.
18. **Financial Aid Fraud.** Attempted or actual financial aid fraud or corresponding behaviors that would allow a student to receive monetary benefit for which he or she is not eligible.
19. **Unauthorized Access.** Unauthorized access to any College building (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any College building or failing to timely report a lost College identification card or key.
20. **Collusion.** Action or inaction with another or others to violate the Student Code of Conduct.
21. **Trust.** Violations of positions of trust within the community.
22. **Taking of Property.** Intentional and unauthorized taking of College property or the personal property of another, including goods, services and other valuables.
23. **Stolen Property.** Knowingly taking or maintaining possession of stolen property.

Rules 24-49 uphold the core value of responsibility

Schoolcraft students are given and accept a high level of responsibility to self, to others and to the community.

Prohibited behaviors under Policy 2011:
Regulations Governing Students

24. **Disruptive Behavior.** Obstruction or disruption of College operations and/or the educational environment, including obstruction of teaching, research, administration, other College activities, and/or other authorized non-College activities which occur on College-owned or –controlled property, or off-campus conduct that adversely affects the College community and/or the pursuit of its objectives.
25. **Disruptive/Obscene Speech.** Includes the use of obscenities when the speech in question is not protected by the First Amendment and is disruptive to College operations and/or the educational environment, including obstruction of teaching, research, administration, other College activities, and/or other authorized non-College activities which occur on College-owned or –controlled property.
26. **Damage and Destruction.** Intentional, reckless and/or unauthorized damage to or destruction of College property or the personal property of another, or behavior that threatens to damage or create hazardous conditions.
27. **Fire Safety.** Violation of local, state, federal or campus fire policies including, but not limited to:
 - a. Intentionally or recklessly causing a fire which damages College or personal property or which causes injury;
 - b. Failure to evacuate a College-controlled building during a fire alarm;
 - c. Improper use of College fire safety equipment; or
 - d. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on College property. Such action may result in a local fine in addition to College sanctions.
28. **Unauthorized Entry.** Misuse of access privileges to College premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a College building.
29. **Demonstration.** Participating in a demonstration which disrupts College operations, infringes on the rights of other members of the College community, or interferes with the freedom of movement of pedestrians and vehicles on College-owned or –controlled property.
30. **Rioting.** Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property, including conduct on College-owned or - controlled property or off-campus conduct that adversely affects the College community and/or the pursuit of its objectives.
31. **Weapons.** Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as tasers, stun guns, arrows, axes, machetes, nun chucks, throwing stars, or knives with a blade of longer than three inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on College property. Exceptions to possession and use of firearms are certified law enforcement officers, students enrolled in Schoolcraft classes requiring firearms training, and College-owned firearms used for instructional purposes.
32. **Alcohol.** Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the College's Alcohol Policy; or being under the influence of alcohol.
33. **Drugs.** Use, possession, manufacture, distribution, or sale of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by federal law.
34. **Prescription Medications.** Abuse, misuse, sale, or distribution of prescription or over-the-counter medications.
35. **Tobacco.** Use of all tobacco products and electronic cigarettes is prohibited in all campus buildings, sidewalks, building entrances, common areas, and college-owned vehicles, with the exception of use in private vehicles.
36. **Medical marijuana.** The College will follow federal law regarding the use of medical marijuana.
37. **Gambling.** Gambling as prohibited by the laws of the State of Michigan (excludes approved charitable fundraising activities).
38. **Computer Usage.** Violating Schoolcraft College Computer Usage policies (available online at www.schoolcraft.edu).
39. **Trademark.** Unauthorized use (including misuse) of College or organizational names and images.
40. **Copyright.** Use of College resources to infringe upon copyright laws (print, digital and Internet) in all forms of media including, but not limited to, software, electronic encyclopedias, image files, video files, and sound files.
41. **Health and Safety.** Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.).
42. **Wheeled Devices.** Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside College buildings, or on tennis courts. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities and individuals may be liable for damage to College property caused by these activities.

43. **Animals.** Animals, with the exception of animals that provide assistance (e.g. seeing-eye dogs), are not permitted on campus except as permitted by law.
44. **Ineligible Participation or Association.** Participating or associating with a student organization without having met eligibility requirements established by the College.
45. **Abuse of Resolution Process.** Includes actions that interfere with this process. Examples include, but are not limited to, falsifying information, destroying or concealing information, trying to discourage someone from participating in the process, harassing or intimidating those who are taking part in the process, failing to comply with sanctions imposed as a result of the Resolution process, and trying to influence someone else to interfere with the process.
46. **Failure to Comply.** Failure to comply with the reasonable directives of College officials or law enforcement officers during the performance of their duties, failure to identify oneself to these persons when requested to do so, and for students who have a student identification card in their possession, failure to produce that card when requested to do so.
47. **Financial Responsibilities.** Failure to promptly meet financial responsibilities to the institution, including, but not limited to; knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.
48. **Violations of Law.** Evidence of violation of local, state or federal laws, when substantiated through the College's conduct process.
49. **Other Policies.** Violating other published College policies or rules.

What are the consequences for breaking the rules?

