



LANSING COMMUNITY COLLEGE

Annual Security Report

Policies for 2025-2026 School Year

OCTOBER 1, 2025

Statistical Information for 2022, 2023, 2024
Lansing Community College - Aviation Maintenance Technology Center,
Livingston County Center, Downtown, East, and West Campuses

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INTRODUCTION

Lansing Community College (“LCC” or the “College”), in compliance with the Jeanne Clery Campus Safety Act (also referred to as the “Clery Act”), has published this document to provide its current and prospective students and employees with an overview of the College’s resources, current policies, and procedures regarding campus safety and reporting crime that occurs on or near LCC campuses.

A hard copy of this document may be obtained by contacting the LCC Police Department (LCCPD) at 517-483-1800, or in person at the LCCPD Office located at 411 N. Grand Ave., Lansing, MI 48933 in the Gannon Building, Room 2110, at the Downtown Campus. An electronic version of Annual Security Report can be downloaded from the College [website](#).

The College also reports the annual crime statistics contained in this report to the U.S. Department of Education. A searchable database containing those statistics can be found at US Department of Education Campus Safety and Security.

As part of Clery Act compliance, LCCPD Office maintains a Daily Crime Log. An electronic version of the Crime Log can be downloaded from the College [website](#). A paper copy can be obtained upon request at the LCCPD Office located at 411 N. Grand Ave., Lansing, MI 48933 in the Gannon Building, Room 2110, on the Downtown Campus.

LCC is committed to accessibility. If you need the Annual Security Report in an alternative format, please contact the Office of Compliance at Compliance@star.lcc.edu or 517-483-1394.

THE CAMPUS

Lansing Community College is a large community college in Michigan, serving more than 13,000 students each year. It offers a multitude of associate degrees and certificate programs in addition to career and workforce development and personal enrichment options. The college was founded in 1957 and has since grown from its flagship campus in downtown Lansing to include locations in Delta Township, East Lansing, Mason and Livingston County. LCC is consistently named one of Michigan’s best community colleges, and students enjoy unsurpassed instruction, beautiful facilities,

cutting-edge technology and comprehensive support services to help students succeed.

CAMPUS LAW ENFORCEMENT

LCC POLICE DEPARTMENT & OTHER AGENCIES

POLICE ENFORCEMENT & AUTHORITY

LCCPD exists and operates under the laws, rules and regulations of the State of Michigan. LCCPD is the principal provider of safety and security for students, employees, and visitors. It operates 24 hours a day, 7 days a week, 365 days a year, and is committed to providing a safe place to learn and work. LCCPD consists of police officers, dispatchers, and auxiliary employees.

The Board of Trustees of the College granted the police officers of the College the powers and authority of peace and law enforcement officers pursuant to section 128 of the Community College Act, 331 PA 1966. LCC police officers are certified through the Michigan Commission on Law Enforcement Standards. They are sworn officers and have full arrest powers. They are deputized by the Ingham County Sheriff with full law enforcement authority, on or off college property and within the boundaries of the Counties of Ingham. They enforce applicable city ordinances, state and federal laws, as well as College policies and procedures.

LCC police officers are charged with public protection. They are also assigned safety inspection of premises such as defective lighting, inoperative doors or locks, broken sidewalks, steps and handrails, and any conditions that might negatively affect one’s personal well-being. Most often, they assist with battery jump starts, vehicle unlocks, parking assistance, escorts, room unlocks, after-hours building access, accidents, injuries, medical emergencies, concerning behaviors, select college policy violations, campus related crimes, and general requests for assistance from students, employees and guests. Major offenses, such as, but not limited to rape, murder, and robbery are handled by LCCPD, unless mutual aid is requested. A dispatcher or LCC Police Officer is available 24 hours a day to answer emergency and non-emergency phone calls to coordinate the response of LCC police officers or those of other law enforcement agencies to reported incidents. Dispatchers do not have arrest or enforcement authority.

Auxiliary employees are part-time employees of LCCPD. They patrol the Downtown Campus and have direct interaction with students, employees, and visitors. They assist with surveillance and patrol campus grounds and provide customer service to students, employees and the general public. They report incidents to a sworn police officer and the sworn police officer will take appropriate police action. Auxiliary employees do not have arrest or enforcement authority.

JURISDICTIONS OF LCC CAMPUSES

LCC CAMPUSES



For the purposes of the Clery Act, the patrol jurisdiction of the LCCPD consists of all property owned, leased, operated, or under the control of the College. The jurisdiction also includes all public property immediately adjacent to LCC campuses. LCC police officers have authority and the responsibility of being the primary policing agency for the Downtown Campus and West Campus. The following campus locations are policed by the local police jurisdictions listed below.

Campuses	Local Police Jurisdictions
West Campus	Eaton County Sheriff
East Campus	Meridian Township Police Department

Campuses	Local Police Jurisdictions
Mason Aviation	Ingham County Sheriff

WORKING RELATIONSHIPS WITH LAW ENFORCEMENT & MEMORANDUM OF UNDERSTANDING

LCCPD maintains direct radio communication with all law enforcement agencies in the Tri-County Area (Ingham, Eaton and Clinton Counties). The LCCPD maintains a strong working relationship with state and local police agencies, including Lansing Police Department, Eaton County Sherriff, Meridian Township Police Department, and Ingham County Sheriff.

LCCPD has access to the Law Enforcement Information Network (LEIN) and National Law Enforcement Telecommunications Network (NLETS) terminals. Through the use of these computer database systems, police personnel can access information on criminal history, nationwide police records, driver license, vehicle information number (VIN), and firearm licenses and permits. These systems also provide LCC Police with access to important broadcasts on issues such as stolen vehicles, as well as other local, state, and federal law enforcement information. LCC Police monitors radio communications of law enforcement agencies whose jurisdictions are adjacent to our campuses for information about incidents that affect the College. LCC Police will investigate any such incidents.

LCCPD sends requests to all law enforcement agencies that have jurisdiction for the non-campus properties for information about any reported crimes at those locations. If information is provided by another jurisdiction, an assessment is performed to ascertain the need to issue a timely warning.

LCCPD maintains a cooperative relationship with other law enforcement agencies. LCCPD assists other law enforcement agencies when mutual aid is requested. Through coordination with these law enforcement agencies, the criminal activities of students at off-campus events or locations are monitored.

Meetings are held with local law enforcement agencies on a formal and informal basis and as needed. In some instances, LCCPD may request mutual aid assistance from other law enforcement agencies that are better equipped to handle the investigation of certain crimes.

LCCPD does not have a written Memoranda of Understanding pertaining to the investigation of criminal incidents, with other local law enforcement

agencies; nonetheless, the department maintains a strong relationship with law enforcement agencies for response to or investigation of crimes.

RECOGNIZED STUDENT ORGANIZATIONS & MONITORING OF ACTIVITIES

LCC has Recognized Student Organizations (RSO) but does not own or control housing facilities or other property outside of the LCC campuses. Therefore, local law enforcement and LCCPD do not monitor and record criminal activity of RSO at non-campus locations.

RESIDENTIAL FACILITIES

With the exception of the residence of the President of the College located on LCC Downtown campus, the College does not have other residential housing or residential facilities.

CAMPUS FACILITIES – ACCESS & SECURITY

LCC is a public college, and its facilities are accessible to the community subject to certain restrictions detailed below. The College is an open environment with limited constraints to ensure reasonable protection of all members of the community. All buildings are equipped with an automated card access control system on the exterior doors that are used by employees and students with specific access to buildings. The academic and administrative buildings can be accessed during open hours by using student or employee ID cards. Individuals without authorized cards can contact LCCPD for access at 517-483-1800. Facilities have individual hours that vary at different times of the year. For public events such as athletic events, orientations, etc., access points are monitored by LCCPD. During non-business hours, access to all College facilities is controlled by key access or by LCCPD admittance.

SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES

LCCPD reviews and improves its security and safety procedures on a regular basis. Annually, the College completes a facilities assessment as a part of the 5-year capital outlay plan submitted to the State of Michigan. The assessment

is reviewed and revised with attention paid to physical security and the personal security of students, employees, and visitors.

LCC maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. LCCPD works closely with Facilities to address burned out lights promptly as well as malfunctioning door locks or other physical conditions that enhance security. Reporting equipment problems to LCCPD or to Facilities is encouraged by all members of the LCC community.

Police officers patrol the Downtown and West campuses and perform security checks and foot patrols at East and Mason Aviation. Officers look for safety problems such as defective lighting, inoperative doors or locks, acts of vandalism, broken sidewalks, steps and handrails, and any other conditions that might impact security and safety. Safety and security related maintenance work orders are given the highest priority.

CAMPUS SECURITY AUTHORITIES

Campus Security Authorities (CSA) as defined under the Clery Act are individuals to whom students and staff may also report alleged criminal activities. CSA's have an obligation to report allegations of crimes that are defined under the Clery Act to LCC Police Department or other law enforcement agencies mentioned in this report. In addition to LCC police officers, CSAs include any LCC official who has significant responsibility for student and campus activities, including but not limited to student discipline, and campus judicial proceedings.

The intent for including non-law enforcement personnel as CSA's is to acknowledge that many individuals, and students in particular, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus affiliated individuals. Individuals should report crimes to LCCPD or CSAs for the purposes of having the incident assessed for a timely warning notice and for the purpose of annual statistical disclosure. Crimes may be reported to CSAs for inclusion in the Annual Security report. CSA's will then transmit the information to LCCPD for inclusion in the crime log. Any crime that occurred on or around College property may be reported to the following CSA's:

Department	Phone
LCC Police Department Office	517-483-1800
Dean and Associate Deans of Student Affairs	517-483-1452
Director of Student Compliance	517-483-9632
Director of Student Life	517-483-1924
Athletic Director, Athletic Trainer, and Coaches	517-483-1610
Dean and Associate Deans of Arts and Sciences	517-483-1210
Dean and Associate Deans of Health and Human Services	517-483-1319
Dean and Associate Dean of Technical Careers	517-483-1319
Associate Director of Financial Aid	517-483-1283
Academic Success Coach Department	517-483-1422
Title IX Coordinator	517-483-1730
Human Resources Department	517-483-1870

The above is not an exhaustive list of all CSAs of the College.

REPORTING CRIMINAL ACTIVITY & EMERGENCIES

To facilitate the College's commitment in maintaining a secure and positive learning environment, students, staff, and visitors are encouraged to accurately and promptly report to LCCPD or other law enforcement agency

all crimes, suspicious activities, emergencies, and public safety incidents, including when the victim of a crime elects to, or is unable to make such report.

To report a crime or an emergency, call 911. For non-emergencies call LCC Police Department at (517) 483-1800. LCC Dispatch is available 24 hours/day, seven days/week to answer calls. Calls made to 911 will be sent to the local 911 dispatch center. The 911 dispatch will then relay the information to the LCC Dispatch/Police.

To report a non-emergency, contact LCCPD at 517-483-1800.

Below is a list of local law enforcement agencies that also have jurisdiction.

Campuses	Local Police Jurisdictions	Phone Number
Downtown Campus	Lansing Police Department	517-483-4600
West Campus	Eaton county Sheriff	517-372-4215
East Campus	Meridian Township Police Department	517-332-6526
Mason Aviation	Ingham County Sheriff	517-676-2431

RESPONSE TO REPORTS

Crimes should be reported to LCCPD, Title IX Coordinator, or Campus Security Authorities (CSA) to ensure inclusion in the annual crime statistics and, when appropriate, to provide timely warning notices to the community.

LCC POLICE DEPARTMENT RESPONSE

In response to a call, LCCPD will take the required action based on the situation. LCCPD will either dispatch an officer to the scene or will explain to

the complainant how to file an incident report. LCC officers will investigate a report when it is deemed appropriate. If assistance is required from other law enforcement agencies or Fire/EMS department, LCCPD will contact the necessary unit. Criminal offenses are referred to the Prosecutor's Office and/or City Attorney's Office for disposition as deemed appropriate.

LCC Police reports involving students and relative to student violations of Title IX, Student Code of Conduct, and Behavioral Intervention are forwarded to the Office of Student Compliance for review and potential action. LCC police officers will initiate an investigation when it is deemed appropriate. Additional information obtained through an investigation will also be forwarded to the Office of Student Compliance.

LCC Police reports involving alleged employee violations of Title IX, Ethics and Standards of Conduct for Employees policy and Employee Behavioral Intervention are forwarded to the Human Resources Department for review and potential action. LCC police officers will initiate an investigation when it is deemed appropriate. Additional information obtained through an investigation will also be forwarded to the Human Resources Department.

If a sexual assault occurs, LCCPD will inform the complainant and the respondent of available support services. LCC has Licensed Professional Counselors on staff for students and an Employment Assistance Program (EAP) for employees.

CAMPUS SECURITY AUTHORITY RESPONSE

Campus Security Authorities (CSA) as defined under the Clery Act are individuals to whom students and employees may also report alleged criminal activities. CSA's have an obligation to report allegations of crimes that are defined under the Clery Act to the LCC Police Department or other law enforcement agencies mentioned in this report. CSAs include, but are not limited to Title IX Coordinators, Deans, Associate Deans, Athletic Director and Coaches.

In response to a report, a CSA will report Clery crimes to the LCCPD by using the CSA Incident Report located on the College [website](#) or by calling 517-483-1800 for timely inclusion in the crime log and to be evaluated for timely warning notifications.

If a sexual assault occurs, LCCPD will inform the complainant and the respondent of available support services. LCC has counselors on staff for students and an Employment Assistance Program (EAP) for employees.

Crimes should be reported to LCCPD, Title IX Coordinator, or Campus Security Authorities (CSA) to ensure inclusion in the annual crime statistics and, when appropriate, to provide timely warning notices to the community.

PROFESSIONAL COUNSELORS & PASTORAL COUNSELORS

The Clery regulations clarify those considered to be Campus Security Authorities. Campus "Pastoral Counselors" and campus "Professional Counselors," when acting as such are not considered to be Campus Security Authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics.

The Clery Regulations define "counselors" as the following:

PASTORAL COUNSELOR

A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor. LCC does not employ Pastoral Counselors.

PROFESSIONAL COUNSELOR

A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of their license or certification. Professional Counselors are required to inform those they counsel of the procedures for reporting crimes voluntarily and confidentially for inclusion in the College's annual crime statistics.

LCC counseling services are free to all currently enrolled students. LCC state licensed, professional counselors help students manage stress, personal loss, relationships, substance abuse, family matters, and provide support for all circumstances and stressors that affect a student's academic performance. The information counselors receive is considered privileged. The only exception of confidentiality is if an individual discloses that they are in imminent danger to themselves or threatening to harm someone else. In these cases, a report will be filed with the Care Team formerly known as Behavior Intervention Team (BIT), which includes members of the LCCPD.

LIMITED VOLUNTARY CONFIDENTIAL REPORTING & CONFIDENTIAL

REPORTING

If and when they deem it appropriate, counselors inform students of the procedure to report crimes on a voluntary, confidential basis. Additionally, students who work with the professional counseling staff are required to sign an informed consent document that explains: "Counseling is confidential. Counseling notes are filed electronically with confidential access limited to LCC counselors only. Counseling records are not available to others without your explicit, written permission, or as legally mandated. Although exceptions to this confidentiality mandate are rare, the most major exceptions are listed below:

- You present a clear and imminent danger to yourself or others.
- There is disclosure or strong suspicion of physical and/or sexual abuse or neglect to minors, persons with disabilities, and/or the elderly.
- In the case of a subpoena, court order or federal or state regulatory investigation (e.g. Title IX).
- For continuity of care, limited information may be shared with appropriate parties (e.g. LCC's Behavior Intervention Team)

For the above matters, LCC counseling staff is legally and ethically required to break confidentiality and involve others (i.e. contact appropriate LCC staff, Community Mental Health, hospitals, and/or family members to provide assistance). You should also be aware that professional ethics of counseling encourage clinicians to regularly review their cases and consult with other similarly trained, licensed clinicians in order to provide the best possible care. Although this is not considered a violation of confidentiality, every effort is made to conceal identifying information.

If you are a victim of sexual assault, domestic violence or any crime, LCC counselors may support and assist you in making a police report with LCC's Police Department (517) 483-1800.

DAILY CRIME LOG

The LCC Police Office maintains a Daily Crime Log for the purpose of recording criminal incidents. Reported crimes are placed into the Daily Crime Log within two business days after the crime has been reported to LCCPD. The Daily Crime log contains the date/time the crime occurred, the date/time the crime was reported, the nature of the crime, the general location of the crime, and the status/disposition of the complaint, if the disposition is known at the time the log is created. The log for the most recent 60-day period is available on the LCCPD [website](#). Additionally, the log is open to public inspection, upon request, during normal business hours at the LCCPD Office (Gannon Building Room 2110, 411 N Grand Ave, Lansing, MI 48933). Any portion of the log within the last seven years that is older than 60 days can be made available within two business days of a request for public inspection.

Information may temporarily be withheld from the Daily Crime Log if there is clear and convincing evidence that the release of the information would jeopardize an ongoing investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence. The information must be disclosed once any of the adverse effects described above are no longer likely to occur.

COMMUNICATION REGARDING CAMPUS CRIMES & SAFELTY

All members of the College community are reminded through this Annual Security Report that they are required to notify LCC Police by calling 517-483-1800 of any situations or incidents on campus that involves a significant emergency or dangerous situation which may involve an immediate or on-going threat to the health and safety of students and employees while on campus, even if they have already reported it to a local law enforcement agency.

ALERT COMMUNICATION SYSTEMS & METHODS

To keep the College community informed of emergency situations the College employs several alert systems listed below. These methods of communication allow LCC to send out information for timely warnings,

emergency notifications, and public safety notices. Please see the [emergency communications webpage](#) for the most recent information.

PUBLIC ADDRESS SYSTEMS

Systems contain automated emergency notification messaging for a fire or evacuation, and some systems also support spoken, unscripted messaging.

DOWNTOWN AND WEST CAMPUS

- The College uses the Siemen’s Fire system, which includes a public address (PA) feature. The public address system is accessible to the LCCPD via the Dispatch center. The LCCPD dispatcher can send an “all campus” PA announcement to the West and Downtown campuses, separately or simultaneously. It is also possible to use the PA system to separately address individual buildings on the Downtown Campus. The PA system will automatically announce a prerecorded fire evacuation message whenever the fire alarm is activated. The evacuation message can be overridden by LCCPD dispatch with a live PA announcement when needed.
- West Campus also has an external “Big Voice” PA system initiated within the LCCPD office on the West Campus. There are pre-recorded announcements available and the capability for live emergency notifications with the ability to reach the entire outdoor campus property and beyond when necessary. This capability is tested annually.
- The Downtown Campus has an outdoor bell tower with PA announcement capabilities which ties into the Siemens PA system at the push of a button from the police dispatch center.

MASON AVIATION CAMPUS

- The Deputy Incident Commander or designee is charged with using the building PA system (Siemen’s Fire Systems) to broadcast notification to the Mason Aviation Campus. If the fire pull is activated, the PA system automatically sounds and signals.

EAST CAMPUS

- East uses a PA announcement system.

LCC ALERT SYSTEM (LCC-AS)

RAVE MOBILE SAFETY

- The LCC-Alert System (LCC-AS) is used to alert people to a current or imminent threat, emergency incident, or urgent situation (e.g., power outage in a building, criminal incidents or activity, weather emergencies.)
- A notification can be sent to any designated email, any text capable cell phone, the RAVE Guardian App, and/or text-to-voice audio.
- There are three types of alerts, listed in order of urgency– Emergency Notification, Timely Warning, and Public Safety Notice.
- LCC pre-scripts emergency notifications for the most urgent situations, such as active violence, immediate evacuation, or tornado warning and will be sent via text, email, and text-to-voice. The same templates can also be used as live PA message scripts when needed.
- LCC students and employees are automatically opted-in to receive alerts. Student and employee contact information is updated daily from the Banner ERP System. If there is a problem with receipt of messages, employees and students are encouraged to contact the Help Desk (517-483-5221 or lcc1@star.lcc.edu) for resolution or check their current profile details at <http://www.getrave.com/>.
- Anyone can register for LCC-AS, by accessing RAVE at <http://www.getrave.com/> and specifying Lansing Community College.
- Messages will also be pushed to the **RAVE Guardian App**. This App is LCC customized tool configured to receive LCC-AS messages. The App also includes a reporting and chat feature directly to Police Dispatch. Other helpful web links and Michigan help lines, as well as a safety timer assigned to the watchful person of choice, are also included.
- Alerts can be sent to people by assigned campus location or to everyone registered.

COLLEGE WEBSITE, DIGITAL SIGNS, AND SOCIAL MEDIA

It is possible to extend messaging to the [LCC website](#), to college-wide digital signs, and to the LCC social media accounts when the situation warrants. The

Director of Public Relations, as a part of the Incident Command Team, works closely with the LCC Webmaster and Information Technology Services (ITS) to activate these methods when determined necessary by severity or urgency of the incident.

PUBLIC RELATIONS-EXTERNAL & INTERNAL

COLLEGE EXTERNAL COMMUNICATIONS

- If notification needs to be made to individuals and/or organizations outside the College community such as local media outlets, communication will be made via Public Relations, as a part of the Incident Management Team, as deemed appropriate.
- The Digital Media Strategist monitors and provides updates on LCC's social media pages.

COLLEGE INTERNAL EMAIL AND NEWSLETTERS

- Emails - operations or alert-based
 - The college uses its weekly or special operations email to provide important information to all employees.
 - Weather Reports are sent by LCCPD or EMD if significant weather is predicted by the local National Weather System office in Grand Rapids, Michigan and may impact LCC operations.
- The Star is a news webpage for employees with a weekly, newsletter component that is emailed to employees. It contains general college announcements, including emergency preparedness messaging, safety reminders and upcoming related events.
- The Top 10 is a monthly, official newsletter emailed to students. It captures important news including emergency preparedness and safety information. It also has a presence at lcc.edu/students, under "News You Can Use."

FACE-TO-FACE COMMUNICATIONS

Face-to-face notification is possible. If any alert system fails or the College deems it appropriate, in person communication may be used to communicate an emergency.

ALERT COMMUNICATION PROCESS

The LCC Incident Command Group (ICG) is the fundamental leadership group who make alert communications decisions and manage emergency incidents. There is one exception. If the incident is an immediate life safety situation, such as active violence or an imminent tornado (NWS-Tornado Warning,) LCCPD has the training and authority to send an immediate emergency notification without approval from the ICG. Follow-up communication will involve ICG review and approval. Incident depending, a partial ICG (marked with an *), such as the IC and the PIO with support from the EPG and verification from the OSC will develop and finalize messages.

- *Executive Policy Group (EPG)
 - President
 - Senior Vice Presidents
- *Incident Command (IC)
 - Executive Director of Administrative Services
 - Director of Emergency Management
 - Remote Campus Coordinator (if necessary)
- Safety Officer (SO)
 - Director of Occupational Environmental Services (if needed)
 - Director of Risk Management and Legal Services (if needed)
- *Public Information Officer (PIO)
 - Director of Public Relations
 - Internal Communications Coordinator
- *Operations Section Chief (OSC-incident dependent)
 - LCC Chief of Police (as needed-always for immediate life safety & law enforcement incidents)
 - Director of Facilities (as needed)
 - Chief Information Officer (as needed)

LCCPD may receive information from various sources including from the public, campus security authorities, security technologies, and local law enforcement agencies.

If notification needs to be made to individuals and/or organizations outside of the College community then communication will be initiated by the Public Information Officer (i.e., Public Relations Director), in coordination with ICG,

as deemed appropriate using the website, digital signs, news releases and/or press conferences.

Alerts will be issued via LCC-Alert System (LCC – AS). These LCC-AS notifications are sent by email, text message, text-to-voice, and to the RAVE Guardian App used by LCC. The College community may also be notified using the Public Address Systems, the College website, social media, local media outlets, and face-to face communication. In some cases, a Public Address (PA) announcement will follow or take place prior to the emergency notification. If a fire alarm pull is activated the automated PA announcement will play immediately and automatically. See the section above under Alert Communications Systems for more details.

In the case of an LCC-AS outage, all efforts will be made using other available resources such as reaching out to local and state emergency alert systems like the Integrated Public Alert & Warning System (IPAWS).

ALERT COMMUNICATION MESSAGE TYPES

EMERGENCY NOTIFICATION



Email banner for LCC Emergency Notifications

The purpose of an emergency notification is to provide timely urgent notification to all students, employees, and visitors of a threat, occurring or imminent that poses an immediate danger to their health, safety, or general welfare while on campus. LCC will notify the campus community without delay upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to health or safety of students or employees occurring on campus.

Emergency Notifications are normally composed and issued by members of the Incident Command Group (ICG) if the emergency is not an immediate life safety issue. The ICG is composed of the following individuals:

- Incident Command (Executive Director of Administrative Services,
- Emergency Management Director, and/or
- Remote Campus Coordinator),

- Public Information Officer, and/or
- the LCC-PD.

Emergency Notifications will be sent for situations including, but not limited to:

- Active Violence
- Fire on Campus
- Explosion/Gas Leak
- Tornado Warning
- Credible Threat (Bomb or other)
- Hazardous Material Spill
- Suspicious Death
- Serious Disease Outbreak

There are scenarios where an immediate life safety emergency alert is necessary, and consultation with the ICG may not occur. In these cases, LCC Police Dispatch and on duty Police command staff have the authority and capability to send emergency notifications. Orders to evacuate, lock-down, shelter in place, etc. may need to go out urgently and immediately.

EMERGENCY CONFIRMATION

The process of issuing an emergency notification begins by confirming there is a significant emergency or dangerous situation is actively occurring on or imminently threatening the campus. Confirmation of a significant emergency is made by a police officer or auxiliary patrol or by camera confirmation. After confirmation of an immediate threat affecting the health and safety of the campus community, LCCPD either issues an immediate emergency notification (in cases of life safety – see the process delineated below) or consults with Incident Command Group (ICG) to issue an emergency notification without delay.

How does LCC PD confirm an emergency (Police Dispatch monitors LCC downtown campus 24 hours/day, 7 days/week, 365 days/year)?

- If a law enforcement related report comes into LCCPD or Ingham County 911 (or other local police jurisdiction) and the incident is:
 - an **immediate life safety emergency**, from a verifiable source, an emergency notification will be sent to **everyone** by police dispatch using LCC’s alert system to warn everyone what has been reported. An officer or officers

will immediately be dispatched to respond to the emergency. Police dispatch, in consultation with the ICG, will put out (a) clarifying message(s) immediately after police investigation with more details and further direction, if needed.

- or **NOT an immediate threat or danger to campus safety**, police dispatch will dispatch an officer to investigate. If a message is warranted, then the officer will confer with Police Command who will confer with Incident Command Group (ICG) on next steps.
- If there is a weather emergency (i.e., life safety) such as a tornado warning, an emergency alert will be issued immediately after confirmation from the National Weather Service (NWS) via the Baron Weather app.
 - Other weather warnings (not immediate life safety related) are monitored by police dispatch and the Director of Emergency Management (DEM). If necessary, the ICG will be consulted for necessary messaging.
- If an emergency incident is facilities related, police dispatch calls the Facilities point of contact related to the issue.
 - During LCC operational hours, an officer will be dispatched to confirm the issue. Police dispatch will also contact Facilities personnel to consult on next steps. Once confirmed, if it is a life safety issue, a message will be sent out by police dispatch immediately.
 - For off hours reports, an officer will be dispatched to confirm the issue. Once confirmed, if it is a life safety issue, a message will be sent out by police dispatch immediately. If necessary, the on-call facilities person will respond by coming to campus to address any issues.
- If an incident is Cyber related, Information Technology Services (ITS) monitors, confirms, and recommends to and consults with the ICG when an emergency message may be warranted.

EMERGENCY NOTIFICATION CONTENT

Taking into account the safety of the community, LCCPD will determine the content of the notification (several urgent messages are pre-scripted for these purposes so that minimal edits are necessary) and initiate the

notification system; unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or contain, responded to, or otherwise mitigate the emergency.

The content of the Emergency Notification is based on the information available at the time of the issuance. The message will be developed to ensure that the following are considered and communicated:

- nature of the incident
- location
- protective measures to take
- names of individuals involved will be withheld from these notifications.

As more information becomes available, and/or when the emergency is over, follow-up messages will be issued.

EMERGENCY NOTIFICATION TARGET AUDIENCE

The LCCPD and ICG will determine who will receive an Emergency Notification. The entire College will be notified when there is at least a potential that a very large segment of the College community will be affected by a situation, or when a situation threatens the operation of the College as a whole. The College can send segmented emergency notifications for cases where the situation is geographically localized to only users on a particular campus, through the LCC-AS. This is rarely, if ever, done for Emergency Notifications and never done for a Timely Warning. A message may more likely be segmented for a Public Safety Notice.

If a notification needs to be made to individuals and/or organizations outside of the College community then communication will be initiated by the Public Information Officer (i.e., Public Relations Director), as part of the ICG, as deemed appropriate using the website, digital signs, news releases and/or press conferences. If an emergency notification is sent that also qualifies as a timely warning, a separate timely warning alert will not be sent since the emergency notification will suffice.

TIMELY WARNING



Email banner for LCC Timely Warnings

A timely warning is an alert to be sent when Clery crimes have been reported to a campus security authority or law enforcement and the crime(s) pose a serious or ongoing threat to the campus community. Timely warnings are sent out for these crimes occurring on LCC designated Clery geography.

LCC-PD is responsible for corroborating all Clery crime reports and monitoring for patterns in crimes that would warrant issuing a Timely Warning. Issuance of Timely Warnings are considered for the following crime classifications:

- Criminal Homicide
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft

- Arson

If the crime is determined to be a Hate Crime, issuance of Timely warnings will be considered for all of the crimes listed above, and:

- Larceny/Theft
- Simple Assault
- Intimidation
- Destruction/damage/vandalism of property

The LCCPD Chief of Police and/or designee will notify the ICG of any of the above crimes. The decision to issue a timely warning is considered on a case-by-case basis considering all the known facts surrounding the crime, including nature of the crime, danger to the community, and the possible risk of compromising law enforcement efforts.

The recommendation to issue a Timely Warning will be made by LCCPD in consultation with the ICG. LCCPD and ICG also determine the message content. These alerts will include nature of the incident, timeframe of

occurrence, location, and protective measures to take. Other information may be included such as prevention tips and how to report similar occurrences. In all cases, the names of any and all victims will be kept strictly confidential. Timely Warnings are composed and sent by a member of the ICG.

Timely warnings will be sent via the LCC-AS to everyone on the distribution – students, employees, others who have signed up to receive alerts from LCC. Emergency notification will be issued by email, text message, text-to-voice, and RAVE Guardian. Alerts may also be posted on social media.

If an emergency notification is sent that also qualifies as a timely warning, a separate timely warning alert will not be sent since the emergency notification will suffice. The College is not required to issue a timely warning with respect to the crimes reported to a pastoral or professional counselor.

PUBLIC SAFETY NOTICE



Email banner for LCC Public Safety Notices

If an alert needs to be sent out to the campus community that does not warrant an Emergency Notification or Timely Warning, LCC will issue a Public Safety Notice. A Public Safety Notice is an alert of a situation often related to health and safety that affects routine operations. This may be a notice of nearby situation(s) to avoid or on-campus issues or changes related to health, safety, facilities, and normal operations that are not necessarily urgent but are very important to be aware of. The information will be confirmed by subject matter experts concerning the situation. These may be sent using the LCC-AS, or using the LCC Operations email.

EMERGENCY RESPONSE

EMERGENCY OPERATIONS PLAN & POLICY

LCC is dedicated to providing a safe and secure environment. The College has a Board of Trustees Policy called Emergency Management and Preparedness (Policy number [6.030](#)). The College's Emergency Operations Plan (EOP) describes the College's emergency management Organization &

Responsibilities; Direction, Control, & Coordination, Communications; Training & Exercise; Administration, Finance, & Logistics; Plan Development & Maintenance; Authorities, References & Companion Plans; along with response plans/guidelines for the campus in annex form. The EOP contains two types of annexes: Functional Annexes, such as the Evacuation Response Procedure and the Hazard or Threat-specific Response Annexes, as determined by the LCC Threat-Hazard Vulnerability Risk Assessment.

EMERGENCY RESPONSE TEAMS

The LCC police department is the first responder dedicated to address emergencies on LCC's west and downtown campuses via a notification to LCC dispatch. There are two other teams which may be activated during an emergency which are listed below.

INCIDENT MANAGEMENT TEAM (IMT)

The LCC IMT is based on National Incident Management Systems (NIMS) and Incident Command System (ICS) principles and is the primary way LCC manages command, coordination, communications, and resourcing during significant incidents. It is a scalable command system and is led by the Incident Commander and Deputy Incident Commander; who are the Executive Director of Administrative Services and Director of Emergency Management. The IMT can be activated (via a LCC-AS) to our Emergency Operations Center (EOC) (i.e., a physical room located downtown near the Police Department) or the IMT (or the ICG) may also meet virtually on WebEx. The alternate physical EOC is located at West Campus. Depending on the nature of the emergency, the Chief of Police, the Director of Facilities or the Chief Information Officer would stand in as the Operations Section Chief as part of the IMT.

BUILDING EMERGENCY RESPONSE TEAM (BERT)

Each occupied College building has designated employee(s) that are members of the BERT. They are trained in CPR, AED use, first aid, fire extinguisher use, basic triage, and other special topics. BERT members are responsible:

- During exercises/drills/tests and emergencies to--
 - lead evacuation or sheltering in their respective building.

- communicate with building occupants to provide direction and assistance.
- coordinate and communicate with Police Dispatch regarding building and building occupant status.
- Act as emergency preparedness advocates for the college.
- For the development and maintenance of Building Action Plans for their respective buildings.

EMERGENCY RESPONSE GUIDE

The Emergency Response Guide (ERG) is an emergency procedure reference guide that is used to train employees, students, and others on campus regarding what to do in an emergency. It includes medical emergencies, evacuation, tornado shelter, utility emergency, and active violence. It is also posted throughout LCC facilities as a reminder of emergency response guidelines.

Emergency evacuation procedures are identified in the ERG. Color-coded ERG posters and maps are displayed in every classroom and in strategic high traffic areas on every floor in every building. Maps provide individuals with information about their location in the building, the closest exits, and the location of tornado shelters. At least annually, an emergency preparedness message is sent, via newsletters, to both employees and students directing them to the information on the ERG [website](#) and to the EMD webpage video which highlights the ERG in a video format

Several newsletter reminders and an annually required online emergency evacuation training is provided to all employees each year to reinforce this theme and common understanding. The information on the following two pages is shared widely on posters throughout campus:

EMERGENCY-CALL 911

LCC Police Department
517-483-1800
Ext 1800 from any campus phone

MEDICAL EMERGENCY

Call 911, tell dispatcher:

- State WHO you are and WHO (i.e., name, age, gender) needs help
- WHAT happened
- WHERE you are, building physical address and room
- Retrieve Automated External Defibrillator (AED) if necessary (see building maps for location)

EVACUATION

Building

- Stop what you are doing and leave the building quickly and safely
- Take immediately accessible items only
- Evacuate to an area a safe distance away from the building
- Do not reenter until you receive an “All Clear” message

Campus wide

- Calmly and quickly, exit the campus and take immediately accessible possessions with you
- Drive patiently when leaving the parking lot/ramp

TORNADO SHELTER

- Go to your current building’s tornado shelter area (as posted on the building maps)
- Do not return to your work or school space until you receive an “All Clear” message

UTILITY EMERGENCY

Power Outage

- Wait for notification before leaving; do not leave campus/class unless told to do so by an LCC Emergency Alert or PA Announcement

WATER/STEAM HEAT

- Call LCCPD (downtown Lansing is heated by using steam)

NATURAL GAS

- If you smell gas, call LCCPD

ACTIVE VIOLENCE

RUN

- Get away if possible
- Put distance between you and the threat

HIDE

- If exiting is not possible:
 - Create barriers to prevent or slow down the threat
 - Turn off light, hide quietly and silence cell phone

FIGHT

- If Confronted:
 - Be prepared to defend yourself
 - Be aggressive and committed to your actions

The College publicizes a summary of the emergency response and evacuation procedures via student and employee newsletter at least annually in conjunction with a test (i.e., exercise and drill) that meets the requirements of the Higher Education Opportunity Act.

TRAINING, EXERCISES, AND TESTS

Annual online Learning Management System (LMS) training is required for employees for “*Emergency Evacuation*” and “*Violence-Free Campus/Workplace*”. The “*Violence-Free Campus*” training is also recommended for students. BERT members receive more detailed training during workshops (held each semester) and other assigned training such as active violence and blood-borne pathogens. During the workshops, sweeping buildings and sheltering are discussed and practices. BERT members are expected to be the leaders for their building during both exercises and emergencies.

2025 dates will be determined by BERT Coordinators and Executive Policy makers by the beginning of the fall semester.

A Microsoft Outlook-based training and exercise calendar can be accessed to view by any LCC employee. The calendar is named **LCC-EMD-TE-Master-Calendar** and can be added to the employee’s Outlook account for viewing. The types of events are color-coded: blue for training, green for exercise, and yellow for planning events.

EVACUATION EXERCISES

Lansing Community College tests the emergency response and evacuation procedures on an annual basis (a test is defined as a regularly scheduled drill or exercise with appropriate follow-through activities, designed to assess and evaluate effectiveness of emergency plans and capabilities.) Tests and drills may be announced or unannounced, and may involve the entire campus, or focus on smaller areas. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced. The timing of the exercises is coordinated by the Director of Emergency Management with input from the BERT Coordinators and Executive Leadership.

Evacuation exercises are held annually in the fall. The purpose of evacuation drills is to test and to familiarize the campus community with the sound of alarms, fire strobes, locations of emergency exits within the buildings, location of designated meeting or shelter areas, testing of various notification systems such as the public address system(s), emergency notifications, and to provide guidance about exiting the facility for an emergency evacuation.

Prior to the exercise (or test), newsletters to both students and employees remind everyone that the exercises are up and coming and also provides an awareness reminder of what is expected of all.

The exact time of the exercise is not made public prior to the drills occurring, however, dates and approximate time frames along with reminders on how to respond during an evacuation are published in both the employee and student newsletters prior to the drills taking place.

2025 EVACUATION EXERCISE DATES BY LOCATION

LCC Locations	2024 Dates and Times
TLC Building on Downtown Campus	Thursday, Sept. 18
Health and Human Services Building on Downtown Campus	Wednesday, Sept. 24
Arts & Sciences Building on Downtown Campus	Wednesday, Sept. 24
West Campus	Wednesday, Sept. 24
Aviation Maintenance Technology Center	Thursday, Sept. 25
Administration Building on Downtown Campus	Wednesday, Oct. 1
Huron Building on Downtown Campus	Wednesday, Oct. 1
AOF Building on Downtown Campus	Tuesday, Oct. 7
Dart Auditorium on Downtown Campus	Tuesday, Oct. 7
Washington Court Place on Downtown Campus	Wednesday, Oct. 8
Gannon Building on Downtown Campus	Wednesday, Oct. 8d
LCC East	Wednesday, Oct. 29

OTHER EXERCISES

The Executive Leadership Team and the Incident Management Team (IMT) participate in an emergency response tabletop (discussion-based) or functional exercise (operations-based) annually that is developed and conducted by the Director of Emergency Management. This event helps to ensure understanding and awareness of LCC emergency response plans and procedures by leadership and the IMT. The scenario presented during this exercise may or may not touch on aspects of building or campus evacuation. The schedule and timing are coordinated with important activities and events considered; but a goal is also to hold the exercise at a time when the campus has people participating in normal activities to ensure the exercise is as valuable and as real as possible

After all exercises are complete, feedback is collected from all participants and exercise evaluators who were posted to observe and take notes during the process. This information is collected and used to build an After-Action Report (AAR). The AAR is used to identify what process, procedures, and capabilities worked well and which need improvement so that recommendations can be made, and corrective action(s) taken by the appropriate departments. The report describes the test, the date the test was conducted, the start and end time of the test, whether the test was announced or unannounced, and recommendations for improvement. The Director of Emergency Management develops the AAR and maintains the records.

FIRE SAFETY REPORT & MISSING STUDENT NOTIFICATION PROCEDURES

LCC is a commuter (non-residential) College. Therefore, these statistics and procedures are not collected or in existence. This only applies if a college maintains student housing.

CRIME PREVENTION & SECURITY AWARENESS PROGRAMS

LCCPD, in collaboration with other departments of the College, offers programs and materials to employees and students on the following topics: safety, security, and crime prevention. LCCPD distributes a variety of safety brochures and makes presentations about campus security and crime prevention at student and employee fairs, and upon request. Security and crime prevention information is also sent periodically via email to employees and students. Pamphlets and other materials are available in hard copies at the LCCPD offices at the Downtown and West Campuses. LCCPD conducts events and presentations, and staffed crime prevention display tables; and the Office of Student Compliance conduct a number of awareness and prevention programs regarding alcohol, drugs, domestic violence, sexual assault, and personal safety for the LCC community.

2025 Crime Prevention and Security Awareness Programs activities include the following LCCPD and Emergency Management Department preparedness training:

Active Violence/Active Shooter awareness and response in person trainings

is offered by LCCPD 3 times a year in person. The training course is designed to familiarize students and employees with the warning signs that someone may become violent. It introduces the concept of run, hide, fight during an active shooter situation. Topics covered include situational awareness, how to assess an emergency situation, and run, hide, fight procedures.

The following trainings are being offered in the 2025:

- The final training of the calendar year is scheduled for Friday, November 7, from 1:00–3:00 p.m. at the Downtown Campus, Gannon Building, Room 2214.

Beginning in Summer 2025 an online version of Active Shooter/Violence training is being offered. All students are encouraged to take either version at least one time each year. All employees are required to take either version annually.

Violence-Free Campus/Workplace Training course is required to be taken by all employees annually (TMS.) This training covers related policies, what LCC does to ensure campus safety, encourages students and employees to be responsible for their own safety and security and to be observant regarding their surroundings and the actions of others. This training is available as a self-paced online course presented in LCC's Talent Management System (TMS).

Annual Emergency Evacuation Training course is required for all employees once a year (also in the TMS) prior to the commencement of the fall semester. This training informs employees how to evacuate and what awareness is expected when there is a real emergency.

Building Emergency Response Team (BERT) training last fiscal year included (all required training for BERT members takes place in a two-year repetitive cycle, with updates and enhancements as needed.):

- Four FEMA Independent Study Courses estimated to be 13.5 hours of online training (taken only one time.)
- American Heart Association-Heartsaver CPR, AED, First Aid - every 2 years.
- Review of Evacuation, Lockdown, Shelter, and Active Violence--Run-Hide-Fight protocols along with BERT role and responsibility review (annually)
- Review and practice of several response scenarios (annually)
- Fire extinguisher training – review and practice (annually)
- Medical response training by EMS professional
- De-escalation training (every two years)

Monthly preparedness messages sent to all students and employees via email newsletters. Messages included (subject to change based on need):

- **January** – Emergency Alerts and Communications
- **February** – Flooding Response
- **March** – Severe Weather: Warnings - Tornado and Thunderstorms
- **April** – Active Violence Response and “See Something, Say Something
- **May** – LCC’s BERT & IMT
- **June** – Extreme heat and power outages
- **July** – General LCC Emergency Preparedness Progress and Updates
- **August** – LCC’s Emergency Response Guide – 5 things you need to know (including Active Violence and Evacuation)
- **September** – National Preparedness month and LCC Evacuation Review
- **October** – Cybersecurity awareness
- **November** – Winter Weather Hazards with LCC response and messaging
- **December** – Power/utility Outage with LCC related policy and procedures

Emergency Notification test sent to all those enrolled (students and employees are automatically enrolled) in the fall within the first 3 weeks of the fall and spring semesters. This notification helps all to become familiar with LCC Alert communication procedures and emergency response guidelines since the alert points all to these webpages for information.

SEXUAL VIOLENCE PREVENTION & RESPONSE

Lansing Community College prohibits crimes of domestic violence, dating violence, sexual assault, and stalking as those terms are defined in the Clery Act. The College policies are (1) [Prohibited Sex or Gender Based Discrimination, Harassment and Sexual Misconduct](#); (2); [NONDISCRIMINATION](#) (3) [Ethics and Standards of Conduct for Employees](#); (4) [Ethics and Standards of Conduct for Students](#); (5) [Weapons](#); (6) [Workplace Violence](#). This statement of policy is to inform the campus community of our prevention programs and available resources that address the aforementioned crimes. It is also intended to inform the campus community of our procedures for institutional disciplinary action whenever these crimes have been reported to a College official.

PROHIBITED SEX OR GENDER BASED DISCRIMINATION, HARASSMENT, & SEXUAL MISCONDUCT POLICY

Purpose

To establish clear guidelines in accordance with federal, state, and local laws, as well the policies adopted by the Board of Trustees, and standards of conduct adopted by the College, the College’s commitment to maintaining a fair and respectful environment for both work and study and to protect students and applicants for admission, as well as employees and applicants for employment, from prohibited discrimination and harassment. This includes protection against discrimination or harassment based on sex or gender, as well as incidents of sexual of sexual misconduct.

Scope

The College’s Prohibited Sex or Gender-Based Discrimination, Harassment, and Sexual Misconduct Policy apply to all members of the LCC Community, including students, employees, volunteers, guests, vendors, contractors, and visitors to campus. The Policy applies to all College programs and activities, including all academic, educational, extracurricular, athletic, social, and other programs and activities related to the College. Application of the Policy is not limited to the College’s campuses, facilities, or premises whether they are owned, rented, leased, or otherwise under the control of the College at which any College-related programs or activities occur. The Policy also applies to off-campus misconduct that does not occur in the context of a College-related program or activity if it contributes to a hostile environment

on campus, or in any College-related program or activity. For Title IX purposes, policy does not apply to off-campus activities that are not sponsored by the College.

General

The College prohibits discrimination or harassment within the scope of this Policy by or against any member of the LCC Community based on the member's race, color, sex, age, religion or creed, national origin or ancestry, familial status, disability, marital status, pregnancy, pregnancy-related conditions, height, weight, sexual orientation, gender, gender identity, gender expression, genetic information, veteran or military status, or any other factor prohibited by law. Prohibited discrimination occurs when one of these factors is the basis for treating a person worse than other people who are "similarly situated." None of these factors shall be permitted to have an adverse influence upon decisions regarding students, applicants for admission, employees, applicants for employment, volunteers, guests, vendors, contractors, visitors to campus, or participants in and/or users of College-related programs, services, and activities. Lansing Community College will maintain an educational and work environment free of such prohibited discrimination or harassment.

Prohibited harassment is a form of prohibited discrimination. It occurs when (1) severe or persistent unwelcome conduct or comments make it unreasonably difficult or unreasonably unpleasant for a person to be in the College workplace or to participate in or receive the benefits, services, or opportunities of College studies, programs or activities; and (2) the comments or conduct are based on or reflect hostility to the person's race, color, sex, age, religion or creed, national origin or ancestry, familial status, disability, marital status, pregnancy, pregnancy-related conditions, height, weight, sexual orientation, , gender, gender identity, gender expression, genetic information, veteran or military status, or any other factor prohibited by law. Sexual misconduct (described more fully below), including all forms of sex-based harassment, sexual misconduct, included, but not limited to sexual assault, sexual violence, domestic violence, dating violence, stalking, and sexual exploitation/misconduct, is a form of unlawful sex discrimination and is prohibited.

For Title IX purposes, sexual harassment is conduct on the basis of sex that satisfies one or more of the following: (1) An employee of Lansing Community College conditioning the provision of an aid, benefit, or service of Lansing Community College on an individual's participation in unwelcome sexual

conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Lansing Community College's education program or activity; or (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

SEXUAL MISCONDUCT

All members of the Lansing Community College Community, regardless of their sexual orientation or their gender or gender expression, or gender identity, have the right to engage in their College education, work, and other activities free from all forms of sex or gender-based discrimination or harassment, including sexual misconduct. Sexual misconduct includes all forms of sex-based harassment as well as acts of sexual assault, dating or domestic violence, stalking, sexual exploitation and intimidation, and retaliation. Consensual or non-consensual sexual activities are prohibited in non-residential areas of the College. All members of the LCC community are required to conduct themselves in a manner that does not infringe upon the rights of others.

The [Prohibited Sex or Gender based Discrimination, Harassment, and Sexual Misconduct](#) policy and procedure can be viewed on the [website](#).

DEFINING SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

FEDERAL & LCC DEFINITIONS OF SEX-BASED HARASSMENT, SEXUAL ASSAULT, DATING OR DOMESTIC VIOLENCE, STALKING AND SEXUAL EXPLOITATION

SEXUAL HARASSMENT

Sexual harassment is unwelcomed, sexual, sex-based, and/or gender-based verbal, non-verbal, written, electronic, online, and/or physical conduct 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. Sexual harassment may include, for example, unwelcome sexual

advances, requests for sexual favors, acts of sexual violence, physical contact of a sexual nature, or verbal or non-verbal conduct of a sexual nature.

A hostile work/educational environment is created when sexual harassment is sufficiently severe, persistent, or pervasive, and objectively offensive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the College's educational or employment programs or activities.

Quid Pro Quo Harassment is (1) unwelcome sexual advances, (2) requests for sexual favors, and (3) other verbal or physical conduct of a sexual nature by a person having power or authority over another when submission to such sexual conduct is made either explicitly or implicitly a term or condition of (a) employment or educational opportunities, or (b) receiving the benefits of any educational or employment program or activity, or (c) rating or evaluating an individual's education or employment progress, development, or performance.

For Title IX purposes sexual harassment is conduct on the basis of sex that satisfies one or more of the following: (1) An employee of Lansing Community College conditioning the provision of an aid, benefit, or service of Lansing Community College on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Lansing Community College's education program or activity; or (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30). All sexual harassment is prohibited by the Prohibited Sex or Gender based Discrimination, Harassment, and Sexual Misconduct Policy.

SEXUAL ASSAULT

Sexual assault is any non-consensual sexual contact, including but not limited to non-consensual sexual penetration.

NON-CONSENSUAL SEXUAL CONTACT

Non-Consensual Sexual Contact (e.g., fondling) is any intentional sexual touching, however slight, by any person upon another person that is without consent and/or accomplished by force or threat of force. Sexual contact includes (1) intentional contact with a person's breast, buttock, groin, or genitals, or (2) touching another with any of these body parts or with any

object, or (3) making another touch you or themselves with or on any of these body parts, or (4) any other intentional bodily contact in a sexual manner.

NON-CONSENSUAL SEXUAL PENETRATION

Non-Consensual Sexual Penetration (e.g., rape) is any sexual penetration, however slight, by a person upon another person that is without consent and/or accomplished by force or threat of force. This includes vaginal or anal penetration, no matter how slight, by any body part or object; or oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

Sexual Assault - is any attempted or actual sexual act directed against another person, without consent of that person, including instances where they are incapable of giving consent. An offense classified as forcible or nonforcible sex under the Uniform Crime Reporting (UCR) system of the Federal Bureau of Investigation (FBI).

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

All sexual assault is prohibited by the Prohibited Sex or Gender based Discrimination, Harassment, and Sexual Misconduct Policy.

DATING OR DOMESTIC VIOLENCE

Dating or domestic violence includes all violent criminal offenses (e.g., physical violence, interfering with personal liberty, etc.) as well as intimidation, harassment, physical abuse, or sexual abuse, when it is caused by someone in an intimate relationship with another person. Examples of such actions include physical abuse (hitting, slapping, shoving, grabbing,

biting, hair pulling, etc.); sexual abuse (marital rape, treating one in a sexually demeaning manner, coercing or attempting to coerce sexual contact without consent, etc.); and psychological or emotional abuse (name calling, persistently undermining an individual's sense of self-worth or self-esteem, intentionally damaging one's relationships with others, etc.).

DATING VIOLENCE

Dating violence is committed by a person who has been in a dating relationship or a social relationship of a romantic or intimate nature with another person. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

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

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

All dating violence is prohibited by the Prohibited Sex or Gender based Discrimination, Harassment, and Sexual Misconduct Policy.

DOMESTIC VIOLENCE

Domestic violence is committed by a person who is the complainant's current or former spouse, current or former domestic partner, current or former cohabitant, a person with whom the complainant shares a child in common or a person similarly situated under domestic or family violence law.

Domestic Violence is a felony or misdemeanor crime of violence committed—

- By a current or former spouse or intimate partner of the complainant;
- By a person with whom the complainant shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner;

- By a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
- By any other person against an adult or youth complainant who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

All domestic violence is prohibited by the Prohibited Sex or Gender based Discrimination, Harassment, and Sexual Misconduct Policy.

STALKING

Stalking means a course of harassment directed at a specific person that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested, or to fear for her, his, their, or others' safety, or to suffer substantial emotional distress. Conduct that can amount to stalking may include any combination of actions directed at another person, whether done directly, indirectly, through others, via devices, or by any other methods or means (specifically including electronic means), including but not limited to:

- Following, appearing within sight of, or confronting a person;
- Being or remaining in close proximity to a person;
- Appearing at a person's residence or place of employment;
- Monitoring, observing, or conducting surveillance of a person;
- Threatening (directly or indirectly) a person;
- Communicating with a person by telephone, mail, or electronic communications;
- Placing an object on or delivering an object to a place owned, leased, or occupied by a person;
- Interfering with or damaging a person's property (including pets).
- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. For the purposes of this definition: Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or

communicates to or about a person, or interferes with a person's property.

- Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant.
- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

All stalking is prohibited by the Prohibited Sex or Gender based Discrimination, Harassment, and Sexual Misconduct Policy.

ECONOMIC ABUSE

Economic abuse, in the context of domestic violence, dating violence, and abuse in later life, is behavior that is coercive, deceptive, or unreasonably controls or restrains a person's ability to acquire, use, or maintain economic resources to which they are entitled, including using coercion, fraud, or manipulation to:

- Restrict a person's access to money, assets, credit, or financial information;
- Unfairly use a person's personal economic resources, including money, assets, and credit, for one's own advantage; or
- Exert undue influence over a person's financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or failing or neglecting to act in the best interests of a person to whom one has a fiduciary duty.

TECHNOLOGICAL ABUSE

Technological abuse is an act or pattern of behavior that occurs within domestic violence, sexual assault, dating violence, or stalking and is intended to harm, threaten, intimidate, control, stalk, harass, impersonate, exploit, extort, or monitor, except as otherwise permitted by law, another person, that occurs using any form of technology, including but not limited to:

- Internet-enabled devices;
- online spaces and platforms;
- computers;
- mobile devices;
- cameras and imaging programs;
- apps;
- location tracking devices;

- or communication technologies;
- or any other emerging technologies

SEXUAL EXPLOITATION

Sexual Exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for the advantage or benefit of oneself or a third party. This includes, but is not limited to, the following actions (including when they are done by electronic means, methods or devices):

- Invasion of sexual privacy (e.g., engaging in sexual voyeurism or permitting others to witness or observe the nudity or sexual or intimate activity of another person) without that person's consent;
- Indecent or lewd exposure or inducing others to expose themselves when consent is not present;
- Recording any person's nudity or sexual or intimate activity in a private space without that person's consent;
- Sharing or distributing sexual information, or images or recordings of a person's nudity or sexual activity, without that person's consent;
- Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation, such as prostitution;
- Knowingly exposing someone to or transmitting HIV or an STI/STD to another person;
- Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

All sexual exploitation is prohibited by the Prohibited Sex or Gender based Discrimination, Harassment, and Sexual Misconduct Policy.

JURISDICTIONAL DEFINITIONS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

LCC prohibits the crimes of sexual assault, domestic violence, dating violence and stalking. These terms are defined per Michigan Compiled Laws (MCL) as follows:

SEXUAL ASSAULT

Michigan law categorizes sexual assault into 4 degrees. 1st and 3rd degree involve nonconsensual penetration ^[2], where 2nd and 4th degree involve nonconsensual contact ^[3].

Michigan's Romeo and Juliet law is codified in Michigan Compiled Laws [750.520e\(a\)](#). This law says that if someone is under 16 years old and engages in consensual sexual contact with someone four years older or less, it is not a crime.

Nonconsensual sexual penetration "Sexual penetration" means sexual intercourse, cunnilingus, fellatio, anal intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body, but emission of semen is not required. "The provision in the criminal sexual conduct statute which permits elevation of a criminal sexual conduct offense from a lesser to a higher degree on the basis of proof of personal injury to the victim in the form of mental anguish is not unconstitutionally vague" ^[4]

NONCONSENSUAL SEXUAL CONTACT

"Sexual contact" includes the intentional touching of the victim's or actor's intimate parts or the intentional touching of the clothing covering the immediate area of the victim's or actor's intimate parts, if that intentional touching can reasonably be construed as being for the purpose of sexual arousal or gratification, done for a sexual purpose, or in a sexual manner for:

- (i) Revenge
- (ii) To inflict humiliation
- (iii) Out of anger ^[5]

"Intimate parts" includes the primary genital area, groin, inner thigh, buttock, or breast of a human being. "The provision in the criminal sexual conduct statute which permits elevation of a criminal sexual conduct offense from a lesser to a higher degree on the basis of proof of personal injury to the victim in the form of mental anguish is not unconstitutionally vague" ^[5]

In addition, sexual assaults may include, but is not limited to: sex assaults with a victim who is mentally incapable, mentally incapacitated, or physically helpless; penetration involving threats or coercion. ^[6]

CONSENT

In Michigan, consent is not specifically defined. The standard used in the sexual assault statutes is whether the accused "caused a personal injury to the victim and force or coercion is used to accomplish the sexual contact".^[7] Lansing Community College defines "Consent" as words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective consent cannot be gained by force, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another, where the accused student knows or reasonably should have known of such incapacitation.

Effective consent is also absent when the activity in question exceeds the scope of effective consent previously given. In addition, for the purposes of criminal sexual conduct, in Michigan, a person under the age of 16 cannot give "effective consent."

DOMESTIC VIOLENCE

Domestic violence" means violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Michigan law states an individual who assaults or assaults and batters their 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 their household, is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$500.00, or both.

DATING VIOLENCE

Dating violence is a form of domestic violence under the state of Michigan law. In determining whether a dating relationship exists, the length of the relationship, the type of relationship (primarily characterized by the expectation of affectional involvement) and the frequency of interaction between the persons involved in the relationship will be considered. ^[12] "Dating relationship" means frequent, intimate associations primarily characterized by the expectation of affectional involvement. Dating relationship does not include a causal relationship or an ordinary fraternization between 2 individuals in a business or social context.

STALKING

"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 emotionally distressed, terrorized, frightened, intimidated, threatened, harassed or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed or molested. Cyber stalking is a form of stalking that is accomplished through electronic communications (e.g., email, discussion boards, or social media).

LANSING COMMUNITY COLLEGE DEFINITION OF

CONSENT

As defined in LCC's Prohibited Sex or Gender Based Discrimination, Harassment and Sexual Misconduct Policy, consent is the cornerstone of respectful, responsible, and healthy relationships. Conduct that is welcome and occurs with the consent of everyone involved does not constitute sexual harassment.

For purposes of this Policy, it is important to understand the difference between conduct or comments that are welcome and those that are merely tolerated. Conduct or comments are considered welcome if they are received with pleasure or gladness by everyone involved. If two people are engaged in consensual conduct in private, that conduct is welcome to them. In such cases, the conduct or comments will not be deemed to violate the College Policy against sexual harassment (although they may violate other parts of this or other College policies).

In contrast, conduct or comments may be accepted or endured without objection, but still, be unwelcome. They are merely tolerated. People frequently tolerate unlawful harassment silently, or with only weak protests, because they are afraid of losing their job or they just want to "fit in" or "get along," etc. A person's decision to tolerate abusive or harassing comments or conduct does not make them welcome. The only way to be certain that comments or conduct are welcome is to obtain a person's consent to the comments or conduct.

Consent is the most critical element in any healthy and responsible intimate or sexual relationship. Any sexual activity within the scope of this Policy that occurs without consent is an extremely serious violation.

For purposes of this Policy, consent is present when clearly understandable words or actions manifest a knowing, active, voluntary, and present and ongoing agreement to engage in specific sexual or intimate conduct. Consent must be all of the following:

KNOWING:

Consent must demonstrate that the individuals involved understand, are aware of, and agree to everything about the "who" (partners), "what" (acts), "where" (location), "when" (time), and "how" (conditions) of the sexual activity.

ACTIVE:

Consent must take the form of "clearly understandable words or actions" that reveal one's expectations and agreement to engage in specific sexual activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a "no") should not, in and of themselves, be understood as consent. Consent cannot be inferred by an individual's manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date.

VOLUNTARY:

Consent must be freely given and cannot be the result of external pressures such as force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect), intimidation (extortion, menacing behavior, bullying), coercion (undue pressure, hazing) or fraud (misrepresentation or material omission about

oneself or the present situation in order to gain permission for sexual or intimate activity).

Present and ongoing:

Consent must exist at the time of the sexual activity. Consent to previous sexual activity does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. Consent may also be withdrawn at any time, provided the person withdrawing consent makes that known in clearly understandable words or actions.

Consent is never present when an individual does not have the capacity to give consent due to age, mental or physical condition, or disability that impairs the individual's ability to understand and give a knowing, active, voluntary, present, and ongoing agreement to engage in specific sexual or intimate conduct. A person does not have the capacity to give consent if their judgment or awareness is impaired due to consumption of alcohol, drugs, or inhalants (voluntarily or involuntarily), or being in a state of unconsciousness, sleep, or another state in which the person is unaware that sexual activity is occurring. Signs of incapacitation include when an individual demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction.

Some indicators of a lack of capacity to give consent due to consumption of alcohol, drugs, or inhalants may include, but are not limited to:

- Lack of full control over physical movements (for example, difficulty walking or standing without stumbling or assistance);
- Lack of awareness of circumstances or surroundings (for example, lack of awareness of where one is, how one got there, who one is with, or how or why one became engaged in sexual interaction);
- Inability to effectively communicate for any reason (for example, slurring speech, difficulty finding words, etc.).

If a person appears to be giving consent but may not have the capacity to do so, the apparent consent is not effective. If there is any doubt as to a person's capacity to give consent, it should be assumed that the person does not have the capacity to give consent and that any sexual activity will constitute sexual misconduct.

Being intoxicated or impaired by drugs or alcohol does not excuse one from the responsibility to obtain consent. Being intoxicated or impaired by drugs or alcohol is never an excuse for committing sexual misconduct.

BYSTANDER INTERVENTION

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence
- Overcoming barriers to intervening;
- Identifying safe and effective intervention options and
- Taking action to intervene

Bystanders play a critical role in the prevention of sexual and relationship violence. The College wants to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found by clicking on the following resource: [Bystander Tips & Scenarios](#). If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

RISK REDUCTION

Risk reduction is defined as options designed to:

- Decrease perpetration and bystander inaction
- Increase empowerment for victims in order to promote safety and
- Help individuals and communities address conditions that facilitate violence

LCC fully recognizes and understands that victims are not to be blamed, with no intent to victim blame and recognizing that only abusers are responsible for their abuse. The following are some strategies to reduce one's risk of sexual assault or harassment:

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. Don't leave your drink unattended while talking, dancing, using the restroom, or using your phone. If you've left your drink alone, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get them to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
 - b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people

around who might be able to help you? Is there an emergency phone nearby?

17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Bystander intervention and risk reduction programs are for students and employees, both new and current. These programs are designed to promote positive options for bystander intervention and information on risk reduction strategies.

In 2024, LCC bystander intervention programming included specialized training for student athletes; required online training for all new and current students and employees; the interactive educational spinning wheel used at events to engage new students in sex-based harassment scenario questions focused on bystander intervention; resource websites; access to the College Prohibited Sex or Gender Based Discrimination, Harassment, and Sexual Misconduct Policy and other resources on the LCC Title IX and Sexual Misconduct website; handouts that focus on bystander intervention; safety forums for employees; the RAVE Guardian App; safety whistles; and the See Something, Say Something video on the LCC website.

Risk reduction efforts at LCC include: general crime prevention education, campus escort programs, the RAVE Guardian app, and awareness of LCC Behavioral Intervention Team (BIT). The online Student Title IX and Sexual Misconduct training course is in the student course management system and is a required training for all new students and annually for all returning students. The training includes information on sexual harassment and misconduct, dating and domestic violence, sexual assault, stalking, consent, safety, bystander intervention, and drug and alcohol awareness related to sexual misconduct topics. All new employees are required to complete the Title IX training course, in the Talent Management System as well as continuing employees on an annual basis.

These programs and resources will continue in the 2025-26 academic year.

PROGRAMS TO PREVENT DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING & DRUG AND ALCHOL ABUSE

The College provides education and information, as appropriate, for students and employees to enhance understanding and increase awareness of the College's Prohibited Sex or Gender-Based Discrimination, Harassment, and Sexual Misconduct Policy and Procedures. Human Resources, Student Affairs, and LCC Public Safety are authorized to provide and develop education programs to increase knowledge and share information and resources to prevent sexual misconduct, promote safety, and reduce perpetration.

Lansing Community College prohibits crimes of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act). LCC coordinates Campus-wide Compliance and Programming efforts (CCP) among areas that are part of the College-wide Compliance Committee. The Compliance Committee consists of , Associate Dean of the Center for Student Support, Athletic Director, Dean of Student, Director of Emergency Management, Chief of Police, Deputy Chief of Police, Police Sergeant, Director of Risk Management and Legal Services, Director of Student Compliance/Student Title IX Coordinator, Associate Director of Risk Management and Legal Services, Director of Student Life/Student Ombuds, , Employee Title IX Coordinator, Director of Labor & Employee Relations , Student Title IX Investigator/Student Conduct Officer, Director of Academic and Career Advising, Director of Academic Success Coaches, Associate Vice President of External Affairs/Development/K-12 Operations, Associate Director of Financial Aid, Communications Coordinator, Public Relations Coordinator, Director of Job Training Center/Centralized Services, Director of Extension/Lifelong Learning, Director of the Office of Compliance, and the Compliance Coordinator.

The College engages in comprehensive, intentional and integrated programming, initiatives, strategies and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that are:

- Culturally relevant
- Inclusive of diverse communities and identities

- Sustainable
- Responsive to community needs
- Informed by research or assessed for value, effectiveness or outcome, and;
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that include:

- College policy (Prohibited Sex or Gender Based Discrimination, Harassment, and Sexual Misconduct) that prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act);
- The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;
- What behavior and actions constitute consent, in reference to sexual activity, in the State of Michigan;
- The College’s definition of consent and the purposes for which that definition is used.
- A description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase

empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

- Information regarding:
 - procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs” elsewhere in this document)
 - how the College will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
 - existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in “Assistance for Victims: Rights and Options” elsewhere in this document); and
 - options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
 - procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this document);

PRIMARY PREVENTION & AWARENESS PROGRAMS

PRIMARY PREVENTION PROGRAMS

Primary prevention programs are defined as programming initiatives and strategies intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourages safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Examples of LCC primary prevention programs in 2024 include the *Title IX* required training for new employees, the *Sexual Misconduct and Title IX* required training for new students, New Student Athlete Orientation *Title IX* Presentation, and information on primary prevention topics in the New Student Orientation Resource Guide.

Additional primary prevention resources include the interactive educational spinning wheel used at events to engage new students in sex-based harassment scenario questions; resource websites; access to the College Prohibited Sex or Gender Based Discrimination, Harassment, and Sexual Misconduct Policy and other resources on the LCC Title IX and Sexual Misconduct website; handouts that focus on awareness, prevention, and reporting of sexual assault, dating violence, domestic violence, consent, stalking, and bystander intervention; safety forums for employees; the RAVE Guardian App; safety whistles; and the See Something, Say Something video on the LCC website.