Under this Code the consequences are called sanctions. Respondents found responsible for violating the Code may face one or more of the following sanctions:

1. **Warning:** A written notice that the student violated the Code and that he or she will face more severe sanctions if they violate the Code again.
2. **Restitution:** Compensation for damage caused to the College or any person's property.
3. **Community/College Service Requirements:** A student or a student organization can be required to complete a specific service project.
4. **Loss of Privileges:** The student is denied specified privileges for a designated period of time.
5. **Confiscation of Prohibited Property:** Items whose presence is in violation of the Code are confiscated and become College property. Prohibited items may be returned to the owner at the discretion of the Dean of Students or designee and/or Schoolcraft College Police Department.
6. **Behavioral Requirement:** This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
7. **Educational Program or Assignment:** Requirement to attend, present and/or participate in an educational program related to the violation. It may also be a requirement to sponsor or assist with an awareness program or event. Another possibility is an assignment to produce a written, spoken or videotaped piece on a topic related to the violation.
8. **Restriction of Visitation Privileges:** The parameters of the restriction will be specified.
9. **College Probation:** The student is put on official notice that, should further violations occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.
10. **Eligibility Restriction:** The student is deemed "not in good standing" with the College for a specified period of time. Specific limitations or exceptions may be granted by the Vice President and Chief Student Affairs Officer and terms of this conduct sanction may include, but are not limited to, the following:
 - a. Ineligibility to hold any office in any student organization recognized by the College or hold an elected or appointed office at the College; or
 - b. Ineligibility to represent the College to anyone outside the College community in any way including: participating in the study abroad program, attending conferences, or representing the College at an official function, event or intercollegiate competition as a player, manager or student coach, etc.
11. **College Suspension:** Separation from the College for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Dean of Students or designee. During the suspension period, the student is banned from College property, functions, events and activities without prior written approval from the Dean or designee. This sanction may be enforced with a trespass action as necessary.

12. **College Expulsion:** Permanent separation from the College. The student is banned from College property and the student's presence at any College- sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.
13. **Other Sanctions:** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Dean or designee.

Student groups and organizations can be sanctioned

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

- 1) One or more of the sanctions listed above, specifically 1 through 8, 11 through 13, and/or
- 2) Deactivation, de-recognition, loss of all privileges (including status as a College registered group/organization), for a specified period of time.

What happens if I am reported for breaking the rules?

Students alleged to have violated the Student Code of Conduct are given due process through a procedure called Resolution.

Resolution ensures that students:

1. Receive a written description of their possible Code violations.
2. Have their cases heard by one or more objective decision-makers.

Resolution is achieved through mutual consent or a panel hearing.

The Student Advocate

Respondents may have an advocate of their choosing present during meetings and/or hearings during Resolution. The advocate:

1. Is not allowed to make a presentation or represent the respondent.
2. May confer quietly and exchange notes with the respondent.
3. May ask questions about procedure.
4. May suggest questions to the respondent for the respondent to ask.

Respondents also have access to a staff-appointed advocate.

Steps in the Resolution process

1. Initial investigation
 - a. College reviews report and gathers additional information.
 - b. College may close the case due to lack of information or because the behavior described does not represent a Code violation.
 - c. College will pursue Resolution if it looks like the Code may have been violated.
 - d. College may decide that further investigation is necessary (see step 4).
 - e. Only cases where there is reasonable cause of a Code violation will go forward.
 - f. 'Reasonable cause' is defined as credible information to support the alleged Code violation.

2. Educational meeting
 - a. Respondent meets with a College administrator.
 - b. Respondent shares his/her side of the story.
 - c. Respondent learns about the Resolution process.
 - d. Administrator may decide that further investigation is needed (see step 4).
 - e. Administrator may decide that a panel hearing is necessary (see step 5).
 - f. Respondent may request a panel hearing (see step 5).
 - g. Administrator may recommend Resolution by mutual consent (see step 3).
3. Mutual consent
 - a. Administrator finds the respondent responsible for the Code violation and identifies one or more sanctions to be imposed on the respondent.
 - b. The respondent accepts the administrator's finding and sanction(s).
 - c. Process ends.
4. Further investigation (if necessary)
 - a. Administrator gathers additional information on the case.
 - b. Investigation can lead to an additional educational meeting, an offer of Resolution by mutual consent, or a decision to call for a panel hearing.
5. Panel hearing
 - a. A panel of college employees (usually three to five) is convened to hear the case.
 - b. An administrator presents information on possible Code violations to the panel.
 - c. The respondent addresses the panel concerning the possible Code violations.
 - d. The College and the respondent may ask witnesses to address the panel.

- e. The respondent can have an advocate present. This advocate:
 - 1) Is not allowed to make a presentation or represent the respondent.
 - 2) May confer quietly and exchange notes with the respondent.
 - 3) May ask the panel chair questions about procedure.
 - 4) May suggest questions to the respondent that the respondent may then direct to the panel chair.
 - f. After hearing all presentations, the administrator, respondent and witnesses are dismissed and the panel deliberates in private.
 - g. The panel decides if the respondent is 'responsible' or 'not responsible' for violating the Code.
 - h. If respondent is found 'responsible,' the panel identifies the sanction(s) to be imposed on the respondent.
 - i. The hearing process ends.
6. Appeal of hearing panel finding and/or sanctions
- a. The respondent may appeal the finding, the sanction(s), or both, on one or more of these grounds.
 - 1) There was an error in due process.
 - 2) New information not available at the time of the hearing has come to light.
 - 3) Sanctions are inconsistent with College precedent.
 - b. The appeal must be submitted in writing within 10 calendar days from the date of being notified of the finding.
 - c. More details on the appeals process are contained in section called "Can I appeal a hearing panel's decision?"
7. Reopening a case when finding is 'not responsible'
- a. When the finding is 'not responsible' through mutual consent or through a panel hearing, the reporter or victim may request that the College reopen the investigation and/or hold a panel hearing.
 - b. Such a request will only be granted for extraordinary cause.
 - c. The decision is in the sole discretion of the Vice President and Chief Student Affairs Officer, or, in the case of a Title IX case, the Title IX Coordinator.