These programs and resources will continue in the 2025-26 academic year.

AWARENESS PROGRAMS

Awareness programs are defined as community-wide or audience-specific programming, initiatives and strategies that increase audience knowledge, and share information and resources to prevent violence, promote safety and reduce perpetration.

Examples of LCC awareness programs that focus on sharing resources and information to prevent violence, promote safety and reduce perpetration in 2024 include the fall Student Welcome Week Resource Fair, the Student Campus Crawl Event for Spring and fall semester, and the article in the Top 10 Newsletter to students each semester regarding information on Title IX, including VAWA.

Additional awareness resources include resource websites; ongoing access to the College Prohibited Sex or Gender Based Discrimination, Harassment, and Sexual Misconduct Policy and other resources on the LCC Title IX and Sexual Misconduct website; handouts that focus on awareness, prevention, and reporting of sexual assault, dating violence, domestic violence, consent, stalking, and bystander intervention; safety forums for employees; the RAVE Guardian App; safety whistles; the See Something, Say Something video on the LCC website; and multiple and ongoing student online messaging campaigns on relationship violence, sexual assault, including Denim Day, stalking, consent, and bystander intervention; and events throughout the year as outlined in the chart in the next section.

These programs and resources will continue in the 2025-26 academic year.

ONGOING PREVENTION AND AWARENESS PROGRAMS

Ongoing prevention and awareness programs refer to programming initiatives and strategies that are sustained over time focusing on increasing the understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the College. Ongoing prevention and awareness campaigns are for current students, employees, and the College community. They also cover topics on drug and alcohol abuse and prevention, the drug and alcohol survey, mental health and suicide prevention, and safety and crime prevention.

Examples of LCC ongoing prevention and awareness programs in 2024 include the *One Voice-Title IX* required training for all employees annually, the *Sexual Misconduct and Title IX* required training for all students annually, the Student Healthy Relationships Event, and the Student Impacts of Alcohol and Substance Use Event,

Additional ongoing prevention and awareness resources include the interactive educational spinning wheel used at events to engage students in sex-based harassment scenario questions; resource websites; ongoing access to the College Prohibited Sex or Gender Based Discrimination, Harassment, and Sexual Misconduct Policy and other resources on the LCC Title IX and Sexual Misconduct website; handouts that focus on awareness, prevention, and reporting of sexual assault, dating violence, domestic violence, consent, stalking, and bystander intervention; safety forums for employees; the RAVE Guardian App; safety whistles; the See Something, Say Something video on the LCC website; and multiple and ongoing student online messaging campaigns on relationship violence, sexual assault, including Denim Day, stalking, consent, and bystander intervention. Awareness month campaigns with online messages and information tables for sexual assault awareness and prevention month, stalking awareness month, domestic violence awareness month, and events throughout the year as outlined in the chart in the next section.

These programs and resources will continue in the 2025-26 academic year. In addition, the following programs have been integrated in 2024 and continue in 2025: A Sexual Assault Awareness Event on the LCC campus in conjunction with Michigan State University, including awareness of their services for our community at the Center for Survivors; an event in

conjunction with the LCC Office of Empowerment, Cesar Chavez Multicultural Center for Campus Pride Month.

2024 CAMPUS PROGRAMMING

Training Name: *2024 Fall D2L Sexual Misconduct Training*

Description: Training PowerPoint video explaining the new 2024 Title IX Regulations and a quiz to follow.

- **Attendees:** Students
- **Frequency:** Annually
- **Location:** Online

Training Name: *2024 Substance Abuse Event*

Description: This was an Alcohol and Other Drug awareness (AOD) event held on LCC's main campus educating students about the effects of alcohol and marijuana use on cognitive capabilities. Pedal cars, a track, and "drunk-goggles" were used to simulate being under the influence.

- **Attendees:** Students
- **Frequency:** 1 Occurrence in 2024
- **Location:** Main Campus

Training Name: *2024 Summer D2L Sexual Misconduct Training*

Description: Training on 2020 Title Regulations with quiz.

- **Attendees:** Students
- **Frequency:** Annually
- **Location:** Online

Training Name: *Academic Senate Presentation on TIX*

Description: The Title IX Coordinator presented to the Academic Senate on the 2024 Title IX Regulations.

- **Attendees:** Employees
- **Frequency:** 1 Occurrence in 2024
- **Location:** In-Person

Training Name: *Active Violence Run Hide Fight*

Description: Training/presentation with overview regarding active violence on campus.

- **Attendees:** Students and Employees
- **Frequency:** 9 Occurrences in 2024
- **Location:** Main Campus, Aviation, West Campus, East Campus, Livingston Center

Training Name: *Alcohol Awareness Month*

Description: Digital signage for alcohol awareness month.

- **Attendees:** Students
- **Frequency:** 1 Occurrence in 2024
- **Location:** Online

Training Name: *Bystander Intervention*

Description: Put a static table out with Bystander Intervention promotional items outside of the Office of Student Compliance.

- **Attendees:** Students
- **Frequency:** 1 Occurrence in 2024
- **Location:** Main Campus

Training Name: *Campus Crawl Fall 2024*

Description: Students come in to get information from the Office of Student Compliance to learn about our offerings and resources with the incentive of getting free swag and a pop.

- **Attendees:** Students
- **Frequency:** 2 Occurrences in 2024
- **Location:** Main Campus

Training Name: *Campus Safety Awareness Month*

Description: Static table with information and giveaways outside of the Office of Student Compliance; table was out for one month.

- **Attendees:** Students
- **Frequency:** 1 Occurrence in 2024

- **Location:** Other

Training Name: *Denim Day*

Description: Online Campaign for Denim Day to bring awareness to sexual assault and survivors.

- **Attendees:** Students and Employees
- **Frequency:** 1 Occurrence in 2024
- **Location:** Online

Training Name: *Domestic Violence Awareness Month*

Description: Information/handout table outside of GB 1204. Promotional items and facts about DV and IPV provided.

- **Attendees:** Students and Employees
- **Frequency:** 1 Occurrence in 2024
- **Location:** Main Campus

Training Name: *Drugs and Alcohol Facts Week*

Description: Info table with giveaways and educational information set outside of the Office of Student Compliance. Additionally digital media was sent out to students about the awareness week including facts about drugs and alcohol. Week of 18th - 26th.

- **Attendees:** Students
- **Frequency:** 1 Occurrence in 2024
- **Location:** Main Campus

Training Name: *Drug and Alcohol Survey for Students*

Description: This short survey will gather data related to LCC as a whole. Your responses are entirely confidential and anonymous. It's important we gather data from as many LCC students as we can to help us understand the areas of greatest need.

- **Attendees:** Students
- **Frequency:** 1 Occurrence in 2024
- **Location:** Online

Training Name: *Fall 2024 Welcome Week Info Table*

Description: Static info table.

- **Attendees:** Students
- **Frequency:** 1 Occurrence in 2024
- **Location:** Main Campus

Training Name: *Go Green or Go Blue - Choose Sober Too! (Drug and Alcohol Event)*

Description: Drug and alcohol awareness, pedal carts, drunk goggles utilized, students were encouraged to take drug and alcohol survey, educational hand outs and promotional giveaways were provided as well.

- **Attendees:** Students
- **Frequency:** 1 Occurrence in 2024
- **Location:** Main Campus

Training Name: *Healthy Relationships*

Description: Counselors and the Office of Student Compliance hosted a 2-hour event designed to educate students on the attributes of healthy, and unhealthy, romantic relationships. This event was held in the LCC ARC and students were able to stop-in and talk with staff.

- **Attendees:** Students
- **Frequency:** 1 Occurrence in 2024
- **Location:** In-Person

Training Name: *January Stalking Awareness Month*

Description: For stalking awareness month we placed a table outside of our office with informational materials and giveaway items. The info provided was about stalking, domestic violence, LGBTQ sexual assault, sexual assault and consent.

- **Attendees:** Students
- **Frequency:** 1 Occurrence in 2024
- **Location:** Main Campus

Training Name: *Malcolm X Symposium -Unspoken Mental Health Issues for Black American Life*

Description: Provided a card that introduced the unspoken issues book content and that had a QR code linking each person to a free webinar of the author, LaVern H Collins, LPC's introduction to it.

- **Attendees:** Students
- **Frequency:** 1 Occurrence in 2024
- **Location:** In-Person

Training Name: *Mental Health Digital Signage*

Description: LCC's Marketing department published several mental health messages across all digital screens on campus encouraging students to access mental health counseling for Seasonal Affective Disorder (SAD, Anxiety, Depression, and Alcohol and/or Marijuana use.

- **Attendees:** Community
- **Frequency:** Continuous
- **Location:** In-Person

Training Name: *New Student Orientation*

Description: New Student Orientation provides information to new students about LCC. They learn about academic success resources, academic support resources and other program and services at LCC designed to make sure they can succeed and achieve their goals.

- **Attendees:** Students
- **Frequency:** 33 Occurrences in 2024
- **Location:** Main Campus, In-Person

Training Name: *Podcasts*

Description: The attached Excel document entitled "LCC Connect-WLNZ Compliance List (Podcasts & PSAs)" lists podcasts and PSAs that cover various RSA subjects.

- **Attendees:** Community
- **Frequency:** 45 Occurrences in 2024
- **Location:** Online

Training Name: *RAVE Guardian App*

Description: Students and Staff are educated on the benefits of the RAVE App, and recommended to download to their phones.

- **Attendees:** Students and Employees
- **Frequency:** Continuous
- **Location:** Online

Training Name: *Red Ribbon Campaign*

Description: Static table outside GB 1204 and library about drug awareness. Educational materials about drug use and promotional giveaways for the week of Oct 23 through Oct 31st.

- **Attendees:** Students and Employees
- **Frequency:** Available one week during 2024
- **Location:** Main Campus

Training Name: *Safety Whistles*

Description: Whistles are provided to staff and students.

- **Attendees:** Students and Employees
- **Frequency:** Continuous
- **Location:** In-Person

Training Name: *See Something, Say Something Video.*

Description: The video is posted to the LCC Police page, it discusses the importance of bystander intervention.

- **Attendees:** Students and Employees
- **Frequency:** Continuous
- **Location:** Online

Training Name: *Sexual Misconduct and Title IX Training Spring 2024*

Description: Alcohol, Dating & Domestic Violence, LCC Sexual Misconduct Policy, LCC Title IX Process, Mental Health, Sexual Assault/Harassment, Stalking.

- **Attendees:** Students and Employees

- **Frequency:** Annually
- **Location:** Online

Training Name: *Sexual Assault Awareness Event for SAAM*

Description: Table event collab between OSC, LCCPD, LCC Counseling, MSU Center for Survivors and MSU Health Care Program. This is meant to bring awareness and support to survivors as well as promoting resources available.

- **Attendees:** Students, Employees and Faculty
- **Frequency:** 1 Occurrence in 2024
- **Location:** Main Campus

Training Name: *Sexual Assault Awareness Month*

Description: Digital Signage for Sexual Assault awareness month a table was also set up outside of the Office of Student Compliance with educational materials.

- **Attendees:** Students
- **Frequency:** April 2024
- **Location:** Online

Training Name: *Spring 2024 Campus Crawl*

Description: Students go to various places on Campus to learn about resources, including the conduct, TIX, BIT, and counseling offices.

- **Attendees:** Students
- **Frequency:** 2 Occurrences in 2024
- **Location:** Main Campus

Training Name: *Stars Stay Informed-Drugs, Alcohol, Sexual Assault, Stalking, Domestic Violence*

Description: Digital signage on Campus and Online to show throughout the year to students.

- **Attendees:** Students
- **Frequency:** Continuous
- **Location:** Online

Training Name: *Student Athlete Orientation*

Description: We hosted a welcome back event for over 120 student athletes to kick off the year. The Title IX Coordinator presented on topics of Title IX regulations, training, and examples. She also presented on Code of Conduct and BIT.

- **Attendees:** Students
- **Frequency:** Continuous
- **Location:** Main Campus

Training Name: *Student Resource Fair*

Description: Student Compliance participated in a college wide event to promote Title IX, VAWA, Mental health and Campus Safety awareness to all students.

- **Attendees:** Employees
- **Frequency:** 1 Occurrence in 2024
- **Location:** In-Person

Training Name: *Title IX Training*

Description: This training will help you better understand Title IX, which is a federal law that prohibits sexual harassment, discrimination, and misconduct at all institutes of higher ed. Title IX and Sexual Misconduct Training is mandatory for all LCC employees.

- **Attendees:** Employees
- **Frequency:** Annually
- **Location:** Online

Training Name: *Top 10 News Letter*

Description: Discusses TIX and Student Rights.

- **Attendees:** Students
- **Frequency:** Continuous
- **Location:** Online

Training Name: *Violence Free Campus*

Description: Educates Employees on what to do during an Active Violence Incidence.

- **Attendees:** Employees
- **Frequency:** Annually
- **Location:** Online

PROCEDURES VICTIMS SHOULD FOLLOW IF A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING OCCURS

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at [University of Michigan Health-Sparrow Hospital - Forensic Nurse Examiner Program](#) and [MSU Sexual Assault Health Care Program](#), or to find a local Sexual Assault Nurse Examiner Program (SANE) call the RAINN hotline 1-800-656-HOPE(4673). In Michigan, evidence may be collected even if you choose not to make a report to law enforcement.

REPORTING AND PRESERVING OF EVIDENCE

SEXUAL ASSAULT MEDICAL FORENSIC EXAMINATION

Michigan law requires healthcare providers to provide a medical forensic examination to any person indicating that they have been sexually assaulted in the previous five days. [MCL 333.21527](#). Victims cannot be required to file a police report or participate in a criminal investigation in order to have this examination and evidence collected. Victims cannot be charged for the medical forensic examination and evidence collection. [MCL 18.355a](#).

KIT TESTING

If the victim agrees to release the sexual assault kit evidence, the Sexual Assault Evidence Kit Submission Act requires the police to pick up the kit and submit it to the crime lab for forensic testing. [MCL 752.931](#).

RIGHT TO BE NOTIFIED OF PERPETRATOR ARREST OR RELEASE

If a police report has been filed, the victim has the right to call the police and ask to be notified of an arrest or the release of the arrested person, or both. [MCL 780.753](#).

RIGHT TO INFORMATION ABOUT STATUS OF THE CRIMINAL CASE

If a police report has been filed, the victim has the right to ask about the status of the case, including: the name of the detective or investigating officer assigned to the case; whether the case has been submitted to the prosecuting attorney for review; and whether the case has been closed and the reason for closure. [MCL 752.955](#).

RIGHT TO EVIDENCE KIT TESTING RESULTS

If a sexual assault evidence kit was collected and released to the police, a victim has the right to ask the police for information about evidence testing results, including: when the evidence kit was delivered to a crime lab for testing; whether DNA evidence was found; whether a DNA profile was entered into Combined DNA Index System (CODIS); and whether a DNA profile resulted in a CODIS match. [MCL 752.956](#). It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to College adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, they nevertheless should consider speaking with LCCPD or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

REPORTING OR COMPLAINING ABOUT A VIOLATION

Any student, employee, visitor, or other members of the LCC Community who experiences any suspected violation of the Prohibited Sex or Gender based Discrimination, Harassment, and Sexual Misconduct Policy has options for reporting or filing a complaint about it. A complainant may choose to report a violation to the College, to law enforcement, to both, or neither. At the complainant’s election, campus authorities may assist in notifying law enforcement. LCC strongly encourages anyone who has experienced any form of violence or sexual misconduct to immediately notify law enforcement. Such persons are also strongly encouraged to seek immediate medical assistance in order to obtain treatment for injuries, obtain preventative treatment for sexually transmitted diseases, and to preserve evidence, among other things. For sexual assaults, in particular, immediate treatment and the preservation of evidence are important for many reasons, including facilitating a criminal investigation. In addition, individuals who have experienced or witnessed sexual violence are encouraged to seek emotional support as soon as possible. Once notified, the College will support affected individuals in understanding and pursuing available options. Upon receiving a complaint, the Title IX Office will acknowledge receipt to the Complainant and provide their Rights and Options. If the Complainant chooses to proceed, the Respondent will be sent a Notice of Investigation and Allegations along with their Rights and Options. If the Complainant does not pursue the complaint, the Respondent may not be notified.

REPORTING TO LAW ENFORCMENT

A complainant has the right to notify (or decline to notify) law enforcement of any act of violence, sexual misconduct, stalking, or other criminal activity. LCC urges complainants to report any such activity immediately by contacting a Campus Security Authority (CSA) or local law enforcement, with local numbers listed below:

LCCPD (517) 483-1800

For emergencies, call 911.

For non-emergencies, call:

Campuses	Local Police Jurisdictions	Phone Number
Downtown Campus	Lansing Police Department	517-483-4600
West Campus	Eaton County Sheriff	517-543-3512

Campuses	Local Police Jurisdictions	Phone Number
East Campus	Meridian Township Police Department	517-332-6526
Mason Aviation	Ingham County Sheriff	517-676-2431

Law enforcement agencies have legal authority, including the power to seek and execute search warrants, collect forensic evidence, make arrests, and assist in seeking Personal Protection Orders. Although a police report may be made at any time, delay in making a report can result in loss of important evidence, and, in some cases, extended delay may prevent law enforcement from taking action due to statutes of limitations.

In response to a call, LCCPD will take the required action by either dispatching an officer, or asking the complainant to report to the LCCPD to file an incident report. LCC officers will investigate a report when it is deemed appropriate. If assistance is required from other law enforcement agencies or Fire/EMS department, LCCPD will contact the necessary unit. Criminal offenses are referred to the appropriate Prosecutor’s Office for disposition as deemed appropriate.

LCC Police reports involving students and relative to student violations of Title IX, Student Code of Conduct, and Behavioral Intervention are forwarded to the Office of Student Compliance for review and potential action. LCC police officers will initiate an investigation when it is deemed appropriate. Additional information obtained through an investigation will also be forwarded to the Office of Student Compliance.

LCC Police reports involving alleged employee violations of Title IX, Ethics and Standards of Conduct for Employees policy and Employee Behavioral Intervention are forwarded to the Human Resources Department for review and potential action. LCC police officers will initiate an investigation when it is deemed appropriate. Additional information obtained through an investigation will also be forwarded to the Human Resources Department.

If a sexual assault occurs, LCC Police, will inform the complainant and the respondent of available support services.

REPORTING TO LCC

Whether or not a police report is filed, the College urges anyone who becomes aware of any apparent violation of the Prohibited Sex or Gender Based Discrimination, Harassment and Sexual Misconduct Policy to report the incident(s) immediately to the College. A complainant is not obligated to

report an incident to College personnel, but the College can only take corrective action when it becomes aware of such incidents. Reports alleging any form of prohibited discrimination or harassment may be made in person, in writing, (preferred), or orally. Reports alleging any form of sexual harassment may be made in person, by phone, by mail, by electronic mail, or

through the electronic form. A complaint alleging sexual misconduct/harassment can be made to the Title IX Coordinators listed below. Procedures and complaint forms can be found on the [Title IX and Sexual Misconduct website](#). Reports or complaints about misconduct should be given to one of the following:

REPORT TYPE	Contact	Location	Phone	Email
TO REPORT A STUDENT, EMPLOYEE, GUEST, OR VENDOR	JR Beauboeuf, Director of Risk Management and Legal Services	309 Washington Square, Suite 150, Lansing, MI 48933	(517) 483-1730	beauboej@star.lcc.edu
TO FILE AN EEO COMPLAINT	JR Beauboeuf, Director of Risk Management and Legal Services	309 Washington Square, Suite 150, Lansing, MI 48933	(517) 483-1730	beauboej@star.lcc.edu

Reports of alleged violations of the Prohibited Sex or Gender based Discrimination, Harassment, and Sexual Misconduct Policy can also be to [Officials with Authority](#) (OWA). An OWA is an employee who has the authority to institute immediate corrective measures on behalf of the College. An OWA is the Executive Director of Human Resources, or any member of the Executive Leadership Team.

Additionally, reports of alleged violations can be made to any employees of the College who are mandated reporters. Mandated reporters do not include student employees and Licensed Professional Counselors serving in a Counselor role at the College. Mandated reporters are required to immediately report any allegations of sexual misconduct or sexual harassment to the appropriate Title IX Coordinator.

Reports of alleged violations of the Prohibited Sex or Gender based Discrimination, Harassment, and Sexual Misconduct Policy may trigger an investigation. There is no guarantee that confidentiality can be maintained concerning any reported incident, although the College will strive to keep matters as confidential as possible.

Reports concerning alleged violations of the Prohibited Sex or Gender based Discrimination, Harassment, and Sexual Misconduct Policy can also be made to one of the College's Licensed Professional Counselors. Counselors can talk with a complainant in confidence, and if requested, they will only report that a prohibited incident has occurred without revealing any personally identifiable information about the incident. If a complainant wants a counselor to maintain confidentiality, the College will be unable to conduct an investigation or pursue disciplinary action. If a Licensed Professional Counselor learns of an allegation of sexual misconduct or sexual harassment outside of their counselor/client relationship, they are required to make a report with the appropriate Title IX Coordinator. Further, anyone who is a Licensed Professional Counselor but is employed in a role other than a counselor working for the College, is required to make a report of alleged sexual misconduct or sexual harassment with the appropriate Title IX Coordinator.

Another option is for a complainant or witness to report an incident anonymously. Anonymous complaints regarding a student should be submitted through the form on the Title IX and Sexual Misconduct website. Anonymous complaints regarding an employee, guest, or vendor should be completed by calling the Human Resources direct line at (517) 483-1870 or by emailing HR-t9@star.lcc.edu. Anonymous reports may result in the

College conducting an investigation, but the College's ability to deal with an incident may be limited by a lack of necessary information.

There is no time limit for reporting alleged violations of the Prohibited Sex or Gender based Discrimination, Harassment, and Sexual Misconduct Policy to the College; however, the College's ability to respond may diminish over time, as evidence may disappear or erode, memories may fade, and respondents (alleged perpetrators) may no longer be affiliated with the College. Even if a respondent is no longer a student or an employee, the College will provide reasonably appropriate remedial measures, assist the complainant in identifying external reporting options, investigate any alleged violation of the Prohibited Sex or Gender Based Discrimination, Harassment and Sexual Misconduct Policy, and take reasonable steps to end any violation of the Policy, prevent its recurrence, and remedy its effects.

REPORTING TO OTHER AGENCIES.

Anyone experiencing unlawful discrimination or harassment can also file a complaint with other agencies, whether or not they have chosen to do so with the College or with law enforcement. Government agencies that accept complaints, conduct investigations, and enforce the laws against unlawful discrimination and harassment include:

Organization	Address	Phone	TTY	Fax	Email
United States Department of Education Office for Civil Rights (OCR)	1350 Euclid Avenue, Suite 325, Cleveland, OH 44115-1812	216-522-4970	800-877-8339	216-522-2573	OCR.Cleveland@ed.gov
United States Equal Employment Opportunity Commission	Patrick V. McNamara Building, 477 Michigan Avenue, Room 865, Detroit, MI 48226	800-669-4000	1-800-669-6820	313-226-4610	
Michigan Department of Education Office of Career and Technical Education	P.O. Box 30712, Lansing, MI 48909	(517) 373-0600	-	-	
Michigan Department of Civil Rights Lansing Executive Office	Capitol Tower Building, 110 W. Michigan Ave., Suite 800, Lansing, MI 48933	517-335-3165	517-241-1965	517-241-0546	MDCR-INFO@michigan.gov

PROCEDURES THE COLLEGE WILL FOLLOW WHEN A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING IS REPORTED

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as changes to academic, protective orders, transportation and working situations, if reasonably available. The College will make such accommodations or protective measures, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the LCCPD or local law enforcement. Students and employees should contact Title IX Coordinator at 517-483-1730, beauboej@star.lcc.edu for accommodations.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, the following pages describe the procedures that the College will follow:

INCIDENT REPORTING PROCEDURES

SEXUAL ASSAULT.

1. Depending on when reported (immediate vs delayed report), the College will provide complainant with access to medical care
2. The College will assess immediate safety needs of complainant
3. The College will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department
4. The College will provide complainant with referrals to on and off campus mental health providers
5. The College will assess need to implement interim or long-term protective or supportive measures, if appropriate.
6. The College will provide the victim with a written explanation of the victim's rights and options
7. The College will provide a "No trespass" and or "No Contact" directive to accused party if deemed appropriate
8. The College will provide written instructions on how to apply for Protective Order
9. The College will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution
10. The College will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is
11. The College will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation

STALKING

1. The College will assess immediate safety needs of complainant

2. The College will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department
3. The College will provide written instructions on how to apply for Protective Order
4. The College will provide written information to complainant on how to preserve evidence
5. The College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate
6. The College will provide the victim with a written explanation of the victim's rights and options
7. The College will provide a "No trespass" and or a "No Contact" directive to accused party if deemed appropriate

DATING VIOLENCE

1. The College will assess immediate safety needs of complainant
2. The College will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department
3. The College will provide written instructions on how to apply for Protective Order
4. The College will provide written information to complainant on how to preserve evidence
5. The College will assess need to implement interim or long-term protective or supportive measures to protect the complainant, if appropriate
6. The College will provide the victim with a written explanation of the victim's rights and options
7. The College will provide a "No trespass" and or "No Contact" directive to accused party if deemed appropriate

DOMESTIC VIOLENCE

1. The College will assess immediate safety needs of complainant
2. The College will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department
3. The College will provide written instructions on how to apply for Protective Order
4. The College will provide written information to complainant on how to preserve evidence
5. The College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate
6. The College will provide the victim with a written explanation of the victim's rights and options
7. The College will provide a "No trespass" and or "No Contact" directive to accused party if deemed appropriate

ASSISTANCE FOR COMPLAINANTS: RIGHTS & OPTIONS

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- The procedures complainants should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- Information about how the College will protect the confidentiality of complainants and other necessary parties;
- A statement that the College will provide notification to students and employees about complainant services within the College and in the community;
- A statement regarding the College's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- An explanation of the procedures for College disciplinary action.

ORDERS OF PROTECTION

A PPO is issued by the state court system, not by the College. A PPO is an order that forbids or requires an individual to do something. A PPO is enforced by the police. Title IX Coordinators and/or LCCPD can assist in providing contact information for those that seek a PPO. The Personal Protection Order Office contact information for LCC is below:

County and Campus	Address	Phone Number	Website
Ingham County (Downtown, Mason Airport), East, Jewett	313 W. Kalamazoo St., Lansing, MI 48933	Lansing PPO Office: (517) 483-6545 Mason PPO Office: (517) 676-8285	Ingham County PPO website
Eaton County (West)	Circuit Court Clerk, 1045 Independence Blvd, Charlotte, MI 48813	Eaton Circuit Court Clerk: (517) 543-4335	Eaton County PPO website
Barry County (West)	Barry County Courthouse, 220 W. State St., Hastings, MI 49058	Barry County Courthouse: (269) 945-1285	Barry County PPO website

LCC complies with Michigan's State law in recognizing orders of protection any person who obtains an order of protection from Michigan or any reciprocal state, should provide a copy to Campus Police and the Office of the Title IX Coordinator. A complainant may then meet with Campus Police to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc. LCC cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s).

Type Of Order	Rights of Victims	Institution's Responsibilities
Orders of protection	Have order of protection enforced	Notify Police

Type Of Order	Rights of Victims	Institution's Responsibilities
No contact orders	Have no contact order enforced	Notify Police
Restraining orders	Have restraining order enforced	Notify Police
Similar lawful orders issued by a criminal, civil, or tribal court	Have orders enforced	Notify Police
Orders by the institution (PNG)	Have orders enforced	Notify Police

The victim can apply directly for these services. Protection from abuse orders may be available through local authorities by filing a petition with the court.

TYPES OF ORDERS AVAILABLE

Type of Order	Who Can File for One:	Court:	Based On:
Domestic Personal Protection	Family or household members including: <ul style="list-style-type: none"> •Spouses, former spouses •Parent, child, foster parent •Same sex couples are eligible •People who have kids together 	Family Division of Circuit Court: <ul style="list-style-type: none"> •Where victim lives •Where abuser lives or h as a business, or •Where incident(s) occurred 	Causing or trying to cause injury or placing someone in fear of imminent serious harm (Courts use different requirements for how recent the incident must be). The above-mentioned criteria are not all inclusive. Please refer to website for additional reference.
Non-Domestic (Stalking) Protection Order	<ul style="list-style-type: none"> • Any person who is a victim of stalking •No relationship with stalker is required 	Civil Court: <ul style="list-style-type: none"> • Where victim lives (if family or household member, can be filed as DV Protection Order, (s ee above) 	Pattern of conduct (2 or more events), closely related in time, that cause distress or make a victim believe the stalker will cause harm. Please refer to website for additional reference.
Non-Domestic Sexual Assault Protection Order	Any person who was a victim of a sexually oriented offense. No relationship with offender is required. Case doesn't have to be criminally prosecuted.	Civil Court: <ul style="list-style-type: none"> • Where victim lives 	Sexual assault or unwanted sexual contact. Please refer to website for additional reference.
Non-Domestic Sexual Assault Protection Order Against a Minor	Victim of abuse by a person who is under age 18, or the victim's parent or another household member, or other parties the Court approves.	Juvenile Court: <ul style="list-style-type: none"> • Where victim lives 	Assault, stalking, sexual offenses, threats of harm or aggravated trespass. Please refer to website for additional reference.

The College may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. If the College receives a report that such an institutional no contact order has been violated, the College will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order. If the crime of domestic violence, dating violence, sexual assault or stalking has occurred, the victim

is encouraged to contact the local authorities (law enforcement agency) and file a complaint.

ACCOMMODATIONS, PROTECTIVE MEASURES, & SUPPORTIVE MEASURES AVAILABLE

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, LCC will provide written notification to students and employees

about accommodations available to them, including academic, living, transportation, protective orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

Supportive measures, interim measures, protective measures, and accommodations can be made available whether or not an individual chooses to pursue a formal complaint through law enforcement agencies or College disciplinary procedures and will be offered to both the complainant and the respondent. The Title IX Coordinator will determine whether supportive measures, interim measures, protective measures, or accommodations are reasonable and appropriate and, will work to ensure measures are implemented as soon as possible. There is no cost to a complainant or respondent for supportive measures, interim measures, protective measures, or accommodations. The College will keep any supportive measures, interim measures, protective measures, and accommodations, or protective measures provided as confidential as practicable.

At the victim's request, and to the extent of the victim's cooperation and consent, LCC offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered assistance with changes to academic schedule, working, living arrangements, protective measures or transportation situations. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes and/or assistance with requesting changes to academic, transportation and/or working situations or protective measures, a victim should contact the Title IX Coordinator at 517-483-1730, beauboej@star.lcc.edu for accommodations.

Any violation of a directive related to supportive measures, interim measures, protective measures, emergency measures, or accommodations may result in disciplinary

action which may include, but is not limited to, suspension, or expulsion from the College or suspension or termination of employment.

GETTING HELP

Any student, employee, visitor, or other members of the LCC Community who experiences any suspected violation of the Prohibited Sex or Gender Based Discrimination, Harassment and Sexual Misconduct Policy, has options for getting assistance, care, support, and protection. Internal and external resources can be found on the [Title IX and Sexual Misconduct website](#). The College strongly encourages people to utilize these resources as soon as possible.

The following confidential resources, LCC counseling for students, and an Employee Assistance Program (EAP), are available for individuals to discuss incidents and issues related to unlawful discrimination, harassment, or sexual misconduct on a confidential basis. Confidential resources will not disclose information about such incidents to anyone, including law enforcement or the College, except in very limited situations, such as when failure to disclose the information would result in imminent danger to the individual or to others or where state law requires a report be made. Confidential resources can provide individuals with information about support services and their options. Because of the confidential nature of these resources, disclosing information to or seeking advice from a confidential counselor does not constitute a report or complaint to the College and will not result in a response or intervention by the College except in extreme circumstances.

LCC Counseling offers free confidential counseling services which are available to all LCC students:

Location: Gannon Building

Phone: 517-483-1924

Website: Counseling Services

The College provides a confidential Employee Assistance Program, at no cost to all LCC employees:

Phone: 800-847-7240

Both LCC Counseling and the EAP have the ability to provide information related to available outside resources, depending on the situation reported. Additionally, on-campus and off-campus resources are available to students and employees regarding; counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services are listed below.

ON CAMPUS & OFF CAMPUS SERVICES/RESOURCES

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, LCC will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

ON CAMPUS RESOURCES

ON CAMPUS RESOURCES			
Resource	Type of Services	Service Provider	Contact Information
Student Counseling	Mental Health-counseling- LCC's state-licensed, professional counselors help students manage stress, personal loss, relationships, substance abuse, family matters, and provide support for all circumstances and stressors that affect a student's academic performance.	Center for Student Support	517-483-1924
Employee Counseling	Health Management System of America (HMSA). The HMSA Employee Assistance Program is a confidential, voluntary service that provides professional counseling and referral services designed to help LCC employees and eligible family members (spouse and dependents in your household) with personal, job, or family related problems.	Human Resources	1-800-847-7240
Police	Campus Safety, file reports, vehicle lock outs and battery jumps, on campus escorts	LCC Police and Public safety	517-483-1800
Adult Resource Center	Registration assistance, referrals to community and campus resources, on-going student support, tuition and child care grants, a calculator lending program, and academic advising	Center for Student Support	517-483-1199
Fostering Stars	Students currently engaged in or aging out of the foster care system. Some of the services provided in this program include: advising, academic support, community outreach, transportation assistance, specific emergency assistance, care-packages, one-on-one mentoring, group membership and networking opportunities.	Center for Student Support	517-483-1051

Student Access	Accommodations for students with disabilities.	Center for Student Access	517-483-5323
Veterans Resources	Assist veteran and dependent students with VA GI bill benefit. acts as a liaison between students, the VA, and other LCC departments; making contacts on behalf of students when needed. We also offer a dedicated academic advisor, and a large veteran lounge area as a place for veteran students to utilize.	Veteran Services	517-483-5246 or Toll Free: 800-644-4522
Student Life	Student clubs and organizations, Student Leadership Academy, student newspaper, volunteer opportunity listing, student off campus housing webpage, Student Ombuds.	Center for Student Support-Student Life	517-483-1924 studentlife@lcc.edu
Visa and Immigration (Global Student Services)	provides support services to English Language Learning (ELL) students who are immigrants, permanent residents, or U.S. citizens as well as provides assistance to international students who are admitted to the U.S. in a temporary, non-resident status (any type of visa).	Center for Student Support	517-483-5323
Student Compliance	Student Title IX Complaints, Behavioral Intervention for students of concern, Code of Conduct	Center for Student Support	517-483-1261
Employee Support	Report sexual misconduct against an employee, Employee wellness assistance Labor relations, leave of absence, accommodations, benefits, healthcare, tuition waivers.	Human Resources	517-483-1870
Legal Services and Risk Management	File a discrimination complaint: Any employees or students who believe that discrimination has occurred against themselves or others are urged to report the matter as soon as possible	Office of Risk Management and Legal Services, Equal Opportunity	517-483-1730

Foundation scholarships and Financial Management	Offer numerous scholarships, funded by the contributions of businesses, non-profit entities, and individuals, to students who meet the criteria established by the scholarship donors	Foundation Office	517-483-1985
Academic Advising	Identify a program of study that aligns with your long-term career goals Guidance and clarity on program of study pre-requisites and sequencing. Support with navigating transfer to four-year school options/goals. Advising that will help you navigate your pathway efficiently. Assistance with creating a course map that will help you achieve your transfer goals and/or your certificate / associate degree completion goals Degree Works graduation audits and "what-if I change my program of study" and MTA audits.	Advising and Career Pathways	517-483-1999
ACCESS Program	Provides student support for the personal, social, cultural, and academic adjustment of BIPOC, LGTBQ+, First-Generation, Low Income, adult students; varying ability; and other marginalized and underrepresented students groups.	Cesar Chavez Learning Center	517-483-9804
Financial Aid	Assists students with finding resources to finance their postsecondary education. Financial Aid resources are available through the federal government, state government, private organizations, and Lansing Community College.	Financial Aid Office	517-483-1200

OFF CAMPUS RESOURCES

OFF CAMPUS RESOURCES			
Resource	Type of Services	Service Provider	Contact Information
POLICE	Report crimes, submit tips, community safety and policing	City of Lansing Ingham County Sheriffs Eaton County Sheriff Clinton County Sherriff	517-483-4600 517-676-2431 Main Office: 517-543-3512 Delta: 517-323-8480 Lansing: 517-372-8217 989-224-5200
PERSONAL PROTECTION	A Petition for a Personal Protection Order (PPO) can be filed by individuals who have been physically, emotionally or sexually abused by a spouse, former spouse, family member, partner, parent of your child, current or former roommate, or current or former dating partner. A Petition for a PPO may also be filed if there is proof of stalking.	Ingham County Eaton County Clinton County	517-483-6545 517-543-4335 989-224-5140
HEALTH	The MSU Sexual Assault Healthcare Program is staffed 24/7 by specialized forensic nurses. Services are free and available to adults who have been sexually assaulted within the last 5 days.	MSU Sexual Assault Health Care Program	517-353-2700
HEALTH	Forensic Nurse Examiner (FNE) offers, with consent, a medical forensic examination including taking a patient history and doing a physical exam. The nurse will collect evidence (if wanted) based on the assault history and physical findings of the exam. They also offer photo documentation of all injuries, emergency	University of Michigan Health-Sparrow Forensic Nurse Program	517-364-3931

	contraception, STI/HIV prophylactic treatment as appropriate, and can testify as an expert witness.		
MENTAL HEALTH	Provides a free anonymous confidential telephone crisis hotline to deal with crises that include depression, suicide, loneliness, sexual assault, grief, and many others. In addition, provides referrals for services throughout the Greater Lansing area.	Listening Ear	517-337-1717
MENTAL HEALTH	Cristo Rey is a community center that provides free or low cost counseling, medical treatment, access to a food pantry, and a financial empowerment center.	Cristo Rey Community Center	517-372-4700
MENTAL HEALTH	Help enable mental well-being, financial independence, addressing trauma	Women's Center of Greater Lansing	517-372-9163
VICTIM ADVOCACY	Committed to helping member agencies, their communities, and state and local partners as they work to change the societal norms, practices, and behaviors that allow or condone perpetration of abuse. Support includes a variety of programs, technical assistance and training that are designed to empower communities to implement prevention activities and programming in ways that are inclusive, relevant and sustainable.	Michigan Coalition to End Domestic and Sexual Violence	517-347-7000
VICTIM ADVOCACY	Small Talk is the place where children receive coordinated services during child sexual abuse investigations in Mid-Michigan.	Small Talk Children's Advocacy Center	517-253-0728
VICTIM ADVOCACY	MSU Safe Place provides services to anyone who has experienced, or is experiencing, an abusive or controlling relationship. Services include counseling, support group, advocacy, shelter, information and referrals. All services are free, confidential and available on campus to students, faculty, staff and their partners who have experienced domestic	MSU safe Place	517-355-1100

	violence. Members of the greater Lansing community who are in need of support may also contact MSU Safe Place.		
VICTIM ADVOCACY	Post-arrest response team for victims/survivors of DV in Lansing, Lansing Twp., Meridian Twp., East Lansing and on the campus of MSU. A staff member or a team of 2 volunteers responds to victims at their homes or places of employment, the hospital, or local police department to provide crisis intervention, safety planning, and information about area resources.	Capital Area Response Effort	517-272-7436
VICTIM ADVOCACY	Direct service response making the advocacy, criminal justice, academic institution, and health care systems more accessible and responsive to survivors and thus prioritizing healing and justice.	MSU Sexual Assault Response Team	517-355-3551
VICTIM ADVOCACY	Free and confidential individual counseling, advocacy, and support groups to MSU students and community.	MSU Center for Survivors	517-372-6666 24hr Crisis hotline
VICTIM ADVOCACY	Medical Advocacy, Counseling, Domestic Violence Advocacy. nonprofit that provides supportive services to survivors of domestic and sexual violence, stalking, and elder abuse. ALL SERVICES ARE FREE AND CONFIDENTIAL.	End Violent Encounters (EVE)	24 Hour Crisis Line: 517-372-5572
VICTIM ADVOCACY	SafeCenter provides temporary and safe housing for women and children. While in shelter survivors are provided with meals, personal care items, advocacy, and counseling. Do not currently house adult men, but are happy to assist male survivors with finding a safe place.	Safe Center	(877) 952-7283 24 hr Crisis hotline
VICTIM ADVOCACY	Title IX Advocacy, Trauma informed survivor centered, Counseling, Prenatal Advocacy	Firecracker Foundation	517-742-7224

VICTIM ADVOCACY	Advocate for the rights of our community members by honoring and affirming the interconnectedness of oppression.	Salus Center-Lansing LGBTQIA+ Community Center	517-580-4593
VICTIM ADVOCACY	Transform society's response to sexual assault, domestic violence, and child abuse, support survivors' healing, and end this violence through education and advocacy	Joyful Heart Foundation	212-475-2026
VICTIM ADVOCACY	Works with men and boys enhance awareness of the increased risk female-identified, trans, non-conforming folks have of multiple forms of violence, due to their perceived gender identity.	White Ribbon Campaign	416-920-6684
VICTIM ADVOCACY	Non-profit, public benefit organization committed to preventing, healing, and eliminating all forms of sexual victimization of boys and men through support, treatment, research, education, advocacy, and activism.	Male Survivor	No online number listed visit Male Survivor
VICTIM ADVOCACY	Helping Survivors recognizes that healing from sexual assault and abuse is a complex, multi-dimensional journey. Advocates for survivors by providing the tools and assistance needed for them to work through emotional and psychological layers to reclaim a sense of peace. The team behind helpingsurvivors.org includes healthcare providers, legal professionals, survivors, as well as friends and family members of survivors.	Helping Survivors	No online phone number listed https://helpingsurvivors.org/
VICTIM ADVOCACY	Victim Services, Public Education, Consultation	RAINN	800-656-HOPE(4673) 24 hr hotline
LEGAL ASSISTANCE	Information on victims' rights in Michigan	Michigan Crime Victim Rights	517-334-6060
LEGAL ASSISTANCE	Advocacy and legal representation for victims	Michigan Prosecuting Attorneys of Michigan	517-335-7622

LEGAL ASSISTANCE	Search sex offenders in your area	Michigan Sex Offender Registry	517-241-1806
LEGAL ASSISTANCE	Legal assistance for battered women	National Clearinghouse for The Defense of Battered Women	1-800-903-0111 ext 3
VISA AND IMMIGRATION	Handles scheduled interviews on non-asylum related applications. They also provide limited information and applicant services.	U.S. Citizenship and Immigrations Services	1 (800) 375-5283
HUMAN TRAFFICKING		National Human Trafficking Resource Center	1-888-373-7888
STUDENT FINANCIAL AID	Financial Aid Information and assistance	Michigan Student Aid	888-447-2687

CONFIDENTIALITY

The College has a strong desire to assist members of the LCC Community who have been subjected to conduct or comments that violate the Prohibited Sex or Gender Based Discrimination, Harassment and Sexual Misconduct Policy and strongly encourages them to report any such incidents. The College will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information it receives in connection with such a report. The information reported will be shared only with individuals who assist or are otherwise involved in the investigation and/or the resolution of the complaint, or who otherwise have a need to know about the complaint and/or its resolution.

By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations, protective or supportive measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations, protective or supportive measures.

Allegations reported to mandated reporters will be reported to the appropriate Title IX Coordinator or EEO Officer. If a person discloses an incident, but wishes to maintain confidentiality or requests that no investigation or disciplinary action occurs, that request must be weighed against the College's obligation to provide a safe, non-discriminatory environment. In deciding what to do, the College will consider a range of factors, including, but not limited to:

- Whether there have been other complaints against the same person(s) (may not apply to Title IX)
- The risk that the alleged respondent (s) will commit additional acts of misconduct (may not apply to Title IX)
- Whether there were threats of further misconduct
- Whether the College can obtain other relevant evidence (e.g., security video or physical evidence)
- Whether the alleged respondent has a known history of arrests or violence
- Whether the incident(s) involved actual or threatened violence or force

- Whether the complainant is under the age of consent or a minor
- The degree of harm or trauma suffered by the complainant or by potential complainants

If it determines that it can respect a request for confidentiality, the College will consider non-specific remedial action, such as increased monitoring, security, and/or education and prevention efforts. If it determines that it cannot maintain confidentiality, the College will inform the individual(s) subjected to misconduct prior to the start of an investigation. The College will also provide security and support prior to, during, and if necessary, after, the investigation.

The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Campus Safety Act. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

PUBLIC REPORTING – CONFIDENTIALITY

The College has a number of public reporting obligations and endeavors to protect confidentiality to the extent permitted by law. For example, public reports and the Crime Log do not include any personally identifying information about a survivor. Additionally, LCC timely warnings and emergency notifications do not contain personally identifiable information about the survivor.

The Office of Risk Management and Legal Services appropriately identify and redact documents subject to public records requests in order to remove personally identifying information not required to be shared by law or College policy.

Additionally, the College follows the directives outlined in the Family Education Rights and Privacy Act (FERPA), the federal law governing privacy protection of educational records of students. Registered students are notified of the Prohibited Sex or Gender Based Discrimination, Harassment and Sexual Misconduct Policy annually.

SEXUAL HARASSMENT & MISCONDUCT PROCESS

The College must provide due process to individuals accused of sexual harassment or misconduct. The College processes provide a prompt, fair and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the College’s policy and that is transparent to the complainant and the responding party. College officials involved in the investigation or adjudication of sexual harassment, sexual misconduct, domestic violence, dating violence, sexual assault, and stalking complaints are trained annually through outside organizations. Training is in-person, virtual instructor-led, and eTraining options are available. The training offerings reflect evolving regulatory guidance and case law. Training covers issues related to dating violence, domestic violence, sexual assault, and stalking; how to conduct an investigation and hearing process that protects the safety and privacy of the complainant and promotes accountability; the role and duties of the Title IX Coordinator; how to recognize and appropriately address incidents and complaints under Title IX, including where and with whom to report such incidents; how to identify to identify sex discrimination, sexual and gender-based harassment, assault and violence; confidentiality requirements; information on the relevant resources available to victims; and trauma-informed investigation practices. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within the timeframe specified in College policy and procedures. However, each procedure allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay.

Furthermore, the policy and procedures provide that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;

3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
 4. The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. However, the advisor does not have an active speaking role in meetings, interviews, and grievance proceeding, but is permitted to ask the other party and any witnesses all relevant questions and follow-up questions including challenging credibility during cross examination. The advisor may inspect and review evidence provided to the parties.
 5. The accuser and the accused will be notified simultaneously, in writing, of the any initial, interim and final decision of any disciplinary proceeding; and
 6. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.
- When an incident of sexual harassment or misconduct is reported, regardless of whether the alleged complainant is the individual who reported the incident, the College will respond promptly to the alleged sexual harassment or misconduct in a manner that is not deliberately indifferent, which means a response that is not clearly unreasonable in light of the known circumstances. The College will treat complainants and respondents equitably, and will follow College processes before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent.

The College may remove a respondent from the recipient's education program or activity on an emergency basis based on criteria outlined in the emergency removal provision in the process while the complaint is being addressed. The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the process.

REPORTING

STUDENTS

Since sexual harassment and misconduct may constitute both a violation of the Student Code of Conduct/College policy and criminal activity, the College encourages students to report alleged sexual misconduct promptly to local law enforcement agencies and/or campus authorities. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. 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 or College policy, criminal investigations or reports are not determinative of whether sexual misconduct, for purposes of this process or the Student Code of Conduct/College policy 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 Title IX Coordinator provide a list of advocacy resources in the community who may be able to assist the complainant with any meetings with the prosecutor to gain an understanding of the decision to decline a prosecution.

EMPLOYEES OR VISITORS

Since sexual misconduct may constitute both a violation of the College policy and criminal activity, the College encourages employees and visitors to report alleged sexual misconduct promptly to local law enforcement agencies and or/campus authorities. Criminal cases are investigated and resolved separately from College investigation. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. Because standards for finding a violation of criminal law are

different from the standards for finding a violation of College policy, criminal investigations or reports are not determinative of whether sexual misconduct, for purposes of this process or the College policy 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. The LCCPD is responsible for providing additional information related to criminal investigations upon request from the complainant.

INVESTIGATING & RESOLUTION OF COMPLAINTS

All reports and complaints of prohibited discrimination, harassment, or sexual misconduct received by a Title IX Coordinator or EEO Officer will be promptly reviewed in a fair and impartial manner, and appropriate action will be taken as expeditiously as possible. The investigatory files under this policy are not part of the public domain.

The College will make reasonable efforts to protect the rights of both the complainant and the respondent during the course of an investigation. The College will respect the privacy of the complainant(s), the respondent(s) and any other witnesses in a manner consistent with the College's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations required by state or federal law.

In the course of investigating, the College will determine whether the complaint is one that is covered by the Prohibited Sex or Gender based Discrimination, Harassment, and Sexual Misconduct Policy. If not, the complaint may be referred to another College complaint/dispute resolution procedure. Upon actual knowledge of an alleged violation of the Prohibited Sex or Gender based Discrimination, Harassment, and Sexual Misconduct Policy, the College will respond promptly in a manner that is not deliberately indifferent, meaning a response that is not clearly unreasonable in light of the known circumstances. The College will treat complainants and respondents equitably and will follow the appropriate process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

Once a complaint is received, the Title IX Coordinator will initiate the investigation process, and the Title IX Investigator will conduct the investigation. The investigation will be conducted in a reasonably prompt time frame, and complainants and respondents will be treated equitably and

in a manner that is not deliberately indifferent. This time frame and treatment of the parties also applies to any appeal process.

If a complaint appears to be covered by the Prohibited Sex or Gender based Discrimination, Harassment, and Sexual Misconduct Policy, the responsible investigator will promptly meet with the complainant to obtain any necessary information, including a detailed description of the incident(s) and the identity of any witnesses. The investigator will then seek additional information and evidence as appropriate. Any person(s) against whom a complaint is made will be timely notified of the complaint and a meeting to discuss the complaint may be scheduled as appropriate.

The investigator will maintain appropriate documentation of the complaint and will disclose information to others with a legitimate interest consistent with internal procedures, the Prohibited Sex or Gender based Discrimination, Harassment, and Sexual Misconduct Policy, and state and federal law. In appropriate cases, the investigator may make a referral to and cooperate with criminal justice agency for possible investigation and prosecution. The College, however, will continue with its investigation independent of any investigation conducted by law enforcement agencies.

During the investigation, the College has the responsibility of collecting evidence. Whenever permitted under law, rule, regulation, or college policy each party has an advisor of choice and an equal opportunity to present and suggest witnesses and to submit inculpatory and exculpatory evidence. Parties will have equal access to evidence, written reports, witness statements, and other information relevant to the investigation. Respondents are presumed to have not violated any policy until a determination regarding responsibility is made at the conclusion of the process.

Upon conclusion, if required or appropriate, the College will notify the complainant and respondent simultaneously of the results of the College's investigation. Parties will have equal access to evidence, written reports, witness statements, and other information relevant to the investigation. Parties will receive a draft report of the investigative findings prior to the final determination. In the event the investigation reveals a violation of this or any other College Policy, corrective action will be taken by the College. Where prohibited discrimination and/or harassment is found, steps will be taken to end it immediately. Disciplinary action may be imposed if appropriate. The level of discipline will depend on the severity of the discrimination, harassment, or misconduct and may include, but is not limited to, probation,

suspension, expulsion, or termination from the College. The College may also take other corrective or remedial action to address the effects of any violation of the Prohibited Sex or Gender based Discrimination, Harassment, and Sexual Misconduct Policy and will follow up as necessary to ensure that the corrective or remedial action is effective.

In determining whether or not an incident involves prohibited discrimination, harassment, or sexual misconduct, the College uses the “preponderance of the evidence” (also known as “more likely than not”) as the standard for proof. In campus resolution proceedings, legal terms like “guilt,” “innocence,” and “burden of proof” are not applicable, and the College never assumes a responding party is or is not in violation of the College Policy.

College resolution proceedings are conducted to take into account the totality of all relevant evidence available.

STUDENTS

To file a complaint against a student:

A complaint against a student may be submitted to the Title IX Coordinator in person, by phone, email, postal mail, or through the utilization of the online complaint form. File report against student [here](#).

TITLE IX COORDINATOR:

REPORT TYPE	Contact	Location	Phone	Email
TO REPORT A STUDENT, EMPLOYEE, GUEST, OR VENDOR	JR Beauboeuf, Director of Risk Management and Legal Services	309 Washington Square, Suite 150, Lansing, MI 48933	(517) 483-1730	beauboej@star.lcc.edu

1. JURISDICTION AND TIMING/ RETALIATION AND RELATED MISCONDUCT/ EFFECT OF CRIMINAL PROCEEDINGS

1.1 Jurisdiction

Any member of the LCC community may file a complaint on behalf of a complainant regarding a responding student. A complainant must be participating in or attempting to participate in the education program or activity of the College at the time a formal complaint is filed. A respondent is an individual who is being reported to be the perpetrator of conduct that could constitute sexual harassment and who is a person enrolled by the College or who has any other affiliation or connection with the College.

The College, upon actual knowledge of sexual harassment when it occurs in the College's education program or activity, against a person in the United States, will respond promptly to the alleged sexual harassment in a manner that is not deliberately indifferent, which means a response that is not clearly unreasonable in light of the known circumstances. Education program or activity includes locations, events, or circumstances over which the College exercises substantial control over both the respondent and the context in which the sexual harassment occurred, and also includes any building owned or controlled by the College. Title IX applies to all

education programs or activities of the College, whether such programs or activities occur on-campus or off-campus.

1.2 Timing of Complaints and Procedures

As long as there is jurisdiction over the complaint pursuant to Section 1.1, above, there is no time limit to invoking this process in responding to

complaints of alleged sexual harassment. Nevertheless, students are encouraged to report alleged sexual harassment immediately in order to maximize the College's ability to obtain evidence and conduct a prompt and equitable investigation.

Delays in reporting alleged sexual harassment may result in the loss of jurisdiction, relevant evidence, witness testimony, and may impair the College's ability to engage in this process.

The College will conclude the grievance process in a reasonably prompt time frame. The grievance process may be temporarily delayed for good cause and with written notice to the parties of the delay or extension and the reasons for the action. Good cause may include, but is not limited to, considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

1.3 Retaliation

No person will be penalized for good faith utilization of channels available for resolving concerns dealing with prohibited discrimination or harassment. Lansing Community College strictly prohibits any adverse action against any individual for making a good faith report, providing information, exercising one's rights or responsibilities under College policy, or otherwise being involved in the process of responding to, investigating, or addressing or opposing any alleged incidents of prohibited discrimination or harassment, including allegations of sexual harassment. Any person who engages in any retaliatory actions against any such individual for having engaged in these legally protected activities will be subject to disciplinary action that may include, but is not limited to, expulsion from the College. In addition, any

person who engages in such retaliatory actions may be subject to criminal prosecution and may become liable in civil litigation.

Making deliberately false accusations of discrimination or harassment violates College policy and may violate other standards of conduct. In such instances, the complainant will be subject to disciplinary action. However, failure to prove a claim of discrimination or harassment does not constitute proof of a false and/or malicious accusation.

No recipient or other person may intimidate, threaten, coerce, or discriminate against an individual for the purpose of interfering with any right or privilege secured by Title IX, or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing. Intimidation, threats, coercion, or discrimination (including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances) for the purpose of interfering with any right or privilege under Title IX, constitutes retaliation. Anyone who is aware of possible retaliation or has concerns regarding the response to a complaint of prohibited discrimination or harassment, including sexual harassment, should immediately report such concerns to the Title IX Coordinator, who will investigate the matter and pursue any appropriate corrective action.

1.4 Other Related Misconduct

In accordance with this process, the Panel in a formal process and Presiding Officer in an Informal Resolution is empowered to hear allegations of, and to impose sanctions for, sexual harassment and any other violation(s) of the College's Student Code of Conduct directly related to the alleged sexual harassment. Such related misconduct may include, without limitation, violations of the rules of privacy as articulated herein, violations of Supportive Measures, retaliation, and/or violations of other Student Code of Conduct provisions that occurred in the course of the alleged sexual harassment.

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

Students who appear before the Panel or Presiding Officer, 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.

1.5 Concurrent Criminal Charges

Because sexual harassment may constitute both a violation of College policy and criminal activity in certain incidents, the College encourages students to report alleged sexual harassment promptly to local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. 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 harassment, for purposes of this process or the Student Code of Conduct, has occurred. In other words, conduct may constitute sexual harassment 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 provide a list of advocacy resources in the community who may be able to assist the complainant with any meetings with the prosecutor to gain an understanding of the decision to decline a prosecution.

The filing of a complaint of sexual harassment 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 implement supportive measures to protect the complainant and the College community, if necessary, as described in Section 2.4. Respondents who are concurrently facing criminal charges and who choose not to appear or answer questions to avoid self-incrimination that could be used against them in a criminal proceeding, will not be found responsible solely based on their refusal to provide self-incriminating statements.

2 PROCESS – INITIAL STEPS

The College, upon actual knowledge of sexual harassment when it occurs in the College's education program or activity, against a person in the United

States, will respond promptly to the alleged sexual harassment in a manner that is not deliberately indifferent, which means a response that is not clearly unreasonable in light of the known circumstances.

Education program or activity includes locations, events, or circumstances over which the College exercises substantial control over both the respondent and the context in which the sexual harassment occurred, and also includes any building owned or controlled by the College. Title IX applies to all of the College's education programs or activities, whether such programs or activities occur on-campus or off-campus.

The College will treat complainants and respondents equitably, and will follow the grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The College may remove a respondent from the College's education program or activity on an emergency basis based on criteria outlined in the emergency removal provision while the complaint is being addressed. The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Where a grievance process involves more than one complainant or more than one respondent, references in this process to the singular "party," "complainant," or "respondent" include the plural, as applicable.

2.1 Complaint Received

Upon receipt of a complaint/report regarding alleged sexual harassment, the Title IX Coordinator will promptly contact the complainant confidentially and in writing to request an intake meeting. The intake meeting will be scheduled through the Student Compliance Liaison, and confirmed to the complainant in writing. The complainant may bring an Advisor of their choice (as outlined in 3.6) to the meeting.

2.2 Emergency Removal

The College may remove a respondent from the College's education program or activity on an emergency basis if it is determined that an immediate threat to the physical health or safety of the complainant, any student or other individual arising from the allegations of sexual harassment justifies removal prior to the conclusion of the grievance process (or even where no grievance process is pending). Under emergency removal, the College will complete an individualized safety and risk analysis prior to initiating the emergency removal, and will provide the respondent with written notice and an opportunity to challenge the decision immediately following the removal.

An emergency removal is not limited to instances where the complainant has reported an alleged sexual assault or rape, but could also be justified to address alleged severe, pervasive and objectively offensive verbal or online harassment. The identification of an immediate risk situation is not limited to the details of the alleged sexual harassment incident itself, but may also evaluate and respond to a respondent's related post-incident actions or behaviors if the respondent's actions pose an immediate and identified threat, but do not "arise from" allegations of "sexual harassment".

This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

The College will take the following steps when assessing an emergency removal:

STEP 1 – CONDUCT A PROMPT INDIVIDUALIZED SAFETY AND RISK ANALYSIS.

The College will promptly convene the Behavior Intervention Team (BIT) to complete an individualized safety and risk analysis on the respondent. The BIT Process will be followed in the completion of the assessment. The Title IX Coordinator is a member of the BIT and will serve as an ad hoc member during any safety and risk analysis to provide information regarding the allegation(s) and Title IX regulations to the team. The individualized safety and risk analysis cannot be based upon generalized, hypothetical or speculative beliefs or assumptions that a respondent could pose a risk to someone's physical health or safety.

STEP 2 - MAKE THE REQUIRED FINDINGS.

The individualized safety and risk analysis must confirm that there is an "immediate threat" justifying and compelling an emergency removal. The BIT will consider the significance and weight that should be applied to a complainant's subjective fear of a threat versus an objective reasonable person standard. The analysis will assess the respondent's propensity, opportunity, and ability to effectuate a stated or potential threat. The immediate threat must be to the "physical health or safety" of one or more individuals, who may be the respondent, the complainant, or any other individual (such as a third-party witness).

STEP 3 – EVALUATE THE APPLICABILITY OF DISABILITY LAWS TO THE REMOVAL DECISION.

A respondent may not be subject to an emergency removal without full and appropriate consideration of applicable disability laws. The Care Services

Manager, Center for Student Access, serves on the BIT and will participate in the safety and risk analysis. The Care Services Manager will provide information on applicable disability law provisions, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and any relevant State laws. The requirements and interplay of disability laws and Title IX will be considered prior to the removal decision.

STEP 4 – CONSIDER THE APPROPRIATENESS OF SUPPORTIVE MEASURES IN LIEU OF AN EMERGENCY REMOVAL.

Before imposing an emergency removal, the College will ensure that its action does not equate to or effectuate an improper bypassing of the prohibitions against imposition of sanctions or other actions that are not supportive measures without first following the grievance process. The emergency removal analysis requires careful and cautious balancing of concurrent factors – the College’s obligation to offer and provide prompt supportive measures to the complainant to ensure equal educational access; the adverse impacts of separating the respondent from educational opportunities and benefits; and the College’s obligation to protect the health and safety of the College community.

STEP 5 – PROVIDE RESPONDENT WITH WRITTEN NOTICE AND OPPORTUNITY TO CHALLENGE REMOVAL DECISION.

The respondent will receive written notice of the emergency removal detailing the identified threat of physical safety or harm that compelled the emergency removal decision. The notice will include an opportunity for the respondent to immediately challenge the removal decision. Challenges to the removal decision must be made in writing by submitting the Removal Decision Challenge form within two business days of the written notice of emergency removal. The Dean of Student Affairs (or their designee) will make a final determination on the challenge.

2.2 Complainant Intake Meeting

The complainant will meet with the Title IX Coordinator to discuss the complaint, the grievance process, other remedies, and the process for filing a formal complaint. Supportive measures will also be discussed including the availability of supportive measures; the complainant’s wishes with respect to supportive measures; and the availability of supportive measures with or without the filing of a formal complaint.

The Title IX Coordinator will gather initial information about the alleged incident, make an initial assessment regarding the complaint, and seek to

determine how the complainant wishes to proceed, including whether the complainant wishes to file a formal complaint. If the allegations do not meet the definition of sexual harassment, or did not occur in the College’s education program or activity against a person in the United States, the College will formally dismiss such allegations under Title IX and refer the complaint to the Student Code of Conduct process when applicable.

2.2 Supportive Measures

Supportive measures are non-disciplinary, non-punitive, and are individualized services offered as appropriate and reasonably available without fee or charge to the complainant or the respondent. Supportive measures are offered before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College education program or activity without unreasonably burdening the other party. This includes measures designed to protect the safety of all parties or the College educational environment, or to deter sexual harassment.

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The College will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. If a no contact order between the parties is offered as a supportive measure, the parties will be notified in writing. Violations of supportive measures, such as non-compliance with a no contact order, may lead to a violation of the Student Code of Conduct.

2.2 Formal Complaint

A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the College where the formal complaint is filed.

The College may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

A complainant's wishes with respect to whether the College investigates should be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances. The College will investigate sexual harassment allegations in any formal complaint, signed by a complainant, or by a Title IX Coordinator.

A formal complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail, or through the electronic form.

A complainant can request a formal investigation and hearing process, or an informal resolution process when filing a formal complaint. Without a formal complaint, neither process may commence. The formal complaint must contain the complainant's physical or digital signature or otherwise indicate that the complainant is the person filing the formal complaint, unless the formal complaint is signed by the Title IX Coordinator as outlined above.

2.2 Notice of Allegations

Upon receipt of a formal complaint, the College will provide written notice to the parties (who are known). The notice will include the alleged sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial meeting. Sufficient details include the identities of the parties (if known) involved in the alleged incident, the alleged conduct constituting sexual harassment, and the date and location (if known) of the alleged incident. If supportive measures have been implemented that will involve both parties, such as a no contact order, this will be included in the written notice.

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will include this statement along with information that the parties may have an Advisor of their choice, who may be, but is not required to be, an attorney. An Advisor may accompany the complainant or respondent in meetings and interviews, but does not have an active speaking role. The written notice will include a link to the grievance process, and inform the parties that the Student Code of Conduct prohibits

knowingly making false statements or knowingly submitting false information during the grievance process.

The written notice will include a request for the respondent to schedule an intake meeting with the Title IX Coordinator. The intake meeting will be scheduled through the Student Compliance Liaison, and confirmed to the respondent in writing. The respondent may bring an Advisor of their choice (as outlined above) to the meeting.

2.2 Respondent Intake Meeting

The respondent will first meet with the Title IX Coordinator to discuss the complaint, the grievance process, and the formal complaint process. Supportive measures will also be discussed including the availability of supportive measures; the respondent's wishes with respect to supportive measures; and review of supportive measures relative to both parties (if applicable).

2.2 Dismissal of Formal Complaint

2.8.1 Mandatory Dismissal

The College must investigate the allegations in a formal complaint, as outlined in Section 3. If the conduct alleged in the formal complaint does not constitute sexual harassment as defined under Title IX, even if proved, did not occur in the College's education program or activity, or did not occur against a person in the United States; then the College will dismiss the formal complaint with regard to this process under Title IX, and refer it to the Student Code of Conduct process as applicable.

2.2.1 Discretionary Dismissal

The College may dismiss a formal complaint or any allegations therein, if at any time during the investigation or hearing: A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled at the College; or specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

The College will promptly send written notice of a dismissal and the reason(s) for the dismissal simultaneously to the parties

2 INVESTIGATION

When a formal complaint has been filed, the Title IX Coordinator will forward the formal complaint to the Title IX Investigator who will initiate an investigation. The Title IX Investigator is designated to conduct investigations

of alleged sexual harassment and receives training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. The Student Title IX Coordinator and the Deputy Student Title IX Coordinator are also trained investigators and may be part of an investigative team when necessary.

The investigation will be conducted in a reasonably prompt time frame, and complainants and respondents will be treated in an equitable manner. If, in the course of an investigation, the College decides to investigate allegations about the complainant or respondent that are not included in the initial notice of allegations to the parties, the College will provide notice of the additional allegations to the parties whose identities are known.

3.1 Meeting Notice

The College will provide parties whose participation is invited or expected, with written notice of the date, time, location, participants, and purpose of all investigative interviews, other meetings, and hearings with sufficient time for the party to prepare to participate. All meetings and interviews will be scheduled through the Student Compliance Liaison.

3.2 Advisors

Both parties may have others present during any meeting, interview, and grievance proceeding, including the opportunity to be accompanied by an Advisor of their choice, who may be, but is not required to be, an attorney. The Advisor does not have an active speaking role in meetings, interviews, and grievance proceedings, but is permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility during cross examination at a live hearing. In addition, the Advisor may inspect and review evidence provided to the parties.

3.3 Witnesses

The College will provide an equal opportunity for the parties to provide witnesses, including fact and expert witnesses that may offer relevant evidence, no matter which side or whose version of events that evidence or witness supports, and other inculpatory and exculpatory evidence. In addition, the College may identify additional witnesses during and throughout the investigation relevant to the incident.