8. Title IX: What it is and how the Resolution procedure is different for Title IX cases.
- a. Title IX is a federal law that determines how colleges must handle cases where possible Code violations involve gender-based or sexual misconduct, stalking, or intimate relationship violence.
 - b. In a Title IX case, the hearing panel's finding and sanction(s) are recommended to the College's Title IX Coordinator.
 - c. The Coordinator makes the final determination on the finding and the sanction(s).
 - d. The appeal process is the same as in other panel hearings (see step 5).

Safety measures for meetings and hearings

The College reserves the right to, with cause, take steps to prevent weapons and contraband from being brought into a meeting or Panel Hearing. These steps include:

Prohibiting backpacks, purses and bags of any kind from being brought into the room where a meeting or hearing is taking place.

Asking the individual who brings such an item(s) to a meeting or hearing to **consent to a search of the item(s)**. If the individual does not consent to the search, the individual will not be allowed into the meeting or hearing room and the Resolution process will continue without their participation.

Asking individuals attending a meeting or hearing to **consent to a search of their person** prior to entering a room for a meeting or Panel Hearing. Individuals who do not consent to the search will not be allowed into the meeting or hearing room and the Resolution process will continue without their participation.



Steps in the Panel Hearing Process

1. Scheduling and notice of hearing
 - a. A hearing will be scheduled no less than five and no more than 20 calendar days from the date the respondent is notified of allegations of Code violation.
 - b. Notice for the date, time and location of the hearing will be provided in writing to the respondent, victim (if different from the respondent), and reporter.
 - c. If the respondent or the reporter cannot attend the hearing, they must notify the Student Relations office at least two calendar days before the hearing date.
 - d. Except in cases of grave or unforeseen circumstances, the hearing will proceed if the respondent fails to give the minimum two-day notice or does not appear for the hearing.
 - e. In cases where the reporter fails to appear at the hearing, the College may drop the allegations or pursue the allegations on its own behalf, as determined by the Dean of Students or designee.
 - f. No respondent may be found "responsible" for a Code violation solely as a result of his or her failure to appear for a hearing, with one exception: When the alleged Code violation is failure to comply with a summons from the College.
 - g. Respondents who fail to respond to a hearing notice will receive a "no response" letter and may be administratively withdrawn from classes and/or have a registration hold placed on their student account.
2. Preparing for the hearing
 - a. At least four calendar days before the hearing, the respondent will deliver to the Student Relations Office a written response to the allegations.
 - b. At least four calendar days before the hearing, the respondent and the reporter will deliver to Student Relations:
 - 1) A list of witnesses they want to appear at the hearing.
 - 2) Physical evidence they possess and intend to use during the hearing.
 - 3) A list of physical evidence items that they intend to use but don't have in their possession; this will allow the College time to arrange for those items to be present at the hearing.
 - 4) The name of the advocate, if any, who will accompany them at the meeting.
 - c. At least four calendar days before the hearing, the College will provide the respondent and the reporter with:
 - 1) Written documentation about the hearing and the allegations.
 - 2) A list of hearing panelists.
 - 3) If the respondent or reporter objects to any panelist, they must raise all objections in writing to the Student Relations Office immediately.
 - 4) A panelist may be unseated only if the Dean of Students or designee concludes that a conflict of interest or bias prevents them from being impartial.
 - 5) Panelists who feel that they cannot be impartial must recuse themselves from the panel.
3. The hearing
 - a. Hearings are closed to the public.
 - b. Admission to the hearing of persons other than the parties involved will be at the discretion of the panel chair.
 - c. If there is more than one respondent, standard procedure is to hear the case jointly.
 - d. The panel chair may decide to allow each respondent to present their case separately.
 - e. Regardless of how respondents present their cases, the panel must deliver separate findings and sanction(s) for each respondent.
 - f. Respondents may have an advocate of their own choosing present. The advocate may not make a presentation or represent the respondent.
 - g. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the chair and suggest questions to their advisee.
 - h. The respondent, reporter and panelists may question witnesses and the other parties involved, either directly or through the chair, at the chair's discretion.
 - i. Unduly repetitive witnesses can be limited at the discretion of the chair.
 - j. Procedural questions are subject to the final decision of the chair.
 - k. There will be a verbatim recording, such as an audio recording, of the hearing. The panel's deliberations will not be recorded.
4. Exhibits, records, and written statements
 - a. Pertinent items may be accepted as information for consideration by the panel at the chair's discretion.
 - b. Formal rules of evidence applicable in court proceedings are not observed.
 - c. The panel chair may limit the number of character witnesses presented or may accept written affidavits of character instead.

5. Deliberation, finding, and sanction

- g. After the hearing, the panel will deliberate in private and determine by majority vote if it is more likely than not that the respondent violated the Code.
- h. The Dean of Students or designee will be available as a resource during all deliberations.
- i. For respondents found responsible for violating the Code, the panel will determine the sanction(s) to be imposed on the student.
- j. Within two business days of the conclusion of deliberations, the chair will provide the Dean or designee with a written report describing the finding, how each member voted, information cited by the panel to support its finding, and any information the panel excluded from consideration and why. This report should conclude with the sanctions.
- k. The report should not exceed two pages.