3.4 Evidence

When investigating a formal complaint and throughout the grievance process, the College will ensure that the burden of proof and the burden of

gathering evidence sufficient to reach a determination regarding responsibility will rest on the College and not on the parties.

3.5 Medical Records

The College will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in their professional capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the College obtains that party's voluntary, written consent.

3.6 Sexual History of the Complainant

Evidence about a complainant's sexual predisposition will not be included in the investigative report and evidence about a complainant's prior sexual behavior will only be included if it meets two limited exceptions - (1) unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent).

3.7 Disclosure

The College will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

3.8 Inspection and Review of Evidence

Prior to completion of the investigative report, the College will send each party and their advisor, if any, the relevant evidence directly related to the allegations raised in a formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility, and inculpatory and exculpatory evidence whether obtained from the parties or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. The evidence will be sent in electronic or hard copy format for inspection and review, compliant with any reasonable request for disability accommodations under applicable law. The parties have 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report. The College may impose upon the parties and their advisors' restrictions or require non-disclosure agreements not to disseminate any of the evidence

subject to inspection and review or use such evidence for any purpose unrelated to the grievance process. This includes an agreement by the parties not to photograph or otherwise copy the evidence, including “sensitive” material such as nude images.

On or before the end of the ten-calendar day window in which parties submit their written responses to the evidence, the College will provide each party with the other party’s responses. The parties have two calendar days to respond to each other’s responses in writing, which the investigator will consider prior to completion of the investigative report.

3.9 Investigative Report

The Investigator will create an investigative report that fairly summarizes relevant evidence. The completed investigative report includes, among other things, summaries of interviews with the complainant and the responding student; and (where applicable) summaries of interviews of each witness, summaries of interviews with expert witnesses, photographs of the relevant site(s) and related logs, other photographic, electronic, and forensic evidence; and a detailed written summary of relevant evidence regarding the event(s) in question.

If the complaint involves multiple complainants, multiple respondents, or both, the College may issue a single investigative report.

Prior to issuing the investigative report to the parties and their advisors, if any, the investigative report will be provided to the Student Title IX Coordinator and College Legal Counsel for review. At least 10 calendar days prior to a hearing or determination regarding responsibility, the College will provide to both parties and their advisors, if any, the investigative report in electronic format or a hard copy compliant with any reasonable request for disability accommodations under applicable law, for their review and written response, which will be added to the final investigative report materials. The written responses must be submitted on or before the 10-calendar day review period.

4 HEARING

The grievance process provides for a live hearing, which is not a public hearing, once the final investigative report has been completed and the review period has concluded. The final investigative report, including all evidence that was subject to the party’s inspection and review, and the final investigative report written responses from the parties, will be available at

the hearing to give each party equal opportunity to refer to such evidence prior to and during the hearing, including for purposes of cross-examination.

4.1 Decision Makers

The hearing members include a Hearing Chairperson, who presides over the hearing, maintains hearing decorum, and is the decision-maker regarding relevancy of questions from the Hearing Panel and during cross-examination; and the Hearing Panel, who is the decision-maker(s) regarding responsibility of the respondent and issuance of sanctions if the respondent is found responsible for a violation.

The Hearing Chairperson and Hearing Panel are part of a standing group of appointed individuals approved by the Dean of Student Affairs (or their designee) who are trained regarding Title IX, the grievance process, the Student Code of Conduct, and the hearing process among other topics. The Hearing Panel includes one LCC administrator and two LCC faculty for each hearing from the trained decision-maker group. Decision-makers, are not the same person(s) as the Title IX Coordinator or the Investigator(s).

The hearing members are to keep all information confidential and are trained and instructed to not publicly or privately disclose the names of the parties and advisors involved; and to not discuss the merits of the complaint with anyone not involved in the proceedings, including with the parties themselves or with the parties’ advisors or anyone acting on their behalf.

4.2 Hearing Notice

Once a Hearing Chairperson and Hearing Panel member has been named to a Panel, they will receive a Notice of Hearing, which includes the hearing location, date, and time; the names of the parties and their advisors; and a request for notification of a conflict of interest or potential bias, if any. If it is deemed a conflict of interest or potential bias exists between a Hearing Chairperson or Panel member and the parties, they will be replaced by another Hearing Chairperson or Panel member.

Once the Hearing Chairperson and Hearing Panel members have been finalized, the parties and their advisors will receive a Notice of Hearing, which includes the hearing location, date, and time; the prehearing meeting location, date, and time; and the names of the Hearing Chairperson and Hearing Panel members.

If a party wishes to challenge the participation of a Hearing Panel member, they must notify the Chairperson prior to the pre-hearing meeting stating the specific reason(s) for the objection. If it is deemed by the Chairperson that

the challenge has merit, the Panel member will be replaced by another member. The Chairperson reserves discretion to make changes in the Panel composition at any time. Both parties will have an additional opportunity to challenge the participation of any Panel member at the beginning of the hearing if new information is presented that indicates a conflict of interest or bias may be present.

4.3 Pre-Hearing Meeting

A pre-hearing meeting will be scheduled individually with both parties and their advisors prior to the hearing date. At the meeting, the Hearing Chairperson will review hearing procedures; discuss safety measures and accommodations; review technology to be used during the hearing; discuss hearing logistics; discuss character witnesses, review the cross-examination process, including a discussion on relevant questions; and answer any questions regarding the hearing process. The parties and their advisors may bring preliminary cross-examination questions for review of relevancy to the pre-hearing meeting.

4.5 Pre-Hearing Review Period

The final investigative report will be shared with the decision-makers prior to the hearing. In addition to confidentiality outlined in 5.1, the decision-makers are instructed not to discuss the investigative report with the Hearing Chairperson or other members of the Panel prior to the Hearing.

The final investigative report, including all evidence that was subject to the party's inspection and review, and the final investigative report written responses from the parties, will be available at the hearing to give the decision-makers opportunity to refer to the information prior to and during the hearing, including for purposes of asking questions of the parties and witnesses.

Hearing members and the parties and their advisors will be allotted time immediately prior to the start of the hearing, during the Pre-Hearing session, for final review of the hearing materials.

4.6 Advisors

Both parties may have an advisor of their choice, who may be, but is not required to be, an attorney present at the hearing in addition to a support person. If a party does not have an advisor present at the hearing, the College will provide without fee or charge to that party, an advisor of the College's choice to conduct cross-examination on behalf of that party. The support person does not have a speaking role at the hearing. The advisor does not

have an active speaking role in the hearing except during cross examination, at which time they are permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. In addition, the advisor may inspect and review evidence provided to the parties.

In the event that a party fails to appear at the hearing, the Advisor for that party may attend the hearing if the absent party grants approval in writing to the Office of Student Compliance, including providing questions they want their Advisor to ask during cross examination. If the party has not provided questions in writing to the Office of Student Compliance for cross-examination, the Advisor will be excused from the hearing.

4.7 Witnesses

Witnesses who have been identified during the investigation will be called to participate and provide information at the live hearing. The Hearing Panel and each party's advisor has the opportunity to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.

If a respondent is found responsible for a violation(s), the respondent may offer a character witness(es) to provide information to the Hearing Panel prior to the determination of sanctions. Identification of a character witness(es) must be made in advance of the hearing either at the prehearing meeting or a deadline set by the Chairperson. Respondents are responsible for the attendance of any character witnesses at the hearing.

4.8 Cross Examination

At the live hearing, each party's advisor has the opportunity to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Cross-examination at the live hearing will be conducted directly, orally, and in real time by the party's advisor of choice. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the hearing chairperson will first determine whether the question is relevant, and explain any decision to exclude a question as not relevant.

4.9 Questions Regarding Sexual History of Complainant

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence

about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

4.10 Hearing Proceeding

The live hearings are conducted in person through the use of technology allowing parties to be located in separate rooms with the technology enabling the Hearing Chairperson, Hearing Panel and parties to simultaneously see, hear and participate in the hearing proceedings as well as the participation of witnesses and other parties relevant to the hearing proceeding. An audio recording of the hearing will be maintained and made available to the parties for inspection and review upon request.

Both parties will have an opportunity to make opening statements to the Hearing Panel. Hearing Panel members are permitted to ask relevant questions and follow-up questions of the parties and any witnesses, including those regarding credibility. Only relevant questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a question, the Hearing Chairperson will first determine whether the question is relevant, and explain any decision to exclude a question as not relevant.

Each party's advisor has the opportunity to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Cross-examination at the live hearing will be conducted directly, orally, and in real time by the party's advisor of choice as indicated in Section 4.7 above.

After all parties and witnesses have been questioned, each party may make a closing statement and request a short recess to prepare it. If the Hearing Panel determines that unresolved issues exist, they have an opportunity to ask any final questions prior to the determination regarding responsibility.

4.11 Standard of Proof

The preponderance of the evidence (more likely than not) standard will be used in reaching a determination regarding responsibility by a majority decision of the Hearing Panel members.

4.12 Determination Regarding Responsibility

In making their determination, the Hearing Panel members will carefully review and consider all of the information presented and follow the procedures stated in this process. The decision-maker(s), will issue a written determination regarding responsibility simultaneously to the parties. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of an appeal (if an appeal is filed) or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The written determination will include:

- Identification of the allegations potentially constituting sexual harassment
- A description of the procedural steps taken from receipt of the formal complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits (if applicable), methods used to gather other evidence, and the hearing.
- Findings of fact supporting the determination
- Conclusions regarding the application of the Student Code of Conduct to the facts
- A statement of, and rationale for, the result to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided to the complainant.
- Procedures, including permissible bases, for the complainant and respondent to file an appeal. The Title IX Coordinator is responsible for effective implementation of any remedies.

4.13 Election of Informal Process

At any time prior to reaching a determination regarding responsibility under the formal hearing process, the College may facilitate an Informal

Resolution, including when a responding student wishes to accept responsibility for some or all of the alleged violations, and the complainant agrees. The College will obtain the parties' voluntary, written consent to the Informal Resolution prior to proceeding with the informal process.

5 INFORMAL RESOLUTION

A complainant who wishes to file a Formal Complaint with the Student Title IX Coordinator may request an Informal Resolution. Although less formal than a formal investigation and hearing process, Informal Resolution may be an appropriate resolution process and is not mediation. The College will not require the parties to participate in an Informal Resolution and will not offer an Informal Resolution unless a Formal Complaint is filed. The College will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, a waiver of the right to an investigation and hearing of a Formal Complaint of sexual harassment. The College may also determine when an Informal Resolution may be appropriate.

The College will obtain the parties' voluntary, written consent to the Informal Resolution, and will provide the parties written notice disclosing the allegations and the requirements of the Informal Resolution process, including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations. Either party can withdraw from any Informal Resolution offered by the College at any time prior to agreeing to the resolution (which may include expulsion of the respondent) and commence or resume the Formal Grievance Process with respect to the Formal Complaint, and any consequences resulting from participating in the Informal Resolution, including the records that will be maintained or could be shared. The College may impose disciplinary sanctions against a respondent as part of an Informal Resolution, and both parties must agree to the resolution. If expulsion is the sanction proposed as part of an Informal Resolution, that result can only occur if both parties agree to the resolution. If a respondent, for example, does not believe that expulsion is appropriate then the respondent can withdraw from the

Information Resolution process and resume the formal grievance process.

5.1 Purpose of Informal Resolution

Both parties must attend the Informal Resolution proceeding, and both parties must fully participate in a respectable manner and with a sense of decorum. Informal Resolution provides an opportunity for the complainant and the responding student, in the presence of, and facilitated by, a presiding officer, to communicate their feelings and perceptions regarding the incident, the impact of the incident, and their wishes and expectations going forward.

5.2 Advisors

The complainant and the responding student each may bring an advisor to the Informal Resolution. Advisors do not have an active speaking role at the Informal Resolution.

5.3 Presiding Officer

A Panel Chair or a designee of the Chair will facilitate the Informal Resolution, and may elect to be assisted by another member of the Panel or a designee of the Panel.

5.4 Responding Student Acknowledges Responsibility

If during the course of the Informal Resolution the responding student elects to acknowledge their actions and take responsibility for the alleged sexual harassment, the Presiding Officer will ask for input of the parties on the determination of sanction(s) and will take a break to determine proposed sanction(s). The Presiding Officer will then present the proposed sanction(s) to the parties. The parties must agree on the sanction(s). If the parties disagree, further deliberation will take place until the parties are in agreement. Once agreement on sanctions has been reached, the Informal Resolution will be concluded, and the complaint will be resolved without any further rights of appeal by either party. In the event an agreement cannot be reached regarding sanction(s), either party can withdraw from the Informal Resolution and commence or resume instead the Formal Grievance Process with respect to the Formal Complaint.

5.5 Responding Student Contests Responsibility

If the responding student contests the complaint of alleged sexual harassment, and the complainant agrees, the Informal Resolution will be concluded, and the complaint will be resolved without any further rights of appeal by either party. If the complainant disagrees, either party can withdraw from the Informal Resolution and commence or resume the Formal Grievance Process with respect to the Formal Complaint.

During the contesting of responsibility, either party or the Presiding Officer may introduce a discussion regarding educational topics related to the incident.

5.6 Supportive Measures

Supportive Measures may be offered or continued, if already established, at the conclusion of the Informal Resolution, including the Presiding Officer imposing a no contact order agreed upon by the parties or 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.

5.7 Election of Formal Process

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

5.8 Privacy of Informal Resolution

In order to promote honest and 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.

EMPLOYEES

To file a complaint against an employee:

A complaint against an employee may be submitted to Human Resources in person, by phone, email, postal mail, or through the utilization of the online

complaint form. All contact information including the links to the online complaint form and policy can be found on the College's [website](#).

Title IX Coordinator:

JR Beauboeuf

Director of Risk Management and Legal Services

Location: 309 Washington Square

Suite 150

Lansing, MI 48933

Phone: (517) 483-1730

[Email: beauboej@star.lcc.edu](mailto:beauboej@star.lcc.edu)

APPLICABLE POLICY DETERMINATION AND JURISDICTION/ RETALIATION/BIAS & CONFLICT OF INTEREST

Title IX complaints are complaints from employees or students against other students, faculty, staff, or administrators, related to sexual misconduct or gender discrimination. The applicable College Policy upon which this procedure is based is, "Prohibited Sex or Gender Based Discrimination, Harassment, and Sexual Misconduct." This procedure applies to complaints alleging all forms of sex discrimination (including sexual and gender-based harassment, assault, and violence) against employees, students, and third parties alleged to have been conducted by employees or third parties of the College.

If the respondent is not an employee but is a student at LCC, a separate procedure is followed, led by LCC's Office of Student Compliance. If the respondent is a guest or contractor, a separate procedure is followed, led by LCC Human Resources.

If a complaint is received and determined to not fall under Title IX, the College will investigate and resolve the complaint using other applicable policies, procedures, statutes, practices, and/or labor agreements.

If the respondent is an employee covered by a labor agreement, the language of that labor agreement will be followed as it relates to due process, options for disciplinary action, and grievances.

Whether a hearing is held in person or over telephone or Webex/Zoom or other online methods is determined by the Title IX Coordinator

Sexual harassment is a form of sex discrimination prohibited by Title IX. Hostile environment sexual harassment is unwelcome conduct of a sexual nature that is sufficiently serious that it denies or limits a student's or

employee's ability to participate in or receive the benefits, services, or opportunities of the College's programs. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence.

Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender. For example, it is illegal to harass a woman by making offensive comments about women in general. Both the victim and the harasser can be any gender, and the complainant and respondent can be the same sex. Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is a policy violation when it is so frequent or severe that it creates a hostile or offensive environment or it denies or limits a student's or employee's ability to participate in or benefit from the College's academic programs, extracurricular programs, research activity, occupational training, or other educational program or activity operated by LCC.

In determining whether this denial or limitation has occurred, LCC considers all relevant circumstances, including, but not limited to:

- The degree to which the conduct affected one or more students' education or the employee's ability to perform their assigned tasks;
- The type, frequency, and duration of the conduct; the identity of and relationship between the respondent and the subject or subjects of the harassment;
- The number of individuals involved;
- The age and sex of the respondent and subject of the harassment;
- The location of the incidents and the context in which they occurred;
- Other incidents at the College; and
- Whether there were also incidents of gender-based but non-sexual harassment.

A sexually hostile environment may deny or limit a student's or employee's ability to receive the benefits, services, or opportunities of the College's programs even if there are not tangible effects, e.g., a drop in the student's grades or increased absenteeism.

The more severe the conduct, the less the need to show a repetitive series of incidents; this is particularly true if the harassment is physical. A single or isolated incident of sexual harassment may, if sufficiently severe, create a

hostile environment. Moreover, a series of incidents at the College, not involving the same people, could – taken together – create a hostile environment, even if each by itself would not be sufficient. Likewise, repeated incidents may not reach the threshold of severe conduct or hostile environment. This determination would be made through a thorough and objective investigation.

When responding to a Title IX complaint, the College takes immediate and appropriate action to investigate or otherwise determine what occurred. The specific steps in the investigation will vary depending upon the nature of the allegations, the source of the complaint, etc. In all cases, however, the investigation will be prompt, thorough, and impartial.

If there is a dispute about whether harassment occurred or whether conduct was welcome, in cases where it is appropriate to consider whether the conduct would be welcome, determinations should be based on the totality of the circumstances such as:

Statements made by any witnesses to the alleged incident;

- Evidence about the relative credibility of the alleged harassed victim/complainant and respondent (e.g., the level of detail and consistency of each person's account should be compared to one another and to the existence or lack of corroborative evidence);
- Evidence that the respondent has been found to have harassed others; Evidence that the alleged harassed complainant has made false allegations against other individuals; Evidence of the allegedly harassed complainant's reaction or behavior after the incident or evidence of significant changes in the complainant's behavior in the weeks or after the incident;
- Evidence about whether the allegedly harassed person filed a complaint or took other action to protest the conduct after it had occurred (note that failure to immediately report may not be indicative that the alleged harassment did not occur);
- Any other relevant contemporaneous evidence.

If an employee sexually harasses a student, employee, or guest, and the harassing conduct is sufficiently serious to deny or limit the student's or employee's ability to participate in or benefit from the program or employment, and the College knew or reasonably should have known about the harassment, the College is responsible for taking immediate effective action reasonably calculated to end the harassment, eliminate any hostile environment, prevent the recurrence of the harassment, and, as appropriate,

remedy its effects. Appropriate steps to end harassment may include separating the accused harasser and the target or taking disciplinary action against the harasser. These steps should not penalize the person who was harassed. In addition, depending on the extent of the harassment, the College may need to provide training or other interventions not only for the respondents but also for the larger College community to ensure that all students and College staff can recognize harassment if it recurs and know how to respond. The College may also be required to provide additional services to the person who was harassed in order to address the effects of the harassment.

The College uses a preponderance of the evidence standard (i.e., it is more likely than not that discrimination occurred) when examining allegations of discrimination under Title IX.

BIAS AND CONFLICT OF INTEREST

The College requires that coordinators, investigators, and decision-makers (including appeal decision makers) do not have conflicts of interest or bias for or against Complainants and Respondents generally, or for or against an individual party. This requirement extends to any materials used to train coordinators, investigators, decision-makers, and others involved in the process. All participants will be screened by the Title IX Coordinator and/or the Director of Labor Relations and may be denied participation if a bias or conflict of interest is found.

RETALIATION

Retaliation is not tolerated at LCC. The College will take steps to prevent any retaliation against persons who made the complaint, who was the subject of harassment, against those who provided information as witnesses, or who was the Respondent. The College will ensure that the harassed person(s) know how to report any subsequent problems, conducting follow-up inquiries to see if there have been any new incidents or any instances of retaliation, and responding promptly and appropriately to address continuing or new problems.

PROCESS AND TIMELINES

1. COMPLAINT

The Title IX Coordinator is designated to investigate Title IX complaints against employees. All complaints against employees are forwarded to the Title IX Coordinator in Human Resources.

Notice of a complaint can be made in person or orally to an appropriate official, but the College strongly encourages submission of complaints in writing using the Discrimination/Harassment Complaint Form, found here Sexual Misconduct and Title IX Resources Web Page. Regardless of whether the complaint is received formally, in writing, or whether the College learns of the issue through informal notification, the College will pursue resolution using this same procedure.

The complaint should clearly and concisely describe the alleged incident(s); when and where it occurred; names of witnesses, if any; and the desired remedy sought.

The complaint form should be signed by the person making the complaint and include any supporting documentation, if any exist. If supporting documentation exists, the complainant's supporting documentation should clearly demonstrate all informal efforts, if any to resolve the issue(s) with the person involved and/or the person's supervisor.

Upon receipt of the complaint, the College will complete the Title IX Intake Checklist. This involves the Title IX Investigator and/or Title IX Coordinator interviewing the complainant. During the interview, the complainant may be accompanied by a person of their choice: family member, coworker, friend, or legal counsel.

If the complainant requests confidentiality or asks that the complaint not be pursued, the College will take reasonable steps to investigate and respond, but the ability to respond may be limited.

If the complainant asks that their name or other identifiable information not be revealed, the College evaluates the request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students, employees, and guests. The College will inform the complainant if it cannot ensure confidentiality.

The complainant will be advised of the investigatory status at regular intervals.

2. ADVISORS

All advisors are subject to the same College policies and procedures, whether they are attorneys or not. Advisors cannot be a party or witness to the proceedings. Advisors should not address College officials in a meeting or interview unless invited to. Advisors may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the investigators or other decision-makers except during a hearing proceeding, for the purpose of cross-examination.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the advisor generally may not speak on behalf of their advisee, the advisor may consult with their advisee, either privately as needed or quietly by-passing notes during any resolution process meeting or interview, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks to step out of meetings to allow for private consultation. Breakout rooms may be used if the meetings are held virtually.

Any advisor who oversteps their role as defined by this procedure will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the Title IX Coordinator will determine whether the advisor may be reinstated or replaced by a different advisor.

The College expects that the parties may wish to have the College share documentation and evidence related to the allegations with their advisors. Parties may share this information directly with their advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process. The College also provides a consent form to the parties that authorizes the College to share such information directly with the advisor. The parties must either complete this form or provide similar documentation consenting to a release of information to the advisor before College is able to share records with an advisor. If a party requests that all communication be made through their attorney, acting as their advisor, the College will not comply with that request. The College generally expects an advisor to adjust their schedule to allow them to attend College meetings when planned but may change scheduled meetings to accommodate an advisor's inability to attend, if doing so does not cause an unreasonable delay. The College may also make reasonable provisions to

allow an advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

A party may elect to change advisors during the process and is not obligated to use the same advisor throughout. The parties are expected to inform the investigators of the identity of their advisor at least one day before the date of their first meeting with investigators (or as soon as possible if a more expeditious meeting is necessary or desired). The parties are expected to provide timely notice to investigators if they change advisors at any time. Similarly, parties are expected to inform the Title IX Coordinator of who their hearing advisors will be, at least five business days before the hearing.

For parties who are entitled to union representation, the College will allow the unionized employee to have their union representative (if requested by the party) as well as an advisor of their choice present for all resolution-related meetings and interviews. To uphold the principles of equity, the other party (regardless of union membership) will also be permitted to have two advisors. Witnesses are not permitted to have union representation or advisors in grievance process interviews or meetings.

For representation, Respondents may wish to contact organizations such as:

- FACE (<http://www.facecampusequality.org>), and/or
- SAVE (<http://www.saveservices.org>).
- Complainants may wish to contact organizations such as:
- [Victim Rights Law Center](#)
- [The National Center for Victims](#); which maintains the Crime Victim's Bar Association, and/or
- [The Times Up Legal Defense Fund](#)

3. INITIAL REMEDIAL ACTIONS:

3.1 Notification

When an OWA is made aware of a potential Title IX violation, they are required to take immediate action, including notifying the appropriate Title IX Coordinator.

The investigator assesses whether there is a need to immediately suspend the respondent or take other interim measures, pending investigation. Any interim measure taken will not disproportionately impact the complainant/victim or respondent.

3.2. Review

The investigator reviews the complaint with the Title IX Coordinator. Together, the coordinator and investigator determine if the complaint demands investigation and, if so, if it falls under Title IX.

If there is no reasonable cause to believe a policy or law has been violated, no investigation will be conducted.

If the complaint reveals probable cause that a policy has been violated but does not fall under the confines of Title IX, the investigator determines whether the complaint will be investigated through Human Resources, Office of Student Compliance, or Risk Management, and follows up accordingly.

3.3. Dismissal

The Title IX Coordinator is obligated to dismiss a formal Title IX complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- The conduct alleged in the formal complaint would not constitute sexual harassment as defined in the Policy hereinabove, even if proved; and/or
- The conduct did not occur in an educational program or activity controlled by the College (including buildings or property controlled by recognized student organizations), and/or the College does not have control of the Respondent; and/or
- The conduct did not occur against a person in the United States.

The Title IX Coordinator has the discretion to dismiss a formal Title IX complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
- The Respondent is no longer enrolled in or employed by the recipient; or
- Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

4. INVESTIGATION

There may be times when the Title IX Coordinator conducts the investigation, either instead of or in conjunction with the Title IX Investigator. The administrative supervisor of the Respondent will accompany the Title IX Investigator in every investigatory meeting, as appropriate. An additional individual(s) may also be present in the capacity of note taker and will be passive in the process.

At the appropriate time in the investigation, the investigator sends a notice to the respondent, with copy to the complainant and appropriate union official, providing notice that the investigation has been initiated, consistent with language in the applicable collective bargaining agreement. The notice will generally include a no contact order between the parties.

The investigator may determine that the situation requires the respondent to be interviewed without advance notice. In that case, the no contact information is provided during the investigatory meeting, along with an order of no retaliation.

The respondent may waive union representation, consistent with the language in the applicable collective bargaining agreement.

Each party has the opportunity to select an advisor of the party's choice who may be, but does not need to be, an attorney. The College will maintain a list of trained, willing advisors available to either party.

A pre-interview meeting will be held with the advisors and the Title IX Coordinator, to clarify the role of the advisor, with a review of the procedure that will be followed.

Each party has the opportunity to submit and review evidence throughout the investigation.

The investigator conducts the thorough, impartial investigation. The Complainant, victim, and Respondent may make a request for the investigator to interview witnesses.

During the investigatory interview with the Complainant and Respondent, the Title IX Investigator provides each party with related documents, including a link to the LCC Title IX and Sexual Misconduct website.

The investigator completes the investigation with a finding, based upon a preponderance of the evidence.

The Title IX Investigator or Coordinator completes a draft Investigatory Report. This report details interviews with the Complainant, Respondent, and any witnesses; any intermediate steps taken by the College; a credibility assessment; the standard of proof; findings; and appeal information.

Both parties are allowed to review the Investigatory Report in draft form along with all available evidence, whether relied upon during the investigation or not, during a review and comment period of ten calendar days. They make request changes based upon their role in the investigation.

The final report is sent to both parties at the same time. If reports are sent by US Mail, they are sent via Registered Mail. It will be provided to the parties at least ten calendar days prior to a hearing, if one is necessary. This ten-day period may be waived by the parties.

The College will decide whether to consolidate formal complaints of allegations of sexual harassment against more than one Respondent or by more than one Complainant against one or more Respondents or by one party against the other party, when the allegations of sexual harassment arise out of the same facts or circumstances.

5. DECISION MAKING

5.1 Hearing.

The College will provide notice of the hearing, including the date, time, location, participants, applicable procedures, potential sanctions, and purpose.

Advisors may be required to submit all questions to the Hearing Officer prior to the hearing. The decision-maker has the final word on whether a question will be asked or not.

The decision-maker may require the parties and their advisors to attend a pre-hearing meeting to discuss topics or questions that the decision-maker deems relevant, appropriate, etc.

At the live hearing, the Hearing Officer will ask direct examination questions. During cross-examination, the Hearing Officer must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those that challenge credibility. The cross-examination must be done by the advisor, but that is the only portion of a hearing during which the advisor participates. This cross-examination must be conducted directly, orally, and in real time, but the use of virtual avenues is permitted. If a party does not have an advisor, the College will provide an advisor, who does not have to be a lawyer, at no cost, to participate in the hearing and conduct the cross-examination.

5.2 Cross Examination.

During cross-examination, the advisor will pose a question orally. The proceedings will pause while the Hearing Officer considers the question and

then determines its relevance. The Hearing Officer explains their determination on the record and directs the party or witness whether to respond. In this way, questions are funneled through the decision-maker.

Cross-examination must exclude evidence of the Complainant's prior sexual behavior or predisposition, unless such evidence about the Complainant's sexual behavior is offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant or if the evidence concerns specific incidents of the Complainant's sexual behavior with respect to the Respondent and is offered to prove consent.

At the request of either party, the cross-examination will be facilitated through the use of technology to permit the parties to be in separate rooms. The Hearing Officer will make the final decision regarding whether the hearing will take place in person or not. Both parties will have access to the same information in real time.

The College will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the College obtains that party's voluntary, written consent to do so for purposes of this investigation and/or hearing or the party self-discloses information relevant to the issue(s).

The College may consider statements made by parties or witnesses, even if those parties or witnesses do not participate in cross-examination at the live hearing. This may include emails or text exchanges between the parties leading up to the alleged sexual harassment, regardless of whether the parties or witnesses submit to cross-examination at the live hearing. A decision maker may also consider police reports, Sexual Assault Nurse Examiner documents, medical reports, and other documents even if those documents contain statements of a party or witness who is not cross-examined at the hearing.

5.1. Recording.

All hearings will be recorded by the College. No other parties are allowed to record hearings.

5.1 Decision.

The decision maker will issue a written determination regarding responsibility for each section of the policy alleged to have been violated. All parties will be provided the final written determination at the same time.

6. APPEAL

6.1 Time Frame.

Any party may appeal the findings and/or remedy by filing a written appeal to the Executive Director of Human Resources within seven business days of receipt of the final outcome document(s). The written appeal must articulate, in writing, the grounds upon which they base their request for appeal. Reasons for appeal are limited to:

- A procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding the responsibility or dismissal was made, that could affect the outcome of the matter; or
- A party's belief that the Title IX Coordinator, investigator, hearing officer, or decision maker had a conflict of interest or bias for or against a party that affected the outcome of the matter.

The Executive Director of Human Resources will assess if the appeal was made timely and whether it falls under one of the approved appeal criteria. The Executive Director of Human Resources may deny an untimely appeal or one that does not meet the criteria for appeal.

When the Executive Director of Human Resources receives an acceptable request for appeal, they will notify all parties and provide them with seven business days to submit a written statement in support of or challenging the outcome.

Within 28 calendar days of receipt of the appeal, the Executive Director of Human Resources will either uphold the investigative findings or remand the matter back to the investigators for a second review of the investigatory findings.

6.2 Unions.

If either party is a member of a bargaining unit, they may elect to be represented by their union representative at every step of the process and may file a grievance protesting the final decision as stated by the decision-

maker. If a party is not a member of a union, they may appeal the disciplinary action to the Board of Trustees, consistent with College policy.

The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of an appeal, if an appeal is filed, or, if an appeal is not filed, the date upon which an appeal would no longer be considered timely.

6.2 Violations.

If a violation(s) is found to have occurred:

- The investigator works with appropriate administrators to ensure the violation(s) immediately cease.
- The investigator, together with the supervisor of the respondent, determines appropriate remedies/corrective action, consistent with the facts of the case and provisions in the applicable collective bargaining agreement and/or College policies.
- If countermeasures include disciplinary action, that disciplinary action is noted in the final Investigatory Report.
- If disciplinary action is noted in the Investigatory Report, the Title IX Coordinator also sends a letter to the Respondent, informing them that their disciplinary action was disclosed to a third party, consistent with Michigan's Bullard Plawewski Act.

7. HEARING FOR CONTESTED FACT

For contested allegations, the determination of responsibility must come from a separate decision maker, which will be an individual hearing officer (also referred to as a "decision maker"). It is important that investigators not unduly influence the hearing outcome and that the hearing decision makers and the College's process advisors/managers do not unduly influence the appeal. Each function is independent but inter-reliant. The Title IX Coordinator should have no substantive influence on the decision or appeal. Senior officials of the College, such as the president, other ELT members, or general counsel should not have any sway on the outcome of the process unless they have a formal role within it (and typically, they should not).

This does not alter the ability of the College to resolve the matter informally during the course of the investigation (when appropriate) or to resolve the matter without a hearing when the Respondent admits to the allegations. Hearings are for contested facts. If there are no contested facts, there will be no hearing if the parties agree to resolve informally.

8. PROVISION OF ADEQUATE, RELIABLE, AND IMPARTIAL INVESTIGATION

The complainant/victim will be notified of the right to file a criminal complaint where appropriate.

All investigation and hearing processes will be impartial and devoid of conflicts of interest that would compromise the objectivity of the process.

Due, or fair, process will be provided to respondents, consistent with applicable collective bargaining agreements.

The College will investigate and resolve Title IX complaints within 60 days from the time the complaint is received unless extenuating circumstances prohibit that completion.

The complainant/victim and respondent will be notified promptly in writing of the outcome of the investigation, including whether misconduct/discrimination was found to have occurred.

STANDARD OF EVIDENCE

STUDENTS, EMPLOYEES, AND VISITORS

The College's findings will be made using the preponderance of the evidence standard. This standard will be used consistently by the investigators, hearing officers, hearing panel members, and decision makers. This standard's determinations are made based on "more likely than not" that the misconduct occurred.

In campus resolution proceedings, legal terms like "guilt," "innocence," and "burden of proof" are not applicable. The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the process.

SANCTIONS

SANCTIONS STUDENTS

The Hearing Panel or the Presiding Officer in an Informal Resolution is required to consider the sanctions listed below for any student found responsible for sexual harassment and misconduct that they find to be fair and proportionate to the violation. In determining an appropriate sanction, the Panel or the Presiding Officer 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 or the Presiding Officer 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 in the formal process or with agreement by both parties in an Informal Resolution. Any sanction imposed will include a justification in the written determination of the Panel or the Informal Resolution.