6. Notification of finding and sanction(s)

- a. The Dean of Students or designee will notify the Vice President and Chief Student Affairs Officer of the finding and the sanction(s), and will ensure that respondent and reporter are informed within three business days of the hearing.
- b. Notification to respondent and reporter will be made in writing by mail to the local or permanent address on record for the student and to the student's College email address.
- c. The notification will include a rationale for the finding and sanction.
- d. In cases of sexual misconduct and other crimes of violence, notice of the outcome will be delivered to all parties simultaneously.

7. Special hearing provisions for sexual misconduct, discrimination and other sensitive allegations

- a. These provisions will focus on making the alleged victim more comfortable without working to the disadvantage of the respondent.
- b. For example, the alleged victim and respondent could be allowed to testify separately.
- c. The past sexual history or sexual character of a party will not be admissible by the other parties in hearings unless such information is determined to be highly relevant by the panel chair.
- d. All such information sought to be admitted by a party or the College will be presumed irrelevant until a showing of relevance is made, in advance of the hearing, to the chair.
- e. Demonstration of pattern, repeated, and/or predatory behavior by the respondent, in the form of previous findings in any legal or campus proceeding, or in the form of previous good faith allegations, will always be relevant to the finding, not just the sanction.
- f. The parties will be notified in advance if any such information is deemed relevant and will be introduced in the hearing.
- g. The party making any report alleging sexual misconduct, other behavior falling within the coverage of the federal law known as Title IX, and/or a crime of violence as defined by the Federal Educational Right to Privacy Act (FERPA) will be notified in writing of the outcome of a hearing, any sanctions assigned and the rationale for the decision.



Can I appeal a hearing panel's decision?

Reporters, victims and respondents can appeal a panel's decisions.

1. Timing

For appeals by respondents

- a. Respondents can request an appeal of the finding, the sanction(s), or both.
- b. Requests for appeals must be filed within 10 calendar days of the notice of the outcome of the hearing.
- c. The 10-day deadline may be extended for extraordinary circumstances.
- d. The request for appeal must be submitted in writing to the Vice President and Chief Student Affairs Officer.

For appeals by reporters or victims

- a. Reporters and victims may request that a panel's finding and/or sanction(s) be reconsidered.
- b. Requests must be filed within 10 calendar days of the notice of the outcome to the hearing.
- c. The 10-day deadline may be extended for extraordinary circumstances.
- d. The request must be submitted in writing to the Vice President and Chief Student Affairs Officer.

2. Grounds for appeal

A request for appeal will be considered if one or more of these conditions exist:

- a. A procedural error occurred that significantly impacted the outcome of the hearing
- b. New information not available at the time of the hearing has come to light and this information could impact the original finding or sanction. This information must be summarized in writing as part of the written appeal (see step 1).
- c. The sanctions imposed are substantially outside the parameters or guidelines set by the College for this type of offense or the cumulative conduct record of the respondent.

3. Reviewing and acting on the request for appeal

- a. The Vice President and Chief Student Affairs Officer will review the request for appeal and decide within five calendar days if the request is denied or is allowed to move forward. A decision to deny ends the process.
- b. If the appeal moves forward, the Vice President and Chief Student Affairs Officer will convene a panel to hear the appeal.

- c. If the case involves misconduct that falls under the federal law known as Title IX (gender-based or sexual misconduct, stalking, or intimate relationship violence), the Vice President and Chief Student Affairs Officer will turn the case over to the Title IX Coordinator, who will convene a Title IX appeals panel.

4. Finding, sanction(s) in effect during appeal

- a. The finding and sanction(s) will remain in effect while the appeal is being considered.
- b. Sanctions may be delayed in extraordinary circumstances.
- c. Extraordinary in this context means that the Vice President, Dean or designee and (as appropriate) Title IX Coordinator – in consultation with one another – conclude that the appeal is very likely to result in a reversal of the finding and/or a change in the sanction(s).
- d. The proximity of the hearing process to exams, end-of-semester or graduation does not qualify as extraordinary circumstances.

5. Special consideration for Title IX case appeals

- a. If the case involves misconduct that falls under the federal law known as Title IX (gender-based or sexual misconduct, stalking, or intimate relationship violence), the Vice President and Chief Student Affairs Officer will turn the case over to the Title IX Coordinator, who will convene a Title IX appeals panel to consider the appeal.

6. Special consideration for Title IX case appeals

- a. If the case involves misconduct that falls under the federal law known as Title IX (gender-based or sexual misconduct, stalking, or intimate relationship violence), the Vice President and Chief Student Affairs Officer will turn the case over to the Title IX Coordinator, who will convene a Title IX appeals panel to consider the appeal.

7. Other guidelines for appeals

- a. All parties in the case will be kept informed of the status of the appeal process.
- b. Appeals are not intended to be full re-hearings of the case. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal; witnesses may be called if necessary.
- c. Appeals decisions are to be deferential to the original decision-maker, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

What can I expect from the College during Resolution?