The College will issue sanctions consistent with the impact of the offense on the College community. Progressive sanctioning principles will be followed in that the student's prior discipline history at the College will be taken into account. The following sanctions may be issued:

- A. Written warning - A written notice to the student that the student has violated College regulations.
- B. Probation. A period of observation and review of conduct during which the student or student group or organization must demonstrate compliance with College standards. . Probation is for a designated period of time and includes the probability of additional sanctions if the student or student group or organization is found to violate any College regulation(s) during the probationary period. Probation may be issued for any violation(s), but will be issued for all alcohol and drug violations and all violations resulting in sanctions of suspension or dismissal.
- C. Restrictions - Denial of access to specific areas of the College or participation in certain groups or activities for a designated period of time and for clearly stated reasons.
- D. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- E. Discretionary Sanctions - Educational assignments, essays or other related discretionary assignments.
Discretionary sanctions for sexual misconduct offenses specifically, may include meeting with an LCC Counselor to discuss sexual harassment and/or completion of education programs.

F. No contact order – an order prohibiting contact between the responding student and the complainant, witnesses, and/or other individuals including any/all unwarranted communications between the parties including, but not limited to, communication via technology, third party communication, or face to face.

G. Suspension - Separation of the student from the College for a specified length of time (usually a year or less) after which the student is eligible to return. Conditions for readmission may be specified. Suspensions may be effective immediately or deferred (e.g., a suspension issued toward the end of a semester may be deferred to the day after the end of that semester).

When students are issued a suspension, re-entry to the College is determined at the return for suspension meeting with the Office of Student Compliance. All sanctions must be completed prior to the return from suspension meeting.

H. Dismissal - Separation of the student from the College for a year or more. The student may be eligible for return. Conditions for readmission may be specified. Dismissals will be effective immediately.

When students are issued a dismissal, re-entry to the College is determined at the return for dismissal meeting with the Office of Student Compliance. All sanctions must be completed prior to the return from dismissal meeting.

I. Expulsion - Termination of the student from the College permanently. Expulsions will be effective immediately.

J. Revocation of admission and/or degree - Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.”

K. Withholding degree or certificate - The College may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Code of Conduct, including the completion of all sanctions imposed, if any. More than one of the sanctions listed above may be imposed for any single violation.

The following sanctions may be imposed for student groups or organizations:

- a. Those sanctions listed above (a-j).
- b. Loss of selected rights and privileges for a specified period of time.

c. Loss of Recognition- Registered Student Organizations may lose recognition and will be deprived of the use of College resources, the use of the College’s name, and the right to participate in College or campus-sponsored activities. The loss of recognition may be for a specific period of time or for an indefinite period of time until stated all conditions are met.

The decision of the Panel in the formal process, including the sanction(s), 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 to both parties, concurrently, and to the Student Title IX Coordinator, within five calendar days following the conclusion of the hearing (or longer if the Chair determines there is good cause).

Sanctions imposed by the Panel become effective immediately until the resolution of any timely appeal of the Panel’s decision. The Provost (or their designee) may suspend the determination pending exhaustion of any appeals by the responding student pursuant to the Appeals Section, may allow the responding 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 Provost (or their designee). The Provost’s (or their designee) decision may not be appealed.

EMPLOYEES

Where prohibited misconduct is found, steps will be taken to end it immediately. In the event the investigation reveals a violation of any College Policy, disciplinary action may be imposed. The level of discipline will depend

on the severity of the discrimination or harassment and may include disciplinary action up to and including termination.

Potential disciplinary actions, subject to the terms of applicable CBA and/or employment agreement, include, but are not limited to:

No action – This occurs when no violation is found, or, when it is believed the employee will respond favorably to non-formal action.

Level 1 – Lowest form of disciplinary action, for less serious infraction.

Level 2 – Next level of disciplinary action, for items not previously corrected or for more serious infractions.

Level 3 – Non-paid disciplinary suspension and known as last chance, meaning any further violations will (with few exceptions) result in termination.

Level 4 – Termination of employment. Utilized for the most serious and/or egregious infractions.

The College may also take other corrective or remedial action to address the effects of any violation of policy and will follow up as necessary to ensure that the corrective or remedial action is effective. This may include additional sanctions/requirements such as required training or other components that seek to educate and change behavior

APPEALS

STUDENTS

Either party may appeal the College's Dismissal of a Formal Complaint or the Hearing Panel's decision by notifying the Office of Student Compliance (for College Dismissal of a Formal Complaint) or Hearing Chairperson of the Panel (for Hearing Panel decision) in writing within ten (10) working days of the date of the College's decision for Dismissal of a Formal Complaint or the Hearing Panel's decision. Such appeals shall be in writing by completing the appeal form, including any additional information, and submitting it to the Office of Student Compliance. Both parties will be notified in writing upon receipt of an appeal, and will be given five (5) working days to submit a written statement in support of, or challenging, the College Dismissal of a Formal Complaint or the Hearing Panel's decision.

The Provost (or their designee) shall have the sole authority to determine whether or not an appeal warrants further review. An appeal that has been accepted for review shall be limited to review of the information submitted

in the appeal. In addition, for appeals regarding College Dismissal of a Formal Complaint, the review shall be limited to the documents and supporting documents regarding the Formal Complaint resulting in Dismissal. For appeals regarding the Hearing Panel's decision, the review shall be limited to the verbatim record of the Panel Hearing and supporting documents. Appeals for College Dismissal of a Formal Complaint or the Hearing Panel's decision are for one or more of the following reasons only:

- A. A procedural irregularity that affected the outcome of the matter;
- B. New evidence that was not reasonably available at the time the determination regarding dismissal of the formal complaint or determination regarding responsibility was made, that could affect the outcome of the matter;
- C. The Title IX Coordinator(s), Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter;
- D. A sanction that is (substantially) disproportionate to the severity of the violation.

APPEAL FOR DISMISSAL OF A FORMAL COMPLAINT

If an appeal is based on (a) or (b) (as listed above) and is approved by the Provost (or their designee), the matter shall be returned to the grievance process as determined by the Provost (or their designee).

If the appeal is based on (c) (as listed above), and is approved by the Provost (or their designee), the matter shall be returned to the grievance process with a new Title IX Coordinator or Investigator or Decision-maker as determined by the Provost (or their designee).

Appeal of the Hearing Panel's Decision

If an appeal is based on (a) (b) or (c) (as listed above) and is approved by the Provost (or their designee), the matter shall be returned to a new Hearing Panel and Hearing Chairperson for a rehearing, which will take into consideration the suggestions made by the Provost (or their designee) in addition to the facts that were originally presented.

If an appeal is based on (d) (as listed above) and is approved by the Provost (or their designee), the matter will be returned to a new Hearing Panel and Hearing Chairperson to determine sanction(s) only.

The decision of any new Panel, after it has rendered its decision in any of these cases, shall be final upon all involved.

If an appeal is not approved by the Provost (or their designee), the matter shall be considered final upon all involved.

After an appeal of College Dismissal of a Formal Complaint or the Hearing Panel decision, both parties will be notified simultaneously in writing of the appeal outcome, including the rationale for the decision.

Supportive measures, such as mutual no-contact orders or academic course adjustments for either or both parties may continue in place throughout an appeal process.

EMPLOYEES

Appeals under the Employee process are to be sent to the Executive Director of Human Resources within seven calendar days of receipt of the final outcome documents. The Executive Director of Human Resources (or designee) shall have the sole authority to determine whether or not an appeal warrants further review. An appeal that has been accepted for review shall be limited to review of the verbatim record of the hearing and supporting documents for one (or more) of the following reasons only:

- A. A material deviation from written procedures that jeopardized the fairness of the process.
- B. New information that was unavailable at the time of the hearing that would have resulted in a different outcome.
- C. A demonstrable bias by a member(s) of the hearing panel.
- D. A sanction that is (substantially) disproportionate to the severity of the violation.

Any changes to the original outcome that may occur as a result of an appeal by either party will be communicated simultaneously to both parties

FINDINGS & NOTIFICATION OF OUTCOME

In order to comply with FERPA and Title IX, and to provide an orderly process for the presentation and consideration of relevant information, as well as privacy considerations for the parties, the hearing process is not open to the general public. Accordingly, documents relative to the hearing process, as well as testimony, other information introduced at the hearing, and any recording or transcript of the hearing itself; may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law.

Under Title IX, both the complainant and the respondent must be informed simultaneously of the hearing outcome, and the College may not impose any limitations on the re-disclosure of this information. The College acknowledges that sharing the written determination with others, including family, friends, legal counsel, mental health professionals, and sexual assault advocates or survivors, may be a critically important part of a complainant's healing process.

The written determination will include (a) identification of the allegations potentially constituting sexual harassment; (b) a description of the procedural steps taken from receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held; (c) findings of fact supporting the determination; (d) conclusions regarding the application of the College's Code of Conduct to the facts; (e) a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and (f) the College's procedure and permissible basis for the complainant and respondent to appeal.

The College will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed; or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

RETALIATION

No person shall be penalized for good faith utilization of channels available for resolving concerns dealing with prohibited discrimination or harassment. Lansing Community College strictly prohibits any adverse or retaliatory action against any individual for making a good faith report, providing information, exercising one's rights or responsibilities under the Prohibited Sex or Gender based Discrimination, Harassment, and Sexual Misconduct Policy, or otherwise being involved in the process of responding to, investigating, or addressing or opposing any alleged incidents of prohibited discrimination or harassment, including allegations of sexual misconduct. Any person who

engages in any retaliatory actions against any such individual for having engaged in these legally protected activities will be subject to disciplinary action that may include, but is not limited to, expulsion from the College and termination of employment. In addition, any person who engages in such retaliatory actions may be subject to criminal prosecution and may become liable in civil litigation.

Making deliberately false accusations of discrimination or harassment violates the Prohibited Sex or Gender based Discrimination, Harassment, and Sexual Misconduct Policy and may violate other standards of conduct. In such instances, the complainant will be subject to disciplinary action. However, failure to prove a claim of discrimination or harassment does not constitute proof of a false and/or malicious accusation.

For Title IX purposes, no recipient or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this part, or because an individual has made a report or complaint, testified, assisted, or participated, or refused to participate in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination (including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances) for the purpose of interfering with any right or privilege under Title IX, constitutes retaliation.

Anyone who is aware of possible retaliation or has concerns regarding the response to a complaint of prohibited discrimination or harassment, including sexual misconduct, should immediately report such concerns to the Title IX Coordinator or the Equal Opportunity Officer, who will investigate the matter and pursue any appropriate corrective action.

LCC INITIATED PROTECTIVE MEASURES

In addition to those protective measures previously described the Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include but are not limited to: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other

similar measures. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures may constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by LCC.

EDUCATION & TRAINING

The College provides education and training, as appropriate, for students and employees to enhance understanding and increase awareness of the College's Prohibited Sex or Gender-Based Discrimination, Harassment, Anti-Hazing, and Sexual Misconduct Policy and Procedures. Annual training is conducted for mandated reporters and those involved in the investigation and resolution of complaints and appeals. Records of all training are maintained and, for Title IX purposes, published on the Title IX and Sexual Misconduct website. Human Resources, Student Affairs, and LCCPD are authorized to provide and develop education programs to increase knowledge and share information and resources to prevent sexual misconduct, promote safety, and reduce perpetration.

DRUG AND ALCOHOL PREVENTION PROGRAM (DAAPP)

POLICIES FOR 2025-2026 SCHOOL YEAR

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) requires an institution of higher education such as Lansing Community College, to certify that it has implemented programs to prevent the abuse of alcohol and use and/or distribution of illicit drugs both by LCC students and employees both on its premises and as a part of any of its activities. At a minimum, an institute of higher education must annually distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;

- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and alcohol abuse;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

DRUG FREE SCHOOLS AND COMMUNITIES ACT

In compliance with the Drug Free Schools and Communities Act (DFSCA) LCC publishes information regarding the College’s prevention programs related to drug and alcohol abuse prevention which include standards of conduct that prohibit the unlawful possession, use, and distribution of alcohol and illegal drugs on campus and at College-associated activities; sanctions for violations of federal, state, and local laws and College policy; a description of health risks associated with alcohol and other drug use and abuse; and a description of available counseling, treatment, rehabilitation and/or re-entry programs for LCC students and employees. Any student or employee who violates the standards of conduct contained in the DAAPP is subject both to the institution’s sanctions and to criminal sanctions provided by federal, state, and local law. A complete description of these topics, as provided in the current Annual Security Report (ASR) as well as the College’s annual notification to students and employees, is available online at the [LCC Police Department](#) (LCCPD) website.

STANDARDS OF CONDUCT

Lansing Community College’s “Drug Free Workplace Policy” is consistent with the Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act (DFSCA). In conjunction with the "Ethics and Standards of Conduct for Employees Policy", the “Ethics and Standards of Conduct for Students Policy”, and the Student Code of Conduct and General Rules and Guidelines, these ensure a safe environment for employees, students,

contractors, and temporary workers. The policies and procedures are listed below:

DRUG AND ALCOHOL POLICY

PURPOSE

To set forth the College’s commitment to providing students and applicants for admission, and employees and applicants for employment, a campus environment free of prohibited drug and alcohol use and intoxication, consistent with federal, state, and local law, other policies adopted by the Board of Trustees, and procedures adopted by the College.

SCOPE

This policy applies to trustees, employees, students, volunteers, guests, contractors, and visitors (1) on college property, (2) at college-sponsored events, or (3) in the conduct of college business or conducting or engaging in an academic program.

GENERAL

The College complies with the Drug-Free Workplace Act and the Drug-Free Schools and Community Act; therefore, the unlawful manufacture, distribution, dispensation, possession, or illegal use of a controlled substance, illegal drugs, and alcohol are prohibited on any property under the control of the College.

Trustees, employees, students, volunteers, guests, contractors, and visitors are expected to be free of illegal drugs or alcohol while on or using the College property.

DEFINITIONS

1. A “controlled substance” means a drug, or a substance, defined in the Federal Controlled Substance Act (Title 21 United States Code (USC) Controlled Substances Act.) It includes certain prescriptions and over-the- counter medications.
2. An “illegal drug” is any substance that is unlawful to use, possess, sell, or transfer under state or federal law. In cases where federal and state laws conflict, federal law applies.

3. "Alcohol" means any beverage in liquid form which contains not less than one-half of one percent of alcohol by volume.
4. "Drug paraphernalia", means any equipment, product, material of any kind, or combination of equipment, products, or materials, which is specifically designed for use or primarily intended for use in planting; propagating; cultivating; growing; harvesting; manufacturing; compounding; converting; producing; processing; preparing; testing; analyzing; packaging; repackaging; storing; containing; concealing; injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, possession of which is unlawful under either federal law *21 U.S. Code § 863(d)* or state law (*MCL 333.7451*). It includes items primarily intended or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, hashish oil, PCP, methamphetamine, or amphetamines into the human body.
5. A "prescription drug" is any substance prescribed for an individual by a licensed health care provider and used in accordance with the prescription.
6. An "inhalant" is any substance that produces mind-altering effects when inhaled.
7. An "over-the-counter medication" is a substance used in treating a disease or condition or relieving pain that may be obtained without a prescription.
8. "College Property" includes buildings, grounds, structures, and real estate, and vehicles that are owned, rented, leased, or otherwise utilized by or under the control of LCC.

EMPLOYEES

All employees of the College are expected to report for work fit for duty; that is, being able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of any substance covered by this policy.

Off-the-job and on-the-job involvement with any covered substance, as previously defined, can have adverse effects upon the workplace, the integrity of the College's ability to serve our students, the safety of other employees, the well-being of our employees' families, and the ability of the College to implement this policy. The College, therefore, emphasizes that it

has zero tolerance for employees who arrive at work impaired by or under the influence of drugs and/or alcohol. You are "under the influence" of any substance if your use of that substance:

- impairs your behavior or your ability to work safely and productively; or
- Impairs your physical or mental conditions in a manner such that you become a threat to your own safety or the safety of others or causing damage to college property.

Accordingly, the following conduct and behaviors are strictly prohibited (1) on college property, (2) at college-sponsored events, or (3) in the conduct of college business or conducting or engaging in an academic program:

1. Use, possession, purchase, sale, dispensation, distribution, or manufacture of any substance, as previously defined with the following exceptions.
Employees who take over-the-counter medications or legally prescribed drugs while at work:
 - a. May use prescription drugs or over-the-counter medications only if they do not impair the employee's ability to work safely.
 - b. Must follow applicable directions regarding use, including dosage limits and usage cautions.
2. Being impaired by or under the influence of any substance as previously defined.
3. Use, possession, purchase, sale, transfer, or distribution of drug paraphernalia.
4. Use, possession, purchase, sale, dispensation, or distribution of alcohol is prohibited on campus except when a written request has been submitted for consideration and approved in writing by the President or designee.
5. Nothing in this policy shall be construed as prohibiting the President, his family members, or guests from lawfully possessing or consuming alcohol at the President's residence.

Compliance with this policy, including compliance with mandated drug and alcohol testing, is a condition of employment.

Furthermore, as a condition of continued employment, any employee who is charged with or convicted of a violation of any state or federal criminal statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance or alcohol shall notify the Executive Director of Human Resources, in writing, of the charges or conviction no later than five (5) days after such charges or conviction(s). The Executive Director of Human Resources shall report conviction(s) as required by the Drug-Free Workplace Act.

In accordance with the Drug-Free Workplace Act, the Drug-Free Schools and Communities Act, or applicable College policies, employees shall be subject to mandatory participation in a substance abuse assistance or rehabilitation program; and/or disciplinary action, up to and including discharge or dismissal, as determined by the College for the following reasons:

1. Failure to comply with mandated drug or alcohol testing.
2. Failure to timely report being charged with or convicted of a violation of any state or federal criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance or alcohol.
3. Failure to abide by this policy.

In addition, an employee may be subject to criminal prosecution by federal, state, and local authorities.

STUDENTS

All students on College property are expected to abide by the Student Code of Conduct. Accordingly, the following conduct and behaviors are strictly prohibited on college property, at college-sponsored events, and while pursuing an academic program:

1. Use, possession, purchase, sale, dispensation, distribution, or manufacture of any substance, as previously defined.
2. Being impaired by any substance as previously defined.
3. Use, possession, purchase, sale, dispensation, or distribution of drug paraphernalia

As required by the Drug-Free Schools and Communities Act, any student found to have violated the above prohibitions may be subject to disciplinary actions as outlined in the Student Code of Conduct up to and including expulsion.

In addition, a student may be subject to criminal prosecution by federal, state, and local authorities.

COUNSELING AND REHABILITATION SERVICES

The College offers educational programs, resources, and referral services to employees and students aimed at preventing substance abuse, alcohol abuse, and assisting in rehabilitation. Interested employees should contact the Human Resources Office. Interested students should contact the Center for Student Support. All inquiries are confidential.

DRUG AND ALCOHOL PREVENTION PROGRAM (DAAPP)

The College has a Drug and Alcohol Prevention Program that is distributed annually to all employees and students, and it is provided to new employees and students. The College conducts a Biennial Review of the DAAPP. The DAAPP includes descriptions of drug and alcohol awareness programs; descriptions of health risks associated with the abuse of drugs or alcohol; provides information about available counseling or rehabilitation assistance; and specifies disciplinary sanctions imposed for violations of College policy, the Student Code of Conduct, and federal, state and local laws. The [DAAPP](https://www.lcc.edu/campuslife/documents/daapp.pdf) may be accessed here at the College website.

<https://www.lcc.edu/campuslife/documents/daapp.pdf>

TRUSTEES, VOLUNTEERS, GUESTS, VENDORS, CONTRACTORS, VISITORS TO CAMPUS, OR SIMILARLY SITUATED INDIVIDUALS.

Individuals listed in this category shall abide by the prohibitions listed in this policy.

RESPONSIBILITY

Responsibility for the interpretation and administration of this policy is delegated to the Dean of Student Affairs or designee, and the Executive Director of Human Resources or designee as applicable.

ETHICS AND STANDARDS OF CONDUCT FOR EMPLOYEES POLICY

PURPOSE

As a Community College and public entity, Lansing Community College's (the "College") successful operation and reputation is built upon the ethical conduct of our employees. The goal of this policy is to promote a safe, orderly, efficient, and effective educational institution with an ideal work climate for all employees, while ensuring that employees act in a manner that merits the continued trust and confidence of the public. To that end, it is necessary to prescribe certain behaviors relative to the type of educational climate and workplace conducive to excellence.

SCOPE

This policy applies to all College employees.

GENERAL

IDEAL BEHAVIORS (POSITIVE ROLE MODEL)

1. Being dependable and accountable.
2. Demonstrating respect toward others, through courtesy, patience and acceptance of differences.
3. Applying good judgment in your work.
4. Maintaining a high standard of truthfulness and honesty.
5. Exhibiting a strong and positive work ethic.
6. Establishing high standards of service and quality.
7. Supporting the College's commitment to community service.
8. Creating an environment that promotes personal/professional learning.
9. Encouraging creativity, innovation, and intelligent risk taking.
10. Supporting a trusting environment.
11. Looking for opportunities to serve each other.
12. Encouraging and contributing suggestions for improvement.

PROHIBITED CONDUCT AND BEHAVIORS

Generally, employees recognize that conduct that is inconsistent with common values of society and decency is inappropriate in the work environment. While Lansing Community College recognizes that the statements listed above as required behaviors, together with common values

of society and decency, are sufficient notice for the majority of employees, others may appreciate further guidance. To provide employees some detail of those actions which violate LCC's policies and common values of society and decency, the College has created a list of examples, and that list is available on the LCC.edu website along with this policy. Listing every conceivable example of unacceptable conduct is not possible. Additionally, there are some offenses, though not listed, that would be so clearly wrong that no specific reference is necessary. The [supplement to the Standards of Conduct policy](https://www.lcc.edu/about/board-of-trustees/documents/policies/4-human-resources/supplement-to-standards-of-conduct-policy.pdf) can be found here:

<https://www.lcc.edu/about/board-of-trustees/documents/policies/4-human-resources/supplement-to-standards-of-conduct-policy.pdf>

RESPONSIBILITY

Responsibility for the interpretation and administration of this policy and the establishment of procedures governing ethics and standards of conduct for employees is delegated to the Executive Director of Human Resources or his/her designee.

[Supplement to the Ethics and Standards of Conduct for Employees Policy in its entirety](#)

ETHICS AND STANDARDS OF CONDUCT FOR STUDENTS POLICY

PURPOSE

To authorize the establishment of ethical standards and a code of conduct for students attending the College.

SCOPE

This policy applies to all students.

GENERAL

The Student Code of Conduct and the Student General Rules and Guidelines ensure the protection of student rights and the health and safety of the

College community, as well as to aid in efficiently operating College programs. Failure to follow ethical standards and code of conduct for students promulgated pursuant to this policy may result in disciplinary action up to and including expulsion.

RESPONSIBILITY

The responsibility for the interpretation and administration of this policy is delegated to the Dean of Student Affairs or designee.

THE STUDENT CODE OF CONDUCT

Introduction

Lansing Community College (LCC) recognizes the value and importance of a safe and orderly learning environment that encourages honesty, integrity, and ethical conduct conducive to academic success, personal growth, and responsible social behavior. The Student Code of Conduct and Student General Rules and Guidelines ensure the protection of student rights and the health and safety of the College community, as well as to aid in efficiently operating College programs. It is the responsibility of each student to know and abide by the Student Code of Conduct and Student General Rules and Guidelines.

The College has established procedures for reporting and addressing alleged violations of the Student Code of Conduct and Student General Rules and Guidelines in accordance with the College's Ethics and Standards of Conduct for Students Policy. These procedures are designed to provide a fair, consistent, and reliable process for all parties.

The Student Code of Conduct and Student General Rules and Guidelines apply from the time of admission to the College and continue as long as the student remains enrolled at the College. They are also applicable to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

If an individual has violated the Student Code of Conduct or Student General Rules and Guidelines on College property (including buildings, grounds, structures, and real estate, and vehicles that are owned, rented, leased, or

otherwise utilized by or under the control of LCC) while not enrolled as a student at the College, but then later seeks to enroll, they must first contact the Office of Student Compliance. The same Due Process procedures listed below will be followed.

SECTION 1: STUDENT CODE AUTHORITY

The implementation of this procedure is the responsibility of the Dean of Student Affairs or designee.

- 1.1 The Director of Student Compliance develops procedures for the administration of the Student Code of Conduct and procedural rules for hearings that are in compliance with College policies and consistent with provisions of the Student Code of Conduct and Student General Rules and Guidelines.
- 1.2 Alleged violations are reported to the Office of Student Compliance. Due Process procedures listed in Section 5 are followed upon receipt of a report.
- 1.3 In cases of non-compliance with the Student Code of Conduct or Student General Rules and Guidelines, the College will issue appropriate sanctions (listed further below) up to and including expulsion.
- 1.4 Decisions made by a Hearing Panel and/or the Director of Student Compliance (or designee) will be final, pending the appeal process listed further below.
- 1.5 The College reserves the right to refer the alleged violation to authorities for criminal prosecution or to pursue civil action if warranted.

SECTION 2: JURISDICTION

- 2.1 The Student Code of Conduct and Student General Rules and Guidelines applies to conduct that occurs on College property (including buildings, grounds, structures, and real estate, and vehicles that are owned, rented, leased, or otherwise utilized by or under the control of LCC), at College sponsored activities or events,

while pursuing an academic program, and to off-campus conduct that adversely affects the College.

- 2.2 The Student Code of Conduct and Student General Rules and Guidelines applies at all locations under the jurisdiction of the College, and also applies to all current students of LCC regardless of their enrollment status or actual geographical location of a student (i.e., face-to face; hybrid, HyFlex, on-line, etc.).
- 2.3 Students are responsible for their conduct from the time of admission to the College.
- 2.4 The Student Code of Conduct and Student General Rules and Guidelines applies to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.
- 2.5 If an individual has violated the Student Code of Conduct or Student General Rules and Guidelines within the jurisdiction outlined in this section while not enrolled as a student, but later seeks to enroll, they must first contact the Office of Student Compliance. The same Due Process procedures listed in Section 5 will be followed.
- 2.6 The Dean of Student Affairs (or designee) will decide whether the Student Code of Conduct or Student General Rules and Guidelines applies to conduct occurring off campus.

SECTION 3: DEFINITIONS RELEVANT TO THE DRUG AND ALCOHOL POLICY

Alcohol is defined as any beverage in liquid form which contains not less than one-half of one percent of alcohol by volume.

Appellate Officer is the Provost (or designee).

College means Lansing Community College.

College Official includes any person employed by the College, performing assigned administrative or professional responsibilities.

College Property includes buildings, grounds, structures and real estate, and vehicles that are owned, rented, leased or otherwise utilized by or under the control of LCC (including adjacent streets and sidewalks).

Complainant means any person who submits a report alleging that a student violated the Student Code or General Rules or a student who believes they are a victim of another student's misconduct.

Conduct Officer is the Director of Student Compliance (or designee).

Drugs (Substances) are defined as (1) a controlled substance (*a drug, or a substance*) defined in the Federal Controlled Substance Act (Title 21 United

States Code (USC) Controlled Substances Act.) including certain prescriptions and over-the-counter medications; (2) an illegal drug (*any substance*) that is unlawful to use, possess, sell, or transfer under state or federal law (where federal and state laws conflict, federal law applies); (3) a prescription drug (*any substance*) prescribed for an individual by a licensed health care provider and used in accordance with the prescription (including prescriptions not issued to the student) which cause impairment to the point of incapacitation, (4) an inhalant (*any substance*) that produces mind-altering effects when inhaled; (5) an over-the-counter medication (*a substance*) used in treating a disease or condition or relieving pain that may be obtained without a prescription which cause impairment to the point of incapacitation; and (6) drug paraphernalia (*any equipment, product, material of any kind, or combination of equipment, products, or materials*) specifically designed for use or primarily intended for use in planting; propagating; cultivating; growing; harvesting; manufacturing; compounding; converting; producing; processing; preparing; testing; analyzing; packaging; repackaging; storing; containing; concealing; injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, possession of which is unlawful under either federal law 21 U.S. Code § 863 (d) or state law (MCL 333.7451). It includes items primarily intended or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, hashish oil, PCP, methamphetamine, or amphetamines into the human body.

Faculty or faculty member means 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 union.

FERPA refers to the Family Educational Rights and Privacy Act.

General Rules refers to the Student General Rules and Guidelines.

Incapacitation is when an individual does not have the capacity to give consent due to age, mental or physical condition, or disability that impairs the individual's ability to understand and give consent. A person does not have the capacity to give consent if their judgment or awareness is impaired due to consumption of alcohol, drugs, or inhalants (voluntarily or involuntarily), or being in a state of unconsciousness, sleep, or another state in which the person does not have awareness. Signs of incapacitation include when an individual demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in an interaction.

See [College Policy](#) for an expanded definition of *Incapacitation*.

Member of College Community includes any person who is a student, faculty member, College Official or staff member employed by the College, or any authorized non-employed personnel (such as interns, volunteers, Board members, etc.). A person's status in a particular situation shall be determined by the Dean of Student Affairs (or designee).

Policy means the written regulations of the College as found in but not limited to, the Course Schedule, the College Catalog, the College website, and/or other written regulations and procedures.

Presiding Officer is the Director of Student Compliance (or designee).

Responding Student means any student accused of violating the Student Code or General Rules, or any other rule or policy of the College.

Student includes all persons currently admitted or enrolled (or upon the issuance of a student number) at the College, full-time or part-time.

Student Code refers to the College's Student Code of Conduct.

Student Group or Organization is a group of students who have been recognized by the College as having a specific affiliation (such as registered student organizations and clubs, athletic teams, college-sponsored groups, etc.).

SECTION 4: STANDARDS OF CONDUCT

CONDUCT - RULES AND REGULATIONS RELEVANT TO THE DRUG AND ALCOHOL POLICY

This section outlines prohibited conduct. Sanctions, as outlined in Section 6, may be imposed for any student who accepts responsibility for or is found responsible for violating the following rules and regulations:

- Violation of any federal, state, or local law.
- Use, possession, purchase, sale, dispensation, distribution, or manufacture of any drug (*substance*), or being impaired by any drug (*substance*) on College property, at College-sponsored events, and while pursuing an academic program. Drugs (*substances*) are defined as a controlled substance in the Federal Controlled Substance Act; an illegal drug that is unlawful to use, possess, sell, or transfer under state or federal law (where federal and state laws conflict, federal law applies); inhalants that produce mind-altering effects when inhaled; and prescription drugs (including prescriptions not issued to the student) and over-the-counter medications

which cause impairment to the point of incapacitation. Use, possession, purchase, sale, dispensation, or distribution of drug paraphernalia is also prohibited on College property. Drugs (*substances*) are further defined in Section 3.

Drug (*substance*) violation type:

- a. Use and/or possession
- b. Purchase, sale, and/or dispensation
- c. Distribution and/or manufacture
- d. Impairment
- e. Use, possession, purchase, sale, dispensation, or distribution of drug paraphernalia

See the [Drug and Alcohol Policy](#) for more information.

Use, possession, purchase, sale, dispensation, distribution, or manufacture of alcohol, or being impaired by alcohol (except as expressly permitted by College regulations) on College property, at College-sponsored events, and while pursuing an academic program. Alcohol is defined as any beverage in liquid form which contains not less than one-half of one percent of alcohol by volume. Alcohol may not, in any circumstance, be used by, possessed by, purchased or sold by, dispensed or distributed by or to any person under twenty-one (21) years of age on College property, at College-sponsored events, and while pursuing an academic program.

Alcohol violation type:

- a. Use and/or possession
- b. Purchase, sale, and/or dispensation
- c. Distribution and/or manufacture
- d. Impairment
- e. Under age 21

See the [Drug and Alcohol Policy](#) for more information.

VIOLATION OF LAW AND STUDENT CODE OF CONDUCT

The Conduct Process may be instituted for conduct that potentially violates both law and the Student Code of Conduct without regard to any arrest or the pendency of any civil litigation or criminal prosecution. The Conduct Process may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Dean of Student Affairs (or

designee). Determinations made or sanctions imposed pursuant to this process are independent of the outcome of any civil or criminal processes.

SECTION 5: STUDENT CONDUCT PROCESS AND PROCEDURES

Any member of the College community should submit a report when they become aware of potential violations by a student of the Student Code of Conduct or Student General Rules and Guidelines. Reports may be made to the Office of Student Compliance via the [online reporting form](#).

Initial Steps

5.1 The Director of Student Compliance (or designee) will conduct a preliminary review and investigation of the report to determine if the allegations have merit. If the allegations are determined to not have merit, the reporting party will be notified stating the reasons, and the matter will be closed. Such disposition shall be final and there shall be no subsequent proceedings unless the College becomes aware of additional material information that may lead to a different conclusion.

5.2 If it is determined that the allegations have merit, the responding student will be notified in writing of the allegations and alleged violation(s). The notification will direct the student to schedule an appointment with the Director of Student Compliance (or designee) to review the facts concerning the alleged violation(s) in order to determine if the process will move forward.

Student Meeting

5.3 During the meeting, the responding student meets with the Director of Student Compliance (or designee). Additional staff from the Office of Student Compliance may also be present. Meetings are not open to the public, but the student may have a support person or advisor present during the meeting. The responding student is responsible for presenting their own information, and therefore, a support person or advisor is not permitted to speak or to participate directly in the meeting. If the responding student would like a support person or advisor present during the meeting, they must make this known at the time of scheduling the meeting, and completion of a [Release of Information \(FERPA\) form](#) will be required. Meetings may be

facilitated via video conference at the sole discretion of the Director of Student Compliance (or designee).

5.4 After reviewing the facts with the responding student and completing any additional witness meetings, investigation, or follow-up as needed, a decision will be made as to whether to move forward with a violation(s) of the Student Code of Conduct. The standard used in the determination is the preponderance of the evidence defined as "more likely than not" whether the responding student violated the Student Code of Conduct and/or Student General Rules and Guidelines. Based on the facts and circumstances presented, the charges may be amended, changed, or dismissed, and the student will be made aware of those changes as soon as possible.