Amnesty in special circumstances

1. Students who are committing a minor Code violation can offer assistance to others in need and report more serious Code violations without fear of being sanctioned for the minor violation. For example:
 - a. Two students are drinking or using drugs and one of them collapses. The one student should seek medical assistance for the other immediately.
 - b. One student kicks over a trash can, spilling its contents on the floor and walks away. That student's companion decides to take it to the next level by knocking over more trash cans and vandalizing the building. The first student should report the second student's actions.
2. In both examples the reporting student would be required to attend an educational meeting with an administrator but would not face sanctions.
3. A record of the offer of amnesty will be maintained.
4. The College may decide to not extend amnesty to the same person repeatedly.

Burden of proof: "Preponderance of the evidence"

1. At colleges across the country, students are found in violation of the codes of conduct if the preponderance of the evidence shows that it is more likely than not that a violation occurred. This is different from the standard used in criminal proceedings, which is "beyond a reasonable doubt."

Challenges to students' thinking

1. Resolution is not about punishment. It is about protecting the interests of the community and challenging students to think reflectively about decisions they've made and actions they've taken.
2. The College's hope is that Resolution will help them bring their behavior into accord with our community expectations.

Discipline records

1. All but two types of sanction remain as part of the student's record for seven years and are then removed from the record.
2. Suspension and expulsion remain on the record permanently.

Due process

1. Respondents can expect to receive a written description of their possible Code violations and to have their cases heard by one or more objective decision-makers.

Findings of "responsible" or "not responsible"

1. Students are found "responsible" or "not responsible" for violating the Code.
2. A "responsible" finding leads to a caution letter or a sanction.
3. Sanctions create a discipline record for the student.

Hearing preparation

1. No less than four calendar days prior to a panel hearing, the respondent will receive written information describing the hearing process and outlining the information that will be presented to the panel by the College.
2. Prior to the panel hearing, all respondents will be offered the opportunity to meet with the Dean of Students or designee to discuss how the process works and review the information the College intends to present to the panel.

Interim action

1. In some cases the College will place a hold on a student's account to prevent the student from registering for additional classes or receiving transcripts. This step is usually taken when a student fails to respond to correspondence. The student is informed of this step in a "no response" letter from the College.
2. In more serious cases the College will suspend a student or restrict the student's access to College facilities and activities while the investigation is happening and before an educational meeting or panel hearing has been scheduled.
3. The College will take this step under one or more of these conditions:
 - a. The student represents a threat of harm to others.
 - b. The student faces allegations of criminal activity.
4. The College believes suspending or restricting the student will preserve the integrity of an investigation, protect College property and/or prevent disruption of College operations.
5. The College will schedule an educational meeting or a panel hearing within 12 calendar days of the start of interim action.
6. A student who receives an interim suspension or restriction may request a meeting with the Vice President and Chief Student Affairs Officer to demonstrate why the interim action is not merited. Regardless of the outcome of this meeting, the College may still proceed with the scheduling of an educational meeting or panel hearing.

Investigation

1. Initial investigation usually takes up to seven business days.
2. Initial investigation might lead to determination that additional investigation is required.
3. Additional investigation will require up to 10 additional business days.
4. The Dean of Students or designee will investigate the report or will appoint an investigator.
5. For reports that fall under the federal law Title IX, the investigator works under the direction of the College's Title IX Coordinator.
6. Title IX covers cases involving gender-based or sexual misconduct, stalking, or intimate relationship violence.
7. The investigator will talk with the reporter, the respondent, the victim (if different than the reporter), and witnesses.
8. The investigator may review other sources of information, such as documents, photographs, video from security cameras or other sources, voicemail messages, text messages, emails, and social media posts.
9. The investigator may obtain information from a police investigation, either from the Schoolcraft College Police Department or an off-campus police agency, if the information is relevant to the possible Code violation being investigated.

Investigation plan and communication

1. The College will maintain a written investigation plan that includes the general timeline for the investigation and lists of witnesses and information sources.
2. The College will provide periodic updates to the reporter, respondent and victim (if different from the reporter) on the status of the investigation.

Investigation without reporter, victim or respondent involvement

1. There are cases where key individuals decline to participate in the investigation.
 - a. The person making the report (the reporter) declines to participate beyond making the initial report.
 - b. The victim of the alleged misconduct declines to participate.
 - c. The respondent who is alleged to have engaged in misconduct declines to participate.
2. The College will pursue the case without the involvement of one or more of these individuals if it is believed that investigating the report is in the best interest of the College community and is necessary to uphold the Code.

Notification of alleged Code violations

1. Respondents receive written notification of their alleged Code violations.
2. The College uses the respondent's Schoolcraft student email account and U.S. Mail for all correspondence related to the Resolution process.
3. The initial written notification will include instructions on how to schedule an educational meeting with the appropriate administrator and a deadline for scheduling that meeting.

Notification of hearing

1. If a respondent's case goes to a panel hearing, the respondent will receive written notification of the hearing date, time and location.
2. Every effort will be made to schedule the hearing for no less than five and no more than 20 calendar days from the date of the respondent being notified.
3. The notification letter will give the respondent a specified time period – usually no less than four calendar days – to respond to the letter.

Notification of outcomes

1. The outcome of a Resolution by mutual consent or by a panel hearing is part of the education record of the respondent and is protected from release by the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. See section 1 for a description of these conditions.

Parental notification

1. The College may notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations.
2. The College may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations.
3. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

Privacy as allowed by FERPA and Title IX

1. The outcome of Resolution is part of the respondent's educational record.
2. The outcome is protected from release under the Federal Education Rights and Privacy Act (FERPA) except when the Code violation is a "crime of violence" as defined by FERPA.
3. The FERPA definition of a "crime of violence" includes arson, assault, stalking, burglary, criminal homicide, destruction of property, kidnapping, robbery, and forcible and non- forcible sex offenses.