5.5 In the event that the responding student fails to contact the Office of Student Compliance within five (5) business days of the written notification, a hold may be placed on the student's record which may result in the student's enrollment being delayed. The Director of Student Compliance (or designee) will then review the facts available without the student and make a decision whether to move forward with charges of the Student Code of Conduct.

5.6 If a decision is made to move forward with charges, the responding student will be notified in writing of the alleged violation(s), and may elect to do one of the following:

- a. The responding student may admit the alleged violation(s) and request, in writing, that the Director of Student Compliance (or designee) determine sanctions; or
- b. The responding student may admit the alleged violation(s) and request a Student Conduct Hearing for determination of sanctions; or
- c. The responding student may deny the alleged violation(s), and request a Student Conduct Hearing for determination of responsibility and sanctions, if found responsible.

5.7 In the event that the responding student does not make an election of one of the three options listed above in 5.6 within ten (10) business days of the written notification, then the Director of Student Compliance (or designee) will determine sanctions.

Student Conduct Hearing

- 5.8 A hearing will be scheduled as promptly as possible for students who request a hearing as determined under Section 5.6.
- 5.9 The responding student and complainant shall be given written notice of the time, date, and place of the hearing; a list of the Hearing Chairperson and Hearing Panel members; the alleged violations of the Student Code of Conduct; and additional instructions regarding Student Conduct Hearing preparation.
- 5.10 Members of the Student Conduct Hearing Panel are selected from a pool of trained members appointed by the Dean of Student Affairs (or designee) and are comprised of the following:
- A Hearing Chairperson who conducts the hearing but does not participate in the deliberation;
 - One college administrator;
 - Two college faculty members; and
 - Two current students from the student body.
- 5.11 Student Conduct Hearings shall be carried out according to the following guidelines:
- a. The Student Conduct Hearing will be scheduled at the convenience of the sitting Panel members. Efforts will be made, however, to schedule the hearing within three (3) weeks of the date the student requested a hearing. Depending on their complexity, it may take longer to schedule a hearing.
 - b. The parties will provide the Hearing Chairperson with a list of witnesses, and copies of documents and/or evidence they propose to present, if any, at the hearing, on or before a date set by the Chairperson (as communicated in the written hearing notice to the parties referenced in 5.9). The Chairperson will then provide each party with the list of Hearing Panel members, witnesses and identification of case

documents and/or evidence submitted by each party, if any, not later than four (4) days before the scheduled hearing date. Depending on case complexity, timelines and deadlines for identification and notification of witnesses, documents, and/or evidence may be extended.

In the absence of good cause, as determined by the Chairperson at their sole discretion, the parties may not introduce witnesses, documents, and/or other evidence at the hearing that were not provided to the Chairperson on or before the date set by the Chairperson (as communicated in the written hearing notice to the parties referenced in 5.9). The parties are also responsible for the attendance of their witnesses at the hearing.

c. Student Conduct Hearings are not open to the public. In cases involving sexual misconduct under the Student Code of Conduct, the College will keep the complaint and investigation confidential to the extent possible or as required by law.

d. The complainant and the responding student may have a support person or advisor present during the hearing. The complainant and the responding student are responsible for presenting their own information, and therefore, a support person or advisor is not permitted to speak or to participate directly in the hearing. Parties should select a support person or advisor whose schedule allows attendance at the scheduled date and time of the hearing. If the complainant or responding student would like a support person or advisor present during the hearing, they must make this known on or before a date set by the Chairperson (as communicated in the written hearing notice to the parties referenced in 5.9), and completion of a [Release of Information \(FERPA\) form](#) will be required.

e. The complainant, responding student, and their support person, or advisor will attend the entire hearing (excluding deliberations). Admission of any other person(s) to the hearing beyond the Hearing Panel members and Office of Student Compliance staff, shall be at the sole discretion of the Chairperson (or designee).

f. In Student Conduct Hearings involving more than one responding student, the Chairperson (or designee), at their sole discretion, may permit the hearings concerning each student to be conducted either separately or jointly.

g. The complainant, responding student, and witness will provide information to and answer questions from the Hearing Panel. Questions among the parties will be directed through the Hearing Chairperson. Acceptance of potential information/questions shall be at the sole discretion of the Chairperson.

h. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Hearing Panel at the sole discretion of the Chairperson.

i. All procedural questions are subject to the final decision of the Chairperson.

j. Requests for a continuance shall be at the discretion of the Chairperson.

k. After all pertinent information has been received, the Hearing Panel shall determine (by majority vote) whether the responding student is responsible or not responsible for each alleged violation of the Student Code of Conduct. The Hearing Panel will also recommend an appropriate sanction(s) to the Chairperson.

l. The Panel may also recommend a different charge(s) to the Chairperson if they believe the facts support other violation(s) of the Student Code of Conduct. If the Panel recommends new charges, and they are approved by the Chairperson, a new notice of alleged violation(s) will be sent to the responding student beginning with step 5.1.

m. The Hearing Panel's standard used in the determination shall be made based on the preponderance of the evidence defined as "more likely than not" whether the responding student violated the Student Code of Conduct and/or Student General Rules and Guidelines.

n. If a disruption occurs during the hearing, the Chairperson, at their sole discretion may have the disruptive party removed from the hearing.

o. There shall be a single verbatim record of all Student Conduct Hearings. Deliberations shall not be recorded. The record shall be the property of the College. Any digital recording will be maintained only until the appeal process has concluded (if applicable) or until the time of appeal has lapsed. The digital recordings are not part of the public domain.

p. If a responding student or complainant, with notice, elects not to participate in the Student Conduct Hearing, they shall be considered to have waived the right to appeal. The hearing will proceed as scheduled and a determination will be made by the Hearing Panel with the student in absentia.

q. The Chairperson may accommodate concerns for personal safety and well-being of all parties by providing separate facilities, by using a visual screen, or by authorizing participation by video conference. In such cases, written notice will be given to all parties as to the reason for the decision.

r. Once the Hearing Panel has made a decision as to whether more likely than not the responding student, student group, or organization has violated the Student Code of Conduct and/or Student General Rules and Guidelines, the Hearing Panel will make recommendations to the Chairperson regarding appropriate sanction(s).

s. After receiving the Panel recommendations, the Chairperson shall make a final determination of the most appropriate sanction(s) proportionate to the violation(s), taking into consideration the Hearing Panel's recommendations.

Informal Resolution

5.12 If the complainant requests an alternate form of resolution, and the responding student agrees, then the parties will engage in an informal process. If the Informal Resolution results in mutual satisfaction of both parties, then the case will be considered adjudicated. If the case is not

adjudicated, then it will be forwarded to the Hearing Panel for a Student Conduct Hearing.

- 5.13 The College will obtain the parties' voluntary, written consent to the Informal Resolution, and will provide the parties written notice disclosing the allegations and the requirements of the Informal Resolution Process. The College may also determine when an Informal Resolution may be appropriate. Either party can withdraw from an Informal Resolution at any time prior to agreeing to the resolution. The College may propose sanctions as part of the Informal Resolution, and both parties must agree to the resolution.
- 5.14 Informal Resolution provides an opportunity for the complainant and the responding student to state their positions regarding the incident as well as to communicate their proposed solutions. Both parties must attend the Informal Resolution in front of a Presiding Officer, who facilitates the Informal Resolution. Both parties must fully participate in a respectable manner.
- 5.15 A Presiding Officer will facilitate the Informal Resolution. Staff from the Office of Student Compliance may also be present. Informal Resolution proceedings are not open to the public, but the parties may have a support person or advisor present. The parties are responsible for presenting their own information, and therefore, a support person or advisor is not permitted to speak or to participate directly in the proceeding. If the complainant or responding student would like a support person or advisor present, they must make this known at the time of consenting to the Informal Resolution, and completion of a [Release of Information \(FERPA\) form](#) will be required.
- 5.16 If the responding student elects to acknowledge their actions and take responsibility for the alleged violation(s), the Presiding Officer will ask for input from the parties in deciding the appropriate sanction(s). The Presiding Officer will present the proposed sanction(s) to the parties. The parties must agree on the sanction(s). If the parties disagree, further discussion will take place until the parties are in agreement. Once an agreement on sanctions has been reached, the Informal Resolution will be concluded, and the case will be resolved without any further rights of appeal by either party. The Presiding Officer may also issue supportive measures such as a no-contact order agreed upon by the parties as deemed appropriate. In the event an agreement cannot be reached regarding sanction(s), the case will be forwarded to the Hearing Panel for a Student Conduct Hearing.
- 5.17 If the responding student elects to contest their actions and deny responsibility for the alleged violation(s), and the complainant agrees, the

Informal Resolution will be concluded, and the case will be closed without any further rights of appeal by either party. The case, however, may be reopened if material additional information becomes known. If the complainant disagrees, further discussion may take place with agreement from the parties, or the case will be forwarded to the Hearing Panel for a Student Conduct Hearing. The parties may also discuss mutually agreed upon supportive measures such as a no-contact order or change in schedule that may bring resolution to the matter without a finding of responsibility.

Outcome of Student Meeting, Hearing, or Informal Resolution

- 5.18 The complainant will receive information regarding the notification of alleged violations to the responding student, as well as the outcome and final decision of the meeting, hearing, or informal resolution including a rationale for the decision. Complainants of sexual misconduct under the Student Code of Conduct will receive a copy of the actual notification and sanction letter sent to the responding student.

Interim Suspension

In certain circumstances, the Dean of Student Affairs (or designee), may impose an interim suspension at the onset of the Student Conduct Process. Interim suspension may be imposed only in the following circumstances:

- a. to ensure the safety and well-being of members of the College community or preservation of College property; or
- b. to ensure the student's own physical or emotional safety and well-being; or
- c. if the student causes disruption of, or interference with, the normal operations of the College.

During the interim suspension, a student shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as determined by the Dean of Student Affairs (or designee).

Students may appeal an interim suspension by submitting a written statement within two business days of receiving written notification of the interim suspension to the Office of Student Compliance. The written statement should outline why the interim suspension is inappropriate. The Provost (or designee) will review the appeal and provide a response within 5 business days.

The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and including the completion of a Student Conduct Hearing, if required.

Appeals

Either party (responding student or complainant) may appeal the decision of the Director of Student Compliance (or designee) or the decision of the Hearing Panel within ten (10) business days of the date of the decision. Such appeals shall be in writing by completing the appeal form, including any additional information, and submitting it to the Office of Student Compliance. Both parties will be notified in writing upon receipt of an appeal. The Provost (or designee) shall have the sole authority to determine whether or not an appeal warrants further review. An appeal that has been accepted for review shall be limited to a review of the information submitted in the appeal. In addition, for appeals regarding the Hearing Panel's decision, the review may include the verbatim record of the Student Conduct Hearing and supporting documents. Appeals may be considered for one or more of the following reasons only:

1. A procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time determination regarding responsibility was made, that could affect the outcome of the matter;
3. A demonstrable bias by a member(s) of the Hearing Panel;
4. A sanction that is (substantially) disproportionate to the severity of the violation(s).

If an appeal is based on (a), (b) or (c) (as listed above) and is approved by the Provost (or designee), the matter shall be returned to a new Student Conduct Hearing Panel and Chairperson for a hearing or rehearing, which will take into consideration the suggestions made by the Provost (or designee) in addition to the facts that were originally presented.

If an appeal is based on (d) (as listed above) and is approved by the Provost (or designee), the matter will be returned to a new Student Conduct Hearing Panel and Chairperson to determine sanction(s) only.

The decision of the new Hearing Panel and Chairperson, after it has rendered its decision in any of these cases, shall be final and binding upon all involved.

If an appeal is not approved by the Provost (or designee), the matter shall be considered final and binding upon all involved.

Both parties will be notified simultaneously in writing of the appeal outcome, including the rationale for the decision.

[Student Code of Conduct in its entirety](#)

Student General Rules and Guidelines

The College recognizes the value and importance of a safe and orderly learning environment that encourages honesty, integrity, and ethical conduct conducive to academic success, personal growth, and responsible social behavior. The Student General Rules and Guidelines and Student Code of Conduct ensure the protection of student rights and the health and safety of the College community, as well as to aid in efficiently operating College programs. It is the responsibility of each student to know and abide by the Student General Rules and Guidelines and Student Code of Conduct.

The College has established procedures for reporting and addressing alleged violations of the [Student General Rules and Guidelines](#) and [Student Code of Conduct](#) in accordance with the College's [Ethics and Standards of Conduct for Students Policy](#). These procedures are designed to provide a fair, consistent, and reliable process for all parties.

The Student General Rules and Guidelines and Student Code of Conduct apply from the time of admission to the College and continue as long as the student remains enrolled at the College. They are also applicable to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

The Office of Student Compliance is an integral part of the positive educational environment at the College, and is responsible for upholding the Student General Rules and Guidelines and Student Code of Conduct. The office supports the mission of the College by responding to and resolving situations in which the behavioral choices of students are negatively impacting the College community, or other students, including themselves.

Conduct included in the Student General Rules and Guidelines relevant to the Drug and Alcohol Policy is listed below.

DRUGS AND ALCOHOL

Lansing Community College complies with the Drug-Free Workplace Act and the Drug Free Schools and Communities Act.

The College is committed to providing a campus environment free of prohibited drug and alcohol use and intoxication, consistent with federal, state, and local law, and College policy.

[Student General Rules and Guidelines in its Entirety](#)

The LCC Police Department (LCCPD) is responsible for the enforcement of state underage drinking laws and enforcement of Federal and State drug laws. The Dean of Student Affairs or designee, and the Executive Director of Human Resources or designee are responsible for the administration of the Drug and Alcohol Policy.

LEGAL SANCTIONS FEDERAL

The Federal *Controlled Substances Act* makes it unlawful for a person to knowingly or intentionally manufacture, distribute or dispense a controlled substance or counterfeit substance. It is also unlawful to possess with the intent to manufacture, distribute, or dispense a controlled substance or counterfeit substance.

The law also makes it unlawful for any person to knowingly or intentionally possess a controlled substance unless such substance was obtained directly, or pursuant to a valid prescription or order, from a practitioner, while acting in the course of his professional practice, or as otherwise permitted by law.

There are strict penalties for violating the Controlled Substances Act, including mandatory prison terms for many offenses. The following information, although not exhaustive, provides an overview of federal penalties for certain drug-related convictions related to the illegal possession or distribution of controlled substances.

FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE

SENTENCING PROVISIONS

- 1st conviction: Up to 1 year imprisonment and fined at least \$1,000, or both. *21 U.S.C. 844(a)*

- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500, or both. *21 U.S.C. 844(a)*
- After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000, or both. *21 U.S.C. 844(a)*

21 U.S.C. 844a further provides a civil penalty of up to \$10,000 upon a defendant's first conviction of possession of small amounts of any controlled substances listed in 21 U.S.C. 841(b)(1)(A).

FORFEITURES

- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. *21 U.S.C. 853(a)(2) and 881(a)(7)*
- Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance. *21 U.S.C. 881(a)(4)*

FEDERAL DRUG TRAFFICKING PENALTIES

DENIAL OF FEDERAL BENEFITS

- Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses. *21 U.S.C. 862*

MISCELLANEOUS

- Ineligible to receive or purchase a firearm. *19 U.S.C. 922(g)*

Of special note, 21 U.S.C. 860 provides that anyone convicted of distributing, possessing with intent to distribute, or manufacturing a controlled substance in or on, or within one thousand feet of, the real property comprising a public or private college, junior college, or university is subject to (1) twice the maximum punishment authorized by 21 U.S.C. 841(b), pertinent parts of which are summarized in the tables that follow.

FEDERAL TRAFFICKING PENALTIES¹¹

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule I I)	500–4999 grams mixture	<p>First Offense: Not less than 5 yrs., and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p> <p>Second Offense: Not less than 10 yrs., and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	5 kgs or more mixture	<p>First Offense: Not less than 10 yrs., and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 mil- lion if an individual, \$50 million if not an individual.</p> <p>Second Offense: Not less than 15 yrs., and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p>2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>
Cocaine Base (Schedule I I)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule I I)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine	5–49 grams pure or		50 grams or more pure or	
(Schedule II)	50–499 grams mixture		500 grams or more mixture	
PCP (Schedule I I)	10–99 grams pure or 100–999 grams mixture	100 gm or more pure or 1 kg or more mixture		
PENALTIES				
Other Schedule I & II	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than		
drugs (and any drug)		20 yrs., or more than life. Fine \$1 million if an individual, \$5 million if not an		

product containing Gamma Hydroxybutyric Acid)		individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Flunitrazepam (Schedule IV)	1 gram	
Other Schedule I I I drugs	Any amount	First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$ million if an individual, \$5 million if not an individual.
All other Schedule IV drugs	Any amount	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Flunitrazepam (Schedule IV)	Other than 1 gram or more	
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

FEDERAL TRAFFICKING PENALTIES—MARIJUANA

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than life. Fine not more than	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
		\$5 million if an individual, \$25 million if other than an individual.	
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not less than 20 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not less than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) marijuana plants; 1 to 49 marijuana plants;	Not less than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual	Not less than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

STATE LAW SANCTIONS

Under current Michigan state law, “a person shall not knowingly or intentionally possess a controlled substance.”² If an individual is found guilty of a violation of the state law, they may be subject to large fines and/or imprisonment.

STATE OF MICHIGAN POSSESSION PENALTIES³

DRUG TYPE	AMOUNT	PUNISHMENT
Schedule 1 or 2 narcotic or Coca leaves and any salt, compound, derivative, or preparation thereof which is chemically equivalent to or identical with any of these substances	1000 grams or more	Life Felony, \$1,000,000 fine, or both
	450 grams or more, but less than 1,000 grams	30-year felony, \$500,000 fine, or both
	50 grams or more, but less than 450 grams	20- year felony, \$250,000 fine, or both
	25 grams or more, but less than 50 grams	4-year felony, \$25,000 fine, or both

DRUG TYPE	AMOUNT	PUNISHMENT
	Less than 25 grams of any mixture of that substance	Not more than a 4-year felony, \$25,000 fine, or both
Ecstasy or methamphetamine	Any amount	Not more than a 10-year felony, \$15,000 fine, or both
Any other schedule 1 or 2, or any schedule 3 or 4 (except marihuana)	Any amount	2-year felony, \$2,000 fine, or both
Marihuana ⁴¹ (must be at least 21 years of age)	More than twice the amount of 2.5 ounces	1 st Offense- Civil Infraction, \$500 fine 2 nd Offense- Civil Infraction, \$1000 fine 3 rd Offense- Misdemeanor, \$2,000 fine
Marihuana under 21 years of age ⁵	Not more than 2.5 ounces	1 st Offense- if the person is less than 18 years of age, by a fine of not more than \$100 or community service, forfeiture of the marihuana, and completion of 4 hours of drug education or counseling; or if the person is at least 18 years of age, by a fine of not more than \$100 and forfeiture of the marihuana. 2 nd Offense- if the person is less than 18 years of age, by a fine of not more than \$500 or community service, forfeiture of the marihuana, and completion of 8 hours of drug education or counseling; or if the person is at least 18 years of age, by a fine of not more than \$500 and forfeiture of the marihuana.
Schedule 5 ⁶	Any amount	1-year misdemeanor, \$2,000 fine
Prescription form or counterfeit form ⁷		1-year misdemeanor, \$1,000 fine

Under state law "a person shall not manufacture, create, deliver, or possess with intent to manufacture, create, or deliver a controlled substance, a prescription form, or a counterfeit prescription form."

STATE OF MICHIGAN DISTRIBUTION PENALTIES⁸¹

Distribution Offense	Amount	Punishment
Schedule I or II controlled substance	1000 grams or more	Up to life imprisonment or any term of years or a fine of not more than \$1,000,000, or both Up to \$500,000

Distribution Offense	Amount	Punishment
Schedule I or II controlled substance	450 grams but less than 1000 grams	Up to 30 years or a fine of not more than \$500,000, or both
Schedule I or II controlled substance	50 grams but less than 450 grams	Up to 20 years or a fine of not more than \$250,000, or both
Schedule IV controlled substance	Any amount,	Up to 4 years or a fine of not more than \$2,000 or both
Schedule V controlled substance	Any amount	Up to 2 years or a fine of not more than \$2,000, or both

Under Michigan law, it is illegal for anyone under the age of 21 to purchase, consume or possess, or have any bodily content of alcohol. The following summarizes some of the potential legal consequences for violating state law. A first-time conviction may result in a fine, substance abuse education and treatment, community service and court-ordered drug screenings.

STATE OF MICHIGAN MINOR IN POSSESSION OF ALCOHOL LIQUOR^[9]

Offense	Description
First Offense	Civil infraction, \$100 fine, The court may order participation in substance use disorder services
Second Offense	30 day misdemeanor, \$200 fine, The court may order participation in substance use disorder services
Third Offense	60 day misdemeanor, \$500, The court may order participation in substance use disorder services

- There also is a provision for possible imprisonment or probation for a second or subsequent offense.
- The use of false identification by minors in obtaining alcohol is a misdemeanor punishable of 93 days in jail with a \$100 fine, loss of driver’s license, probation and community service.
- Individuals can be arrested and/or convicted of operating a vehicle while intoxicated with a blood alcohol concentration (BAC) level at .08 or higher¹⁰. If a student is under 21, there is a “zero tolerance” law in the state of Michigan, and any blood alcohol level of .02 or higher can lead to a minor in possession (MIP) citation as well as being cited for operating a vehicle while intoxicated, if applicable. This is in addition to suspension of driving privileges in the State of Michigan.

STATE OF MICHIGAN SELLING OR FURNISHING ALCOHOLIC LIQUOR TO A MINOR¹¹

Offense	Description
Second Offense	
First Offense	fine of not more than \$1,000.00 and imprisonment for not more than 60 days
Second Offense	fine of not more than \$2,500.00 and imprisonment for not more than 90 days and may be ordered to perform community service

State of Michigan law also states, “if the subsequent consumption of the alcoholic liquor by the minor is a direct and substantial cause of the minor's death or an accidental injury that causes the minor's death, the individual furnishing alcohol is guilty of a felony, punishable by imprisonment for not more than 10 years or a fine of not more than \$5,000.00, or both”.

LOCAL SANCTIONS

ALCOHOL

The City of Lansing ordinances prohibits the “sale, consumption or possession of an alcoholic beverage in an open container on public property.”¹² Violations of the city ordinance may subject an individual to fines and costs, requirement to participate in alcohol and/or substance abuse treatment and may possibly result in a driver’s license suspension. A violation of this city ordinance is a misdemeanor of not more than 90 days of imprisonment and or a fine not exceeding \$500, plus cost of prosecution.¹³

City of Lansing Ordinance prohibits the “Either directly or indirectly, personally or by his or her clerk, agent, servant or employee, sell, furnish, give or deliver any alcoholic liquor to any person under twenty-one years of age A violation of this city ordinance is a misdemeanor of not more than 90 days of imprisonment and or a fine not exceeding \$500, plus cost of prosecution.”¹⁴

City of Lansing Ordinance, also prohibits a person less than 21 years of age, to purchase, consume, or possess, or attempt to purchase, consume or

possess alcoholic liquor.¹⁵ A violation of this ordinance shall result in a fine not more than \$100.00 for a first violation, not more than \$200.00 for a second violation, and, not more than \$300.00 for a third violation; May be ordered to participate in substance abuse prevention or substance abuse treatment and rehabilitation services; and may be ordered to perform community service and to undergo substance abuse screening; and may have a court ordered suspended driver’s license. ¹⁶

DRUGS

City of Lansing prohibits “intentionally smelling or inhaling the fumes of any substance releasing vapors for the purpose of causing euphoria, excitement, exhilaration, stupefaction or dull senses. No person shall possess, buy or use any such substance for the purpose of violating or aiding or abetting another to violate this section.¹⁷ a violation of this city ordinance is a misdemeanor of not more than 90 days of imprisonment and or a fine not exceeding \$500.¹⁸

In May of 2021, the City of Lansing repealed the drug paraphernalia ordinance that prohibited the use of “drug paraphernalia including the

possession with intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance in violation of State or local law". A violation of this city ordinance previously was a misdemeanor of not more than 90 days of imprisonment and or a fine not exceeding_\$500.19

HEALTH RISKS

DRUG ABUSE

The following sub-categories are the most frequently used drugs, listed with their associated risks, per the National Institute of Drug Abuse (NIDA).

1. Cannabinoids (Marijuana & Hashish)

- Common Effects of THC
 - Relaxation
 - Increased appetite
 - Irritability and restlessness
 - Anxiety, fear, distrust, panic
 - Hallucinations
- Health Risks
 - Impaired brain functions: memory, attention, processing speed, language
 - Respiratory issues
 - Increased risk of stroke, heart attack, arrhythmias
 - Cannabinoid Hyperemesis Syndrome (CHS): nausea, vomiting, abdominal pain
 - Elevated risk of head, neck, and throat cancers
 - Earlier onset of psychosis (for genetically at-risk individuals)
 - Depression and suicidal behavior in teens

2. **Synthetic Cannabinoids (e.g., K2/Spice)** - (MDMA [also known as: Ecstasy, Adam, clarity, Eve, lover's speed, peace uppers]; Flunitrazepam [also known as: Rohypnol, forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies]; GHB [also known as G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, liquid X])

- Effects (Stronger than cannabis)
 - Similar to THC effects: relaxation, appetite increase, anxiety, hallucinations
- Health Risks
 - Elevated heart rate and blood pressure
 - Unconsciousness, tremors, seizures
 - Nausea and vomiting
 - Numbness, tingling
 - Death from heart attack or organ failure

3. **Club Drugs** - (MDMA [also known as: Ecstasy, Adam, clarity, Eve, lover's speed, peace uppers]; Flunitrazepam [also known as: Rohypnol, forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies]; GHB [also known as G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, liquid X])

4. MDMA (Ecstasy, Molly)

- Effects
 - Energy, alertness
 - Emotional warmth
 - Heightened senses
- Health Risks
 - High heart rate, blood pressure
 - High body temperature
 - Jaw clenching, nausea, restless legs

5. Flunitrazepam (Rohypnol)

- Effects
 - Drowsiness, calmness
 - Movement/memory issues
- Health Risks
 - Slowed breathing, confusion
 - Headache, fainting, nausea, tremors, vomiting
 - Dangerous when combined with alcohol or opioids

6. **Dissociative Drugs** - (Ketamine [also known as Ketalar SV, cat Valium, Lady K, K, Special K, vitamin K]; PCP and analogs [also known as angel dust, embalming fluid boat, hog, rocket fuel, love boat, peace pill]; Salvia [also known as Chia seeds, Diviner’s Sage, Magic Mint, Sally-D, Ska Pastora])

7. **Ketamine**

- Effects
 - Altered perception, out-of-body experiences
 - Euphoria, detachment
- Health Risks
 - Headache, dizziness, speech issues
 - Sleepiness, feeling strange or “loopy”
 - Difficulty speaking
 - Numbness, blurred vision, nausea

8. **PCP**

- Effects
 - Delusions, hallucinations
 - Aggression, anxiety, disconnection
- Health Risks
 - Increased heart rate and blood pressure
 - Rapid Eye Movement
 - Elevated body temperature
 - Seizures, memory loss, coma, death

- Linked to psychosis and suicide

9. **Salvia**

- Effects
 - Hallucinations, detachment, dysphoria
- Health Risks
 - Loss of coordination, dizziness, slurred speech
 - Low addiction risk, but possible substance use disorder

10. **Hallucinogens** - Lucy Mae, Microdots, Tabs, Yellow Sunshine]; Mescaline [also known as Buttons, cactus, mesc, peyote]; Psilocybin [also known as: Magic mushrooms, purple passion, shrooms, little smoke, sewage fruit, sacred mush, zoomers])

- General Effects
 - Intense emotions, hallucinations
 - Vivid memory recall
 - Anxiety, confusion
- Health Risks (all types)
 - Headache, nausea, heart rate changes
- Psilocybin Specific Risk
 - High blood pressure
 - Nausea, vomiting
 - Risk of toxic mushroom ingestion

11. **Inhalants** -(Air blast, Aimies, Bullets, Laughing gas, Moon gas, Oz, Poppers, Snappers, Snotballs, Toilet Water, Whippets, Whiteout [includes paint thinners or removers, degreasers, dry-cleaning fluids, gasoline, lighter fluids, correction fluids, permanent markers, electronics cleaners and freeze sprays, glue, spray paint, hair or deodorant sprays, fabric protector sprays, vegetable oil sprays, whipped cream aerosol containers, refrigerant gases] ether, chloroform, halothane, and nitrous oxide)

(Paint thinners, aerosols, nitrites, gases)

- General Effects
 - Brief high similar to alcohol/sedatives
 - Lightheadedness, disorganized thoughts
 - Health Risks
 - Nausea, vomiting, confusion
 - Dizziness, slurred speech, muscle weakness
 - Sudden sniffing death (fatal heart failure)
12. **Opioids** - (Heroin; prescription opioids such as: oxycodone [OxyContin ®], hydrocodone [Vicodin ®], codeine, morphine, fentanyl, etc.)
(Heroin & Prescription Opioids)
- Effects
 - Euphoria, pain relief
 - Drowsiness, confusion
 - Health Risks
 - Nausea, constipation
 - Pain sensitivity over time
 - Respiratory depression, overdose, death
13. **OTC Cough/Cold Medications** - also known as *Dextromethorphan* or *DXM* [Robotripping, Robo, Triple C], *promethazine-codeine cough syrup*)
- Effects (DXM)
 - Mild stimulation, intoxication
 - High doses: hallucinations, paranoia, confusion
 - Health Risks
 - Hyperexcitability
 - Poor motor control,

- Nausea, stomach pain, vomiting
- Vision issues, slurred speech
- Increased heart rate and blood pressure sweating

14. **Steroids** - *Anabolic steroids*, also known as Nandrolone [Oxandrin ®], oxandrolone [Anadrol ®], stanozolol [Durabolin ®] Testosterone Cypionate [Depo-Testosterone ®], roids, juice, gym candy, pumpers)
- Effects
 - Mood changes: aggression, anxiety
 - Possible faster muscle recovery (not consistently proven)
 - Health Risks
 - Severe, long-lasting Heart, hormonal, liver damage
 - Early Heart attacks, stroke, kidney failure, liver tumors and psychiatric problems
 - Male-specific Risks
 - Reduced sperm, breast growth, testicular shrinkage
 - Female-specific Risks
 - Deep voice, body hair growth, baldness
15. **Stimulants** - *Cocaine* [also known as: blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot]; amphetamine; & *methamphetamine* [also known as: crank, chalk, crystal, fire, glass, go fast, ice, meth, speed, Desoxyn ®])
16. **Cocaine**
- Low Doses
 - Euphoria, alertness, hypersensitivity
 - High Doses
 - Irritability, paranoia, psychosis
 - Health Risks

- Heart attacks, seizures, stroke, coma
- Brain hemorrhage, nausea

17. *Methamphetamine*

- Effects
 - Euphoria, energy, appetite loss
 - Increased confidence, sex drive, anxiety
- Health Risks
 - Irregular heartbeat, high blood pressure
 - Kidney damage, overdose
 - Death

ALCOHOL ABUSE

Health Risks Associated with Alcohol Abuse

The consequences associated with alcohol abuse among college students are far reaching. According to research by the National Institute on Alcohol Abuse and Alcoholism (NIAAA) “college students and other young adults has shown that the frequency of blackouts predicts other alcohol-related consequences (such as missing work or school, having a lower grade point average [GPA], being injured, ending up in the emergency room, getting arrested, or experiencing other negative outcomes).”²¹ Additional harms could be fatal and nonfatal injuries, including falls, drownings, and automobile crashes; illnesses; unprotected sex that could lead to a sexually transmitted disease or an unwanted pregnancy; birth defects; falling; accidental death; and death by suicide. In addition, college students who drink to excess may miss opportunities to participate in the social, athletic, and cultural activities that are part of college life.²²

The risks are not just limited to students. The Centers for Disease Control and Prevention identifies the following short-term and long-term health risks related to alcohol use and

Short-Term Health Risks:

- Excessive alcohol use has immediate effects that increase the risk of many harmful health conditions. These are most often the result of binge drinking and include the following:

- Injuries, such as motor vehicle crashes, falls, drownings, and burns.
- Violence, including homicide, suicide, sexual assault, and intimate partner violence.
- Alcohol poisoning, a medical emergency that results from high blood alcohol levels.
- Overdose—from alcohol use with [other drugs](#), like opioids
- [Sexually transmitted infections](#) or unplanned pregnancy—alcohol use can lead to sex without protection, which can cause these conditions.
- Miscarriage and stillbirth or fetal alcohol spectrum disorders (FASDs) among pregnant women.

Long-Term Health Risks: Over time, excessive alcohol use can lead to the development of chronic diseases and other serious problems including:

- High blood pressure, heart disease, stroke, liver disease, and digestive problems, weakened immune system, death.
- Cancer of the breast, mouth, throat, esophagus, liver, and colon.
- Learning and memory problems, including dementia and poor school performance.
- Mental health problems, including depression and anxiety.
- Social problems, including lost productivity, family problems, and unemployment.
- Alcohol dependence, or alcoholism.

Binge drinking is a pattern in which a person consumes 4-5 alcoholic drinks in a short period of time (about 2 hours).²⁴ Alcohol Use Disorder or Alcoholism results from a continued pattern of drinking alcoholic beverages, dependence on alcohol, and disregard for consequences of alcohol intoxication.²⁵

Known risks for binge drinking and/or alcoholism include (but are not limited to) disruption of mood; change in behavior; inability to think clearly;

decreased coordination; heart problems, including stroke, arrhythmias, and high blood pressure; Steatosis, or fatty liver, Alcoholic hepatitis, Fibrosis, Cirrhosis; Pancreatitis, a dangerous inflammation and swelling of the blood vessels in the pancreas that prevents proper digestion; increased risk of mouth cancer, esophagus cancer, throat cancer, liver cancer, and breast cancer; and weakened immune system.²⁶

Drug AND ALCHOL PROGRAMS

EMPLOYEES

<https://www.lcc.edu/hr/benefits/wellness/hmsa-employee-assistance.html>

The College offers educational and referral services to employees aimed at preventing substance abuse and assisting in rehabilitation. The [Employee Assistance Program \(HMSA\) provides](#) professional counseling and referral services designed to help LCC employees and eligible family members (spouse and dependents) with personal, job, or family related problems as well as specific resources to help employees resolve problems with substance abuse (alcohol and drugs). The College's Employee Assistance Program provides treatment or rehabilitation programs for employees. Employees have 24/7 phone access to live counselors, 365 days a year where they can talk to a counselor for an assessment and referral of services regarding drugs and alcohol which may include treatment and rehabilitation programs. Services are confidential, free, and the counselors work with individuals to identify, resolve, and gain control over issues that may be interfering with work and daily life.

The College offers comprehensive [employee medical benefits](#), which promote health, wellbeing, and support for eligible employees and their families. These benefits include paid time off for leaves of absence related to substance abuse treatments.

[Employee Assistance Program](#)

Phone: 1-800-847-7240

[Human Resources](#)

Phone: 517-483-1870

Monday – Friday

8:00 a.m. – 5:00 p.m.

Administration Building

Suite 103 & 106

610 North Capital Avenue
Lansing, MI 48933

EDUCATIONAL INFORMATION AND PROGRAMS OFFERED FOR EMPLOYEES THROUGHOUT THE YEAR

Annually, all employees receive training on the Drug and Alcohol Policy. New employees are also required to complete this training during the onboarding process.

Drug/alcohol survey regarding employee alcohol and drug use, perceptions of employee use/abuse, and awareness of the employee assistance program for counseling and substance abuse program services. The survey is administered to employees through an online survey tool and is confidential and anonymous. Information gathered assists in understanding the areas of greatest need for employees.

Articles in the employee Star Newsletter regarding the Employee Assistance Program.

The College offers drug and alcohol training through our Administrator Bootcamp series which will be implemented in the Fall, 2025 and will be required for current supervisory/administrative employees. New supervisory/administrative employees will be required to complete training after the date of hire. Training will provide tools and resources for supervisors and administrators to reference to assist employees who are experiencing a medical need, which may include substance abuse.

STUDENTS

The College does not provide treatment or rehabilitation programs for students. The College offers free individual counseling to all currently-enrolled students. LCC's state-licensed, professional counselors help students manage stress, personal loss, relationships, substance abuse, family matters, and provide support for all circumstances and stressors that affect a student's academic performance.

Counselors provide educational and referral services to community and rehabilitation resources for students who need assistance with substance

and alcohol abuse issues. Counselors carefully select community resources with the belief that they provide useful and accurate information for students.

Resources are provided directly to students by counselors and additional contact information is also available on the [counseling website](#) under Online Mental Health Resources, Alcohol and Other Drugs. The Resources include those referenced in the following table.

Resource	Description	Contact Information
Alanol Clubs	Find locations and numbers of AA meetings in the local area.	Site: http://grrr.net/alano.html
Al-Anon/Alateen	Information about local meetings and resources for family members of an alcoholic.	Phone: 1-888-425-2666 Email: wso@al-anon.org Site: https://al-anon.org
Alcoholics Anonymous	Explains what Alcoholics Anonymous is and the 12 Steps. Does not provide meeting locations but resources in your community.	Site: https://www.aa.org/
All Treatment	Find alcohol and drug rehab centers in your area and check insurance eligibility.	Phone: 877-867-6407 (24/7 Service) Site: https://www.alltreatment.com
Blood Alcohol Level Calculator	Measures your blood alcohol by taking into account how much you drank, your weight, and gender.	Site: https://www.intox.com/drink-wheel/
Higher Education Center for Alcohol and Other Drug Prevention	National drug abuse hotline and treatment locator service. Has a live chat to speak with a certified drug and alcohol counselor.	Phone: 1-877-872-0540 Site: https://www.higheredcenter.org
Marijuana Anonymous	Fellowship of people sharing experience, strength, and hope to recover from marijuana addiction.	Phone or Text: 1-800-766-6779 Email: support@marijuana-anonymous.org Site: https://marijuana-anonymous.org
Narcotics Anonymous	Find meetings, virtual meetings, events, and literature for narcotic users and their families.	Phone: 818-773-9999 x771 Site: https://www.na.org/
Nicotine Anonymous	Find meetings and access the 12 steps modified for nicotine users.	Phone: 1-877-879-6422 Email: info@nicotine-anonymous.org Site: https://www.nicotine-anonymous.org
Partnership for a Drug-Free America	Provides addiction prevention, treatment, and recovery resources, as well as connections to local resources.	Phone: Schedule a call on website Text: Text CONNECT to 55753 Email: Email request on website Site: https://drugfree.org/

Resource	Description	Contact Information
Phoenix House	Provides drug addiction, alcohol abuse treatment, and rehab services to help individuals rediscover their strength.	Phone: 1-888-671-9392 Site: https://www.phoenixhouse.org
Substance Abuse and Mental Health Services Administration (SAMHSA)	Find treatment centers for substance abuse and mental health services.	Phone: 1-877-726-4727 Site: https://www.samhsa.gov/find-treatment

Resources are provided directly to students by counselors and additional contact information is also available on the [counseling website](#) under Online Mental Health Resources, Patient Mental Health Resources, and includes:

Resource	Description	Contact Information
Community Mental Health	The Integrated Treatment & Recovery Services will help with substance abuse treatment, withdrawal, and therapy.	Phone: 1-888-800-1559 or 517-346-8318 Site: http://www.ceicmh.org/services/itrs
University of Michigan Health-Sparrow Psychiatric and Behavioral Health	Provides psychiatric and behavioral health services.	Phone: 517-364-1000 Site: https://www.uofmhealthsparrow.org/departments-conditions/all-departments/psychiatry-behavioral-health
Counseling Services	Offers counseling services on LCC's Downtown Campus	Phone: 517-483-1924 Hours: Monday – Friday: 8:00 a.m. – 5:00 p.m. Location: Gannon Building, StarZone, 411 North Grand Avenue, Lansing, MI 48933

EDUCATIONAL INFORMATION AND PROGRAMS OFFERED FOR STUDENTS THROUGHOUT THE YEAR

Ongoing promotions, awareness, and referrals regarding the available college alcohol and substance abuse counseling services and community substance abuse rehabilitation and treatment programs/resources.

Presentations and information on College drug and alcohol policies as part of new student orientation programs, and specialized new student groups such as first responders and student athletes.

Student Resource Fair Welcome Week, and Campus Crawl events providing interactive activities with students on drug and alcohol awareness, substance abuse prevention, and risk reduction related to alcohol, marijuana, and other drugs.

Drug/alcohol survey regarding student alcohol and drug use, perceptions of student use/abuse, and awareness of counseling and substance abuse

program referrals. The survey is administered to students through an online survey tool and is confidential and anonymous. Information gathered assists in understanding the areas of greatest need for students. Mental Health Awareness and Healthy Relationship events providing drug and alcohol awareness, prevention, and risk reduction information related to mental health and sexual misconduct topics.

Drug and Alcohol event at Downtown Campus providing interactive activities with students utilizing alcohol and marijuana intoxication simulation goggles, driving pedal carts, road courses, and walking strips to promote awareness of the effects of impaired driving, substance abuse prevention, and risk reduction.

Digital signage and social media awareness, prevention, and education communication campaign ongoing throughout the year on marijuana, opioids, drug overdose, alcohol, vaping, mental health, and recovery.

Information tables during alcohol and drug awareness months, including Red Ribbon Week.

Required online Student Title IX and Sexual Misconduct training, including information on drug and alcohol awareness, prevention, and risk reduction information related to sexual misconduct topics.

Materials on underage drinking, drunk driving consequences and alcohol and drug use/abuse available to students in multiple campus offices.

GENERAL SUBSTANCE ABUSE RESOURCES/INFORMATION FOR STUDENTS AND EMPLOYEES

[https://findtreatment.gov/https://findtreatment.gov/](https://findtreatment.gov/https://findtreatment.gov/Students)Students and employees are encouraged to access the [Substance Abuse and Mental Health Services Administration \(SAMHSA\) Treatment Locator](https://findtreatment.gov/https://findtreatment.gov/Students), a confidential and anonymous source of information for persons seeking treatment facilities in the United States or U.S. Territories for substance abuse/addiction and/or mental health problems. To access this resource, visit <https://findtreatment.gov/>.

LCC Police Officers trained and equipped with Narcan. Since police officers may be the first people on the scene of an overdose, “overdose reversal programs” aim to train officers to recognize an opioid overdose and use naloxone to intervene.

Access to the Drug and Alcohol Policy and the DAAPP on the LCC website.

DISCIPLINARY SANCTIONS

Students and employees who violate the standards of conduct outlined in this DAAPP are subject to both institutional sanctions as well as criminal sanctions provided under local, state, and federal law.

EMPLOYEES

As required by the Drug-Free Schools and Communities Act, any employee found to be in violation of the prohibitions listed in the Drug and Alcohol Policy shall be subject to disciplinary actions up to and including termination of employment.

Section III of the current Drug and Alcohol Policy states:

“Compliance with this policy, including compliance with mandated drug and alcohol testing, is a condition of employment.

Furthermore, as a condition of continued employment, any employee who is charged with or convicted of a violation of any state or federal criminal statute involving manufacture, distribution, dispensation, use,

or possession of any controlled substance or alcohol shall notify the Executive Director of Human Resources, in writing, of the charges or conviction no later than five (5) days after such charges or conviction(s). The Executive Director of Human Resources shall report conviction(s) as required by the Drug-Free Workplace Act.

In accordance with the Drug-Free Workplace Act, the Drug-Free Schools and Communities Act, or applicable College policies, employees shall be subject to mandatory participation in a substance abuse assistance or rehabilitation program; and/or disciplinary action, up to and including discharge or dismissal, as determined by the College for the following reasons:

- Failure to comply with mandated drug or alcohol testing.
- Failure to timely report being charged with or convicted of a violation of any state or federal criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance or alcohol.
- Failure to abide by this policy. In addition, an employee may be referred for criminal prosecution by federal, state, and local authorities.”

The process for ensuring consistency in disciplinary action when an employee violation occurs, is as follows:

- Level one and level two disciplinary actions require approval of the Director of Labor and Employee Relations; and
- Level three and level four disciplinary actions require the recommendation of the Director of Labor and Employee Relations, and the approval of the Executive Director of Human Resources.
 - o Level 1 – Lowest form of disciplinary action, for less serious infractions
 - o Level 2 – Next level of disciplinary action, for items not previously corrected or for more serious infractions.

(Levels 1 and 2 do not include suspensions)

- o Level 3 – a non-paid disciplinary suspension.
- o Level 4 – Termination of employment.

(Violations of the DAAPP generally result in Level 3 or 4 disciplinary actions)

Employees who violate the Alcohol and Drug policy may be subject to mandatory participation in a substance abuse assistance or rehabilitation

program as a condition of continued employment or reemployment. The Employee Assistance Program provider develops and implements individual treatment plans with input from the College. The EAP provider submits reports to the College regarding participation and completion of treatment plans mandated due to violations of the Drug and Alcohol Policy.

STUDENTS

As required by the Drug-Free Schools and Communities Act, any student found to be in violation of the prohibitions listed in the Drug and Alcohol Policy (including the Student Code of Conduct) shall be subject to disciplinary actions up to and including expulsion. The Student Code of Conduct sanctioning section states the following:

The Conduct Officer, Presiding Officer, or Hearing Panel and the Chairperson will consider the sanctions listed below for any student found responsible for a violation(s) of the Student Code of Conduct or Student General Rules and Guidelines that they find to be fair and proportionate to the violation(s). In determining an appropriate sanction(s), they endeavor to be educational and restorative in nature and may also consider any record of past violations of the Student Code of Conduct or Student General Rules and Guidelines as well as the nature and severity of such past violation(s). Any sanction(s) issued will include a rationale in the written determination.

The College will issue sanctions consistent with the impact of the offense on the College community. Progressive sanctioning principles will be followed in that the student's prior discipline history at the College will be taken into account. The following sanctions may be issued:

- Written Warning - A written notice to the student that the student has violated College regulations.
- Probation - A period of observation and review of conduct during which the student or student group or organization must demonstrate compliance with College standards. Probation is for a designated period of time and includes the probability of additional sanctions if the student or student group or organization is found to violate any College

regulation(s) during the probationary period. Probation may be issued for any violation(s), but will be issued for all alcohol and drug violations and all violations resulting in sanctions of suspension or dismissal.

- Restrictions - Denial of access to specific areas of the College or participation in certain groups or activities for a designated period of time and for clearly stated reasons.
- Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Discretionary Sanctions - Educational assignments, essays, or other related discretionary assignments

Discretionary sanctions may be issued for any violation(s). Discretionary sanctions for drug and alcohol offenses specifically, may include assignments, essays, informational meetings, meeting with an LCC Counselor to discuss drug and alcohol abuse, Random Preliminary Breath Test (PBT), and completion of community drug and/or alcohol rehabilitation programs, and education programs. Discretionary sanctions for sexual misconduct offenses specifically, may include meeting with an LCC Counselor to discuss sexual harassment and/or completion of education programs.

- No contact order – an order prohibiting contact between the responding student and the complainant, witnesses, and/or other individuals including **any/all** unwarranted communications between the parties including, but not limited to, communication via technology, third party communication, or face to face.
- Suspension - Separation of the student from the College for a specified length of time (usually year or less) after which the student is eligible to return. Conditions for readmission may be specified. Suspensions may be effective immediately or deferred (e.g., a suspension issued toward the end of a

semester may be deferred to the day after the end of that semester).

When students are issued a suspension, re-entry to the College is determined at the return from suspension meeting with the Office of Student Compliance. All sanctions must be completed prior to the return from suspension meeting. The College does not have a specific re-entry program for students with alcohol and drug violations beyond what is listed here.

- Dismissal - Separation of the student from the College for a year or more. The student may be eligible for return. Conditions for readmission may be specified. Dismissals will be effective immediately.

When students are issued a dismissal, re-entry to the College is determined at the return from dismissal meeting with the Office of Student Compliance. All sanctions must be completed prior to the return from dismissal meeting. The College does not have a specific re-entry program for students with alcohol and drug violations beyond what is listed here.

- Expulsion - Termination of the student from the College permanently. Expulsions will be effective immediately.
- Revocation of Admission and/or Degree - Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- Withholding Degree or Certificate - The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

The following sanctions may be imposed for student groups or organizations:

- Those sanctions listed above in 6.1 (a-j).
- Loss of selected rights and privileges for a specified period of time.

- Loss of Recognition- Registered Student Organizations may lose recognition and will be deprived of the use of College resources, the use of the College's name, and the right to participate in College or campus-sponsored activities. The loss of recognition may be for a specific period of time or for an indefinite period of time until stated all conditions are met.

Sanctions are administered on a case-by-case basis, taking into consideration the severity of the violation, the specific circumstances, the presence of any mitigating or aggravating factors (such as depression or the death of a loved one, an assault or a threat, substance abuse history) and/or any prior violations of the Student Code of Conduct, including any prior violations involving drugs or alcohol.

All students with drug or alcohol violations receive probation as a sanction, and are required to meet with the Office of Student Compliance at least once per semester of enrollment and may be subject to violations of the Student Code of Conduct if they have any additional violations during the probationary period.

The ultimate goal of the sanctions is to reinforce LCC's commitment to a positive and safe learning environment consistent with acceptable social standards, and in accordance with federal, state and local laws. To achieve this goal, one or more of the sanctions listed above may be assigned in addition to probation.

Students are given deadlines by which to complete the sanctions and receive reminder emails about sanction deadlines prior to the deadline and after the deadline, if still incomplete. In addition, the Office of Student Compliance generates a report every other month of students with alcohol or drug violations to monitor student progress on sanction completion.

Students who do not complete sanctions by the deadline and after the two email reminders, receive an additional email letter reminding them of the need to complete sanctions and requesting a follow-up meeting with the Office of Student Compliance.

To maintain consistency of sanctions among students, a report is generated by the Office of Student Compliance via the case management system for the current and previous two academic years of student alcohol and drug violations. The report is reviewed by the

Director of Student Compliance and/or the Student Conduct Officer to evaluate current and historical sanctions for students with similar violations and circumstances before sanctions are issued to maintain consistency.

Furthermore, when applicable, the Office of Student Compliance will work closely with the LCC Police Department when a student has also violated the law. The LCC Police Department will seek prosecution of drug and alcohol related offenses that occur on the college campus and involve currently enrolled students when warranted.

In addition, a student may be referred for prosecution by federal, state, and local authorities.

ANNUAL NOTIFICATION OF THE DAAPP AND BIENNIAL REVIEW

EMPLOYEE & STUDENT NOTIFICATION

Notification of the information contained in the DAAPP will be distributed to all current employees and currently enrolled students of the College via email and through the College Portal on an annual basis and to any new employees or students thereafter on an ongoing basis.

BIENNIAL REVIEW

Every other year, typically in May/June of odd-numbered years, the College will conduct a biennial review of the DAAPP to determine its effectiveness and implement changes to the program if they are needed. The review will also ensure that any disciplinary sanctions are consistently enforced.

The Biennial Review report will be signed by the College's President and maintained by the Office of Compliance. A copy of the report will be provided, upon request. Contact the Office of Compliance at 517-483-1394 or at compliance@star.lcc.edu

The biennial review includes but is not limited to evaluation of the total number of alcohol and drug violations that occurred within the previous two academic years for students and employees relevant to overall enrolled students and active employees; evaluation of the timeliness and

effectiveness (strengths and weaknesses) of previous programming related to drug and alcohol use and abuse; development of a plan for the next two academic years to provide appropriate and effective drug and alcohol abuse prevention programming to students and employees; evaluation of the sanctions imposed due to drug and alcohol violations; and evaluation of the College's policies related to drugs and alcohol for students and employees.

OVERSIGHT RESPONSIBILITY

The Dean of Student Affairs or designee shall have oversight responsibility of the DAAPP including, but not limited to: updates, coordination of information required in the DAAPP, and coordination of the annual notification to students and employees. Questions about this DAAPP should be directed to the Dean of Student Affairs at sasdiv@lcc.edu or (517) 483-1162.

PREPARATION OF DISCLOSURE OF CRIME STATISTICS FOR THE ANNUAL SECURITY REPORT

Lansing Community College Annual Security Report is prepared and distributed in compliance with the Jeanne Clery Campus Safety Act (the "Clery Act").

LCC established a Clery Compliance Committee to coordinate an effective response to the obligations of the Clery Act. The Compliance Committee consists of , Associate Dean of the Center for Student Support, Athletic Director, Dean of Student Affairs, Director of Emergency Management, Chief of Police, Deputy Chief of Police, Police Sergeant, Director of Risk Management and Legal Services, Associate Director of Risk Management and Legal Services, Director of Student Compliance/Student Title IX Coordinator, Director of Student Life/Student Ombuds, , Title IX Coordinator, Director of Labor & Employee Relations, Title IX Investigator/Conduct Officer, Director of Academic and Career Advising, Director of Academic Success Coaches, Associate Vice President of External Affairs/Development/K-12 Operations, Associate Director of Financial Aid, Communications Coordinator, Public Relations Coordinator, , Director of Job Training Center/Centralized Services, Director of

Extension/Lifelong Learning, Director of the Office of Compliance, and the Compliance Coordinator. The committee receives training, reviews policies and procedures related to Clery statistics, and discusses ways to improve various components of Clery compliance.

The College's Police Department, in cooperation with designated campus officials and the Clery Compliance Committee/sub-committees, prepare the Annual Security Report. The Annual Security Report contains three years of selected crime statistics and certain campus security policy statements. The LCCPD and the Human Resources Department send an annual written request for statistical information to employees and outside law enforcement agencies. The statistical information is compiled by LCCPD and it is based on reported crimes that occurred on campus, crimes that occurred on locations adjacent to the College campuses, crimes that occur on properties owned or under the control of the College, arrests, and referral statistics LCCPD receives from campus officials, CSA's and other local or State law enforcement agencies with proper jurisdiction under the Clery Act. Not all local or State law enforcement agencies respond to the requests for statistics. LCCPD is designated to review all incident reports to ensure crimes are properly classified in the correct crime category.

The Clery Compliance subcommittee, meets regularly to examine crime statistic data and verify all reported crimes are documented in accordance with the applicable crime definitions. Once the subcommittee confirms the accuracy of the crime statistics, LCCPD then submits the annual crime statistics, published herein, to the Department of Education. By October 1st of each year, all students and employees of the College community are notified by email that the Annual Security Report has been posted and is accessible on the College's website. The College also reports the annual crime statistics contained in this report to the U.S. Department of Education. A searchable database containing those statistics can be found at the U.S. Department of Education Campus Safety and Security website.

Notice of the availability of the ASR report and the website address for accessing the ASR is provided on an ongoing basis to prospective students and employees through the College online application process.

Also, as required by the Clery Act, information concerning our compliance with the Drug-Free Schools and Communities Act of 1989 (amends the Higher Education Act), is contained in this report.

Hard copies of Annual Security report may also be obtained at LCCPD Office located at 411 N. Grand Ave., Lansing, MI 48933 in the Gannon Building, Room 2110, at the Downtown Campus.

REGISTERED SEX OFFENDER INFORMATION

Sex Offender Registration Information. 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. Information regarding registered sex offenders in the State of Michigan under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C 16921) may be obtained by clicking on the link to the State of Michigan Sex Offender Registry. The Michigan's Sex Offender Registration Act as amended conform to the federal Adam Walsh Child Protection and Safety Act.

The Campus Sex Crimes Prevention Act (CSCPA) is a federal law that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education or working or volunteering on campus.

The CSCPA amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act to require sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. The CSCPA is posted on the College's [website](#).

HIGHER EDUCATION OPPORTUNITY ACT NOTIFICATION OF VICTIMS OF CRIMES OF VIOLENCE

The College will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

CLERY ACT GEOGRAPHY

Under the Clery Act, for incidents to be properly included in crime statistics, the offense must occur on Clery-defined campus geography, meet the definition of a Clery crime, and be reported to a Campus Security Authority or a law enforcement agency with proper jurisdiction. This information is aggregated by the LCCPD and distributed in this report.

ON-CAMPUS

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the College but controlled by another person, is frequently used by students, and supports institutional purposes.

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

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

DOWNTOWN CAMPUS

Downtown Campus
Criminal Offenses Reporting Table

SEPARATE CAMPUSES

All policy statements contained in this report apply to Downtown, West, East, and Mason campuses unless otherwise indicated.

CLERY ACT CRIME STATISTICS

CLERY ACT STATISTICS REPORTING TABLES

This section includes number five charts of crime statics. The charts show the number of crimes reported to have occurred at LCC locations for calendar years 2022, 2023 and 2024.

The College may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where a sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of the full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore "unfounded". There were no unfounded crimes which were withheld from the following statistics for calendar years 2022, 2023 or 2024.

Note: Statistics are based on reports of alleged criminal offenses and are counted regardless of whether the crime has been investigated, or whether a finding of guilt or responsibility has been made. Statistics are based on the date the Clery Act Crime was reported, not the date it allegedly occurred.

LCC crime statistics can be found on the [website](#).

Geographic Location	On-camps			Non-campus			Public Property		
	2022	2023	2024	2022	2023	2024	2022	2023	2024
Offense									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	1	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	6	1	0	1	0	0
Burglary	0	0	0	4	0	0	0	0	0
Motor Vehicle Theft	0	0	0	14	2	0	1	0	0
Arson	0	0	0	1	0	0	0	0	0

Downtown Campus

VAWA Offenses Reporting Table									
Geographic Location	On-campus			Non-campus			Public Property		
Year	2022	2023	2024	2022	2023	2024	2022	2023	2024
Offense									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	1	0	0	0	0	0
Stalking	0	1	2	0	0	0	0	0	0

Downtown Campus									
Weapons, Drugs, & Liquor Law Arrests Violations Table									
Geographic Location	On-campus			Non-campus			Public Property		
Year	2022	2023	2024	2022	2023	2024	2022	2023	2024
Offense									
Weapon Law Violations	0	0	1	0	2	1	0	1	0
Drug Law Violations	0	0	2	6	7	2	0	0	0
Liquor Law Violations	0	0	0	4	2	2	0	0	0

Downtown Campus									
Weapons, Drug, & Liquor Law Disciplinary Referrals Violations Table									
Geographic Location	On-campus			Non-campus			Public Property		
Year	2022	2023	2024	2022	2023	2024	2022	2023	2024
Offense									
Weapon Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Downtown Campus
Hate Crimes
<i>There was one (1) hate crime reported on the Downtown Campus in 2023. Destruction/damage/vandalism characterized by country-of-origin bias. There were no reported hate crimes on the Downtown Campus in 2022 and 2024.</i>

WEST CAMPUS

West Campus									
Criminal Offenses Reporting Table									
Geographic Location	On-camps			Non-campus			Public Property		
Year	2022	2023	2024	2022	2023	2024	2022	2023	2024
Offense									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	1	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0

Arson	0	0	0	0	0	0	0	0	0
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West Campus									
VAWA Offenses Reporting Table									
Geographic Location	On-campus			Non-campus			Public Property		
Year	2022	2023	2024	2022	2023	2024	2022	2023	2024
Offense									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	1	0	0	0	0	0	0

West Campus									
Weapons, Drugs, & Liquor Law Arrests Violations Table									
Geographic Location	On-campus			Non-campus			Public Property		
Year	2022	2023	2024	2022	2023	2024	2022	2023	2024
Offense									

Weapon Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

West Campus									
Weapons, Drug, & Liquor Law Disciplinary Referrals Violations Table									
Geographic Location	On-campus			Non-campus			Public Property		
Year	2022	2023	2024	2022	2023	2024	2022	2023	2024
Offense									
Weapon Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

West Campus
Hate Crimes
<i>There were no reported hate crimes on the West Campus in 2022, 2023, 2024.</i>

MASON AVIATION CAMPUS

Mason Aviation Campus									
Criminal Offenses Reporting Table									
Geographic Location	On-camps			Non-campus			Public Property		
Year	2022	2023	2024	2022	2023	2024	2022	2023	2024
Offense									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0

Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

Mason Aviation Campus									
VAWA Offenses Reporting Table									
Geographic Location	On-campus			Non-campus			Public Property		
Year	2022	2023	2024	2022	2023	2024	2022	2023	2024
Offense									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Mason Aviation Campus									
Weapons, Drugs, & Liquor Law Arrests Violations Table									
Geographic Location	On-campus			Non-campus			Public Property		
Year	2022	2023	2024	2022	2023	2024	2022	2023	2024
Offense									

Weapon Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Mason Aviation Campus									
Weapons, Drug, & Liquor Law Disciplinary Referrals Violations Table									
Geographic Location	On-campus			Non-campus			Public Property		
Year	2022	2023	2024	2022	2023	2024	2022	2023	2024
Weapon Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Mason Aviation Campus
Hate Crimes
<i>There were no reported hate crimes on the Mason Aviation Campus in 2022, 2023, 2024.</i>

LIVINGSTON CENTER CAMPUS

Livingston Center Campus									
Criminal Offenses Reporting Table									
Geographic Location	On-camps			Non-campus			Public Property		
Year	2022	2023	2024	2022	2023	2024	2022	2023	2024
Offense									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0

Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

Livingston Center Campus									
VAWA Offenses Reporting Table									
Geographic Location	On-campus			Non-campus			Public Property		
Year	2022	2023	2024	2022	2023	2024	2022	2023	2024
Offense									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Livingston Center Campus									
Weapons, Drugs, & Liquor Law Arrests Violations Table									
Geographic Location	On-campus			Non-campus			Public Property		
Year	2022	2023	2024	2022	2023	2024	2022	2023	2024
Offense									

Weapon Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Livingston Center Campus									
Weapons, Drug, & Liquor Law Disciplinary Referrals Violations Table									
Geographic Location	On-campus			Non-campus			Public Property		
Year	2022	2023	2024	2022	2023	2024	2022	2023	2024
Offense									
Weapon Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Livingston Center Campus
Hate Crimes
<i>There were no reported hate crimes on the Livingston Center Campus in 2022, 2023, 2024.</i>

Note: Effective June 30, 2025, the Livingston Center Campus has closed.

EAST CAMPUS

East Campus									
Criminal Offenses Reporting Table									
Geographic Location	On-camps			Non-campus			Public Property		
Year	2022	2023	2024	2022	2023	2024	2022	2023	2024
Offense									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0

Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

East Campus									
VAWA Offenses Reporting Table									
Geographic Location	On-campus			Non-campus			Public Property		
Year	2022	2023	2024	2022	2023	2024	2022	2023	2024
Offense									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	1	0	0	0	0	0	0

East Campus									
Weapons, Drugs, & Liquor Law Arrests Violations Table									
Geographic Location	On-campus			Non-campus			Public Property		
Year	2022	2023	2024	2022	2023	2024	2022	2023	2024
Offense									

Weapon Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

East Campus									
Weapons, Drug, & Liquor Law Disciplinary Referrals Violations Table									
Geographic Location	On-campus			Non-campus			Public Property		
Year	2022	2023	2024	2022	2023	2024	2022	2023	2024
Offense									
Weapon Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

East Campus
Hate Crimes
<i>There were no reported hate crimes on the East Campus in 2022, 2023, 2024.</i>

NON-DISCRIMINATION STATEMENT

LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, pregnancy, pregnancy-related conditions, military status, veteran’s status, or other status as protected by law, or genetic information that is unrelated to the person’s ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.

For information regarding the nondiscrimination policies contact: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square, Suite 150, Lansing, MI 48933, 517-483-1730.

For employees 504/ADA Accommodations contact: HR Director of Total Compensation & Employment, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875;

For students 504/ADA Accommodations contact: Care Services Manager, Center for Student Support, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1358.

For Title IX, reporting, or complaints contact: Director of Risk Management & Legal Affairs, Student and Employee Title IX Coordinator, Washington Court Place, 309 N. Washington Square, Suite 150, Lansing, MI 48933, 517-483-1730, and/or U.S. Department of Education’s Office of Civil Rights, Michigan Department of Civil Rights.

Federal Statutes

- 34 U.S.C. § 12291(a)(8).
- 34 U.S.C. § 12291(a)(9–10).
- 34 U.S.C. § 12291(a)(29).
- 34 U.S.C. § 12291(a)(30).

Michigan Compiled Laws (MCL)

- MCL 257.625.
- MCL 333.27965.
- MCL 333.7401.

- MCL 333.7403.
- MCL 333.7403(c).
- MCL 333.7403(ii).
- MCL 436.1701.
- MCL 436.1703.
- MCL 750.81.
- MCL 750.520a.
- MCL 750.520b.
- MCL 750.520c.
- MCL 750.520d.
- MCL 750.520e.

Case Law

PEOPLE V. STARKS, 473 MICH. 227 (2005).

Local Ordinances (City of Lansing)

- LANSING, MICH., CODE OF ORDINANCES, PART 202.99.
- LANSING, MICH., CODE OF ORDINANCES, PART 608.03(1)(a).

LANSING, MICH., CODE OF ORDINANCES, PART 608.03(a)(8).
LANSING, MICH., CODE OF ORDINANCES, PART 608.04.
LANSING, MICH., CODE OF ORDINANCES, PART 622.02.
LANSING, MICH., ORD. NO. 1281, § 1 (MAY 10, 2021) (repealing § 622.01, drug paraphernalia).

Government and Research Sources

CENTERS FOR DISEASE CONTROL AND PREVENTION. *ALCOHOL USE FACT SHEET*. U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES. Last visited May 21, 2024. <https://www.cdc.gov/alcohol/fact-sheets.htm>

DRUG ENFORCEMENT ADMINISTRATION. *2024 DRUG ABUSE EBOOK*. U.S. DEPARTMENT OF JUSTICE. Last visited May 17, 2024. <https://www.dea.gov>

NATIONAL INSTITUTE ON ALCOHOL ABUSE AND ALCOHOLISM. *ALCOHOL'S EFFECTS ON THE BODY*. NATIONAL INSTITUTES OF HEALTH. Last visited May 21, 2024. <https://www.niaaa.nih.gov/publications/brochures-and-fact-sheets/alcohols-effects-body>

NATIONAL INSTITUTE ON ALCOHOL ABUSE AND ALCOHOLISM. *COLLEGE DRINKING PREVENTION*. NATIONAL INSTITUTES OF HEALTH. Last visited May 21, 2024. <https://www.collegedrinkingprevention.gov>

NATIONAL INSTITUTE ON ALCOHOL ABUSE AND ALCOHOLISM. *INTERRUPTED MEMORIES: ALCOHOL-INDUCED BLACKOUTS*. NATIONAL INSTITUTES OF HEALTH. Last visited May 21, 2024. <https://www.niaaa.nih.gov/publications/brochures-and-fact-sheets/interrupted-memories-alcohol-induced-blackouts>

NATIONAL INSTITUTE ON ALCOHOL ABUSE AND ALCOHOLISM. *RETHINKING DRINKING: ALCOHOL AND YOUR HEALTH*. NATIONAL INSTITUTES OF HEALTH. Last visited May 21, 2024. <https://www.rethinkingdrinking.niaaa.nih.gov>

NATIONAL INSTITUTE ON ALCOHOL ABUSE AND ALCOHOLISM. *ABOUT NIAAA*. NATIONAL INSTITUTES OF HEALTH. Last visited May 21, 2024. <https://www.niaaa.nih.gov>

NATIONAL INSTITUTE ON DRUG ABUSE. *NIDA RESEARCH AND RESOURCES*. NATIONAL INSTITUTES OF HEALTH. Last visited May 21, 2024. <https://nida.nih.gov>