Recognition of student rights

1. As members of a college community, students have the same rights guaranteed to U.S. citizens and Michigan residents.
2. Students have additional rights pertaining to accessing Schoolcraft College's programs and services.
3. These additional rights are spelled out in the Catalog and Student Handbook, both available on the College's website.

Recognition of student responsibilities

1. Students have responsibilities that come with membership in a college community.
2. These responsibilities are spelled out in this Student Code of Conduct.

Resolution by mutual consent

1. The College may offer the respondent the opportunity to agree to a finding and sanction without taking the case to a panel hearing.
2. This form of Resolution is known as "mutual consent."

Resolution by panel hearing

1. The College may call for a panel hearing, or the student may request one.
2. In a hearing a panel of College staff (usually 3-5) hears the case, delivers a finding and decides on the sanction(s).

Resolution by panel hearing in sensitive cases

1. Cases involving sexual misconduct, discrimination and other conduct of a sensitive nature will have special provisions for the hearing.
2. These provisions will focus on making the alleged victim more comfortable without working to the disadvantage of the respondent.

What does the College expect from me during Resolution?

Ask questions

Students involved in Resolution are encouraged to contact the Student Relations office at 734-462-4486 if they have questions or concerns about the process.

Be open to learning

Resolution is intended to protect the interests of the campus community while helping the students involved learn and grow from the experience. Students who take part in Resolution are expected to be able to:

1. Identify the rule violations in question.
2. Describe at least one lesson or insight gained from the experience.

3. For example, the alleged victim and respondent could be allowed to testify separately.

Sanctions

1. Sanctions are consequences for students found responsible for Code violations.
2. Sanctions range in severity from a warning letter and probation to suspension and expulsion.
3. The full list of sanctions is contained in Policy 2011.

Sanctions follow-through

1. Students who fail to comply with their sanctions face additional sanctions and/or suspension from the College.
2. A suspension will only be lifted when the student has complied.
3. This determination will be made by the Vice President and Chief Student Affairs Officer.
4. For some sanctions, a hold may be placed on the student's account, preventing the student from enrolling or obtaining official transcripts until the sanction is fulfilled.

Safe harbor in cases involving substance abuse or dependency

1. The Code should not deter students from seeking help.
2. Students who bring their abuse, addiction or dependency to the attention of a College official in order to seek help will not face sanctions for drug- and alcohol- related Code violations disclosed during this process.
3. Instead, a written action will be developed that focuses on getting the student the help he/she needs.
4. If the student fails to follow the action plan, safe harbor protection may be lifted and the College may initiate the Resolution procedure.

3. Assess how their behavior was or was not consistent with their self-image.
4. List their educational and/or career goals.
5. Explain how their time at Schoolcraft can help them achieve their goals.

If appropriate for the case, students will also be able to:

6. List at least two methods for resolving conflict.
7. Describe personal or cultural biases that may have influenced their actions.

Check Schoolcraft email

Email correspondence will be sent to the student's College-issued email account. Students are responsible for checking messages sent to this account.

Evaluate the process

You may be selected to receive a questionnaire asking you to evaluate the Resolution process. Your response will be anonymous and will not be connected to your name or student ID. It will be aggregated with other responses and the data will be used to improve the process.

Keep contact information updated

Printed correspondence will be mailed to the student's address that is on record with the College. Students are responsible for keeping their mailing address and other contact information up-to-date.

What is the College's authority and jurisdiction over student conduct?

Authority to designate

The Vice President and Chief Student Affairs Officer and the Dean of Students or designee have authority over and responsibility for the Student Code of Conduct, as detailed in this document. Each of these administrators may designate another administrator to carry out certain functions and make decisions regarding the Student Code of Conduct and the Resolution process.

Who the Code applies to

1. It applies to individuals from the time an offer of admission is extended and thereafter as long as the student has a continuing educational interest in the College.
2. Examples include but are not limited to applicants, enrolled students, students who stop attending classes, and students who have formally withdrawn from a class.
3. The Code applies to guests of members of the College community whose hosts may be held accountable for the misconduct of their guests.
4. The Code may also be applied to high school bridge/extension/partner/dual-enrollment and continuing education programs.
5. Visitors to and guests of College may seek Resolution of violations of the Code committed against them by members of the College community.
6. The College does not have Student Code of Conduct jurisdiction over the visitors or guests. The Schoolcraft College Police Department may issue a 'no trespass' order to the individual if it is determined that the individual is a threat to campus safety or presents a risk to campus operations. 'No trespass' orders are governed by state law and include a procedure for appeal.
7. Student clubs and organizations can be held accountable for Code violations.

Respond in a timely manner

Communications to students about the Resolution process will include a deadline for the student to respond or to take some action. Meeting these deadlines enables students to move through the Resolution process in a timely manner. Failure to meet deadlines could result in further disciplinary action.

Support the process

Abusing, interfering with or failing to comply with the Resolution process is a violation of this Code (see #45 in The Rules).

Where the Code is in effect

1. On property owned, leased or otherwise controlled by the College.
2. At off-campus events that are College sponsored, endorsed, supported or related.
3. Anywhere off campus when the Vice President and Chief Student Affairs Officer determines that the conduct represents a substantial College interest. A substantial College interest includes:

Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or

Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or

Any situation that is detrimental to the educational mission and/or interests of the College.

Application of the Code to online and in electronic media

1. The Code may be applied to behavior conducted online, via email or other electronic medium.
2. Online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private.
3. These postings can subject a student to allegations of conduct violations if evidence of the violation is posted online.

Concerning freedom of expression

Not all forms of speech expressed online, via email or other electronic media are protected by the First Amendment. Two examples are especially relevant to Colleges and their students:

1. A true threat, defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals."
2. Speech about a college or its community members that causes a significant on-campus disruption.

No time limit for Code violation reporting

1. There is no time limit; however, the longer someone waits to report an offense, the harder it becomes for College officials to obtain information and witness statements and to make determinations regarding alleged violations.

Anonymous reports accepted

1. Anonymous are accepted, although they may limit the College's ability to investigate and respond to a report.
2. Those who are aware of misconduct are encouraged to report it as quickly as possible using the online reporting tool SCaware (available at www.schoolcraft.edu) or by contacting the Student Relations Office or the Schoolcraft College Police Department.

Violations of the law may be Code of Conduct violations

1. Alleged violations of federal, state and local laws may be investigated and addressed under the Student Code of Conduct.
2. When an offense occurs over which the College has jurisdiction, the College Resolution process will usually go forward, notwithstanding any criminal or civil proceedings that may arise from the same incident.
3. The College may hold off on its investigation in order to give law enforcement time to initiate its investigation before the College begins contacting witnesses and gathering information on the case.
4. Barring extraordinary circumstances, this delay will last no longer than 10 calendar days. After that, the College will move forward with its investigation.

College cooperation with off-campus law enforcement

1. When there is overlap between investigations by the College and law enforcement, the College may inform law enforcement of the Code of Conduct and the Resolution Process.
2. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.
3. The College may impose an interim suspension or other interim measures upon notification that a student is facing criminal investigation and/or Code violation allegations (see 'What can I expect from the College during Resolution,' Interim action).
4. In some cases a student facing criminal charges is not available to participate in the College's Resolution process. The College may delay the Resolution process until such time that the student is able to participate.

Authority originates with Board of Trustees

1. Policies and procedures established by the College's governing body, the Board of Trustees, empower the College President to implement the Student Code of Conduct.
2. The Vice President and Chief Student Affairs Officer is vested with the authority over the Code and the Resolution process by the College President.
3. The Vice President and Chief Student Affairs Officer appoints the Dean of Students or designee to oversee and manage the Resolution process and a Title IX Coordinator to oversee cases that fall under the federal law known as Title IX.
4. The Dean or designee may serve as the Title IX Coordinator or the Vice President may appoint another individual to serve as Coordinator.

Gatekeeper for cases involving alleged Code of Conduct violations

1. Vice President and Chief Student Affairs Office shall designate an office to serve as the gatekeeper for Conduct cases.

Updates to Code of Conduct

1. A review and updating of the entire Code will occur every three years. The next scheduled review is 2018.
2. The review and update shall be conducted by the designee of the Vice President and Chief Student Affairs Officer.
3. The designee may make minor changes to keep the Code current with laws and regulations or to improve or clarify, as long as the changes do not jeopardize fairness to any party involved in Resolution and are brought to the attention of the Vice President and Chief Student Affairs officer, who approves any changes.
4. Questions of interpretation are referred to the Vice President and Chief Student Affairs Officer, whose interpretation is final.

What does that mean?

Definitions and terminology

Academic Honesty: Expected of all students, academic honesty is ethical behavior in which students produce their own work and do not represent others' work as their own, either by plagiarism, by cheating or by helping others to do so.

Cheating:

- The acquisition, without permission, of tests, or other academic materials belonging to a member of the College faculty or staff.
- The use of any unauthorized assistance in taking quizzes, tests, or examinations.
- The use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
- Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
- Allowing or participating in cheating by other students.
- Copying from someone else's work.
- Submitting other work as your own or submitting your work for others,
- Altering graded work and falsifying data.

Plagiarism: The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Dean of Students or designee: Designated by the Vice President and Chief Student Affairs Officer to uphold the Student Code of Conduct and manage the Resolution process.

College official: Any person employed by the College, performing assigned administrative or professional responsibilities.

College premises: Includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).

College sponsored or supervised activities: Includes, but is not limited to: field trips, off-campus social activities organized by the College, official activities of College clubs, etc.

College: Schoolcraft College.

Conduct officer: Individual designated by Vice President and Chief Student Affairs Officer or Dean of Students or designee to conduct an inquiry into a possible violation of the Student Code of Conduct, propose a resolution and sanction(s), and present information to a Hearing Panel.

Continuing educational interest: Describes an individual's relationship with the College as it relates to the Student Code of Conduct. For example, a student who is admitted but has yet to register for classes is said to have a 'continuing educational interest' in the College and is therefore under the jurisdiction of the Code, even though the student has not attended any classes.

Faculty member: Any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.

Hearing panel (or panel): College employees (usually three to five) who hear cases involving possible violations of the Student Code of Conduct, render a finding of "responsible" or "not responsible" concerning the respondent, and identify appropriate sanctions to be imposed on the respondent.

Jurisdiction: The power to enforce rules and make decisions related to the rules.

Mutual consent: Resolution when the respondent's case is heard by an administrator and the respondent accepts the administrator's findings and sanction(s).

Organization: Any group of people who meet the requirements for membership in a student club or organization.

Panel hearing (or hearing): The respondent's case is heard by a hearing panel (usually three to five College employees). The panel delivers a finding and sanction(s). The respondent and the College each has the right to call for a panel hearing.

Policy: Written regulations of the College found in, among other places, the Student Code of Conduct, the College web page and Student Handbook.

Possible Code violation: Conduct described in a report that might be a violation of the Student Code of Conduct.

President: Chief executive officer of the College, authorized by College's governing board to implement board-approved policies and procedures.

Protected speech: Forms of speech that are protected by the First Amendment. Some forms of speech – such as online threats and statements that cause campus disruption – may not be protected.

Report: A verbal or written description of an incident, situation, interaction(s) or behavior(s).

Reporter: An individual who filed a report.

Respondent: An individual described in a report as possibly violating the Student Code of Conduct.

Student: Anyone who has been admitted to the College and who has a continuing educational interest in the College. The term includes all persons taking courses at the College, either full-time or part-time. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered students.

Substantial College interest: Used to describe situations where a student's off-campus behavior is seen to represent a threat to campus safety or a possible disruption to College operation, prompting the College to take disciplinary action against the student in order to protect the interest of the campus community.

Title IX Coordinator: Designated by the Vice President and Chief Student Affairs Officer to manage the Resolution process in cases falling under the federal law known as Title IX.

Vice President and Chief Student Affairs Officer: Designated by the College President to administer the Student Code of Conduct.

Victim: An individual harmed or otherwise affected by possible Code violations described in the report. The reporter and the victim are not always the same person.



Information for students on the Sex Offender Registry

The following language satisfies the notice required to the College community regarding registered sex offenders:

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, Schoolcraft College is providing a link to the Michigan State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the state of Michigan, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the State Police.

The Sex Offenders Registration Act, MCL 28.721, directs the Michigan State Police to develop and maintain a public registry and provides guidelines on the type of offender information available to the public. The registration requirements of the Sex Offenders Registration Act are intended to provide the people of this state with an appropriate, comprehensive, and effective means to monitor those persons who pose a potential danger.

In accordance with the Wetterling Act, Megan's Law, and the Campus Sex Crimes Prevention Act of 2000, it is now mandatory that all registered sex offenders report to the law enforcement agency having jurisdiction in which the institution of higher learning is located. The Michigan Public Sex Offenders Registry can be accessed at <http://www.mipsor.state.mi.us/>.

Registered sex offenders who are members of the College community, upon enrollment at the College and/or anytime thereafter while they remain a student at the College, are obligated to notify the Campus Security Police that they have registered, and are required to register with the Michigan Public Sex Offenders Registry. Failure to notify the College is deemed to be a violation of the Student Code of Conduct, and subjects those students to all available College Judicial Processes and the Sanctions set forth. Tier 1, Tier 2, Tier 3, and multiple offenses individuals are required to meet with the Dean of Students or designee and Campus Security Police annually, as requested by appointment.

What you can do to uphold the values of your campus community

1. If you see it, report it.

The online reporting tool, *SC aware*, can be found on the College's homepage at www.schoolcraft.edu. Use *SC aware* to:

Report concerning behaviors or misconduct.

Request help or support for yourself.

Request that the College reach out to another member of the campus community to offer support or check on their well-being

Report a situation that presents risk to others (e.g. broken glass, tripping hazard)

Share information about behaviors or comments (including social media posts) that suggest another individual may pose a risk for campus disruption, harm to self, or harm to others.

What happens when you file a report using *SC aware*:

First, your report is received by the Student Relations Office, where it is reviewed and assigned to the appropriate staff member.

Second, the assigned staff member contacts you. He or she will ask you for additional information about your report and will explain the steps that will be followed in order to address your report.

Third, if appropriate, the staff member will provide you with updates on how the matter has been addressed.

2. Be an upstander, not a bystander.

When you see someone failing to respect the safety, worth, dignity or property of another, make it your responsibility to do something. Remember:

If it's safe for you to say something or otherwise intervene, then do so.*

If it's not safe for you to get directly involved, find someone who can help (e.g. others who are nearby, a College employee, campus police).

Report what you saw/heard using *SC aware*. Don't assume someone else will report.

If there is imminent risk of harm, call campus police at 734-462-4424.

*Remember the four D's of intervention:

Direct (only if it's safe): Tell the offending person to stop and then you remove the person being targeted from the situation.

Distract: Insert yourself into the conversation in a way that distracts the offending person or throws them off their stride ("Can you tell me where the ____ building is?" "Great shoes. Where did you get them?" "Where's the best place to get a sandwich around here?") Carry out this diversion long enough to ease the person being targeted away from the situation.

Delegate: Find someone else to intervene, preferably someone with authority (college employee, campus police) or an individual or group of individuals who can safely intervene.

Delayed: If you were not able to do any of the above, you can still intervene after the fact by submitting a report through *SC aware*. If you know the person, you can also follow up with them to see if they are okay.

3. Ask one person for help

If you are the one whose safety, worth, dignity or property are being threatened, remember that it is better to **focus on one bystander and ask him or her for help**. Don't make a general appeal – ask one specific person. Your chances of getting him/her to take action are better with a direct appeal. Once he/she steps in, others are more likely to join the effort to support you.

The bystander effect

Studies have shown that when there are multiple bystanders, it only takes one to make a difference. If one person steps in, others are likely to follow in support of the first.





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