Student Organization Handbook
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Welcome Statement
Mid Michigan College’s Student Advancement team wants you to get ready for an exciting college experience! Mid not only offers a wide variety of academic options, but extensive student engagement opportunities as well. Research shows that students who get involved outside of the classroom perform better academically and gain important leadership skills compared with students who do not. Not only is it likely that you will learn more, but you will open doors to new friendships and memorable experiences. There is so much more to learn beyond the classroom, so get involved and give yourself the gift of a complete education. This handbook is designed to answer some of those questions and also address some of the general information, policies, and procedures that will serve as your guide for making decisions related to campus life opportunities.

This handbook is organized into policies, services, and general student information. Please review the handbook and make yourself familiar with its content. To maintain the relevancy and timeliness of the information, this handbook will be updated annually with any necessary corrections or revisions and will be distributed to students at the time of any update. As with most handbooks, there may be exceptions to the policies and procedures. Mid Michigan College reserves the right to apply exceptions or modify/change policies or procedures when the need arises.

Why Student Organizations
Campus involvement promotes the likelihood of a student continuing their education, improves academic performance, promotes and develops leadership skills, and enhances one’s appreciation of diversity. Through participation in student organizations and activities, students can complement the classroom curriculum with out-of-class related experiences, form relationships with other students with similar interests, develop mentor relationships with faculty and staff, and utilize life skills such as decision making, planning, critical thinking, time management, etc.

Student Life Philosophy
Mid Michigan College’s Student Advancement team is committed to the advisor system for student organizations. We believe that each student organization’s advisor should be a good fit for the organization and contribute to its success. Most student organizations that are consistently successful have active advisors working collaboratively with the members of the student organization. We encourage advisors to become as actively involved as possible, while allowing students the freedom to make their own decisions. We believe advisors should teach and advise, but decisions should be made by the student members of the organization. As student activities professionals, it is our role to work with students and advisors to help organizations succeed and accomplish their goals. While we often offer advice as well, we are not there to supplant or replace an advisor. Our hope is that our staff can encourage successful student/advisor relationships that will lead to greater success for our student organizations and that we can be a resource to them.

General Information
Note that any reference to clubs, groups, or organizations all refer to Mid Michigan College student based groups having an advisor.

- All clubs and their activities must fall within the limits of Student Advancement and Mid Michigan College policies, as well as municipal, state, and federal laws.
- A list of club leaders will be provided to the Director of Student Advancement and will be kept current. A status report or meeting minutes should be provided to the Director of Student Advancement at least once each semester.
- Officer or leadership positions within the organization must be filled by current Mid Michigan College students in good standing.
- All student organizations must have at least one official advisor, being an Mid faculty, administrative, or staff member. This helps ensure that student groups follow College policies.
- The advisor must supervise all club activities.
- Students may hold leadership positions in more than one group at a time.
- An orientation and Student Oversight compliance training will be held for clubs and advisors each fall. At least one club member and advisor should attend this orientation.
- All clubs should create a mission statement or goals list, as well as by-laws for their group. A copy of these will be presented to the Director of Student Advancement for approval.
All group by-laws must include the following:

- Organization name, purpose, and membership requirements
- Officer selection and removal methods
- A non-discrimination statement
- Procedures regarding amendments to the constitution or by-laws
- Other relevant guidelines

This information must be kept on file with the Director of Student Advancement.

**Student Group Registration**

- To create a new student club, students must be registered for classes at Mid Michigan College. Students in good standing can receive a New Group Form from the Laker Life Director of Student Advancement. They must then find a club advisor – an employee of Mid Michigan College.
- Each fall student organizations must register or renew their group with the Director of Student Advancement.
- Benefits of registration may include:
  - Use of Mid Michigan College facilities at no cost
  - Group seed money, if required and requested
  - Use of Mid’s mail service to distribute materials related to the purpose of the group by the group’s advisor.
  - Free advertising in Mid Michigan College publications
  - The use of graphic artists for flyers, etc. related to group activities and events
  - A page on the College’s website
  - Leadership and conference opportunities
  - Fundraising opportunities
- Approval of a group may be withheld if the nature of the organization violates any policies governing student groups, or if the group’s purpose has duplicated that of an existing group at the College.
- You will be notified regarding the status of your organization.

**Membership**

- Membership criteria must be clearly spelled out in the organizations constitution (ex. community service).
- Group members must be current Mid Michigan College students in good standing. Groups are welcome to have alumni and community members be part of group functions; however, funds requested from the College to pay for activities, events, meals, t-shirts, and club related purchases may only be used for current Mid students. All non-current students must use funds of their own.
- Members must not be on academic or financial aid probation.
  - Academic Probation or Academic Dismissal occurs when a student’s cumulative grade point average falls below a pre-set scale. Students who are on Academic Probation shall be required to see their Academic Advisor for assistance and must follow the prescribed procedure(s).

<table>
<thead>
<tr>
<th>Attempted GPA Hours</th>
<th>Academic Probation</th>
<th>Dismiss Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-17</td>
<td>0.00-1.99</td>
<td>Less than 1.0</td>
</tr>
<tr>
<td>18-37</td>
<td>1.00-1.99</td>
<td>Less than 1.5</td>
</tr>
<tr>
<td>38-50</td>
<td>1.50-1.99</td>
<td>Less than 1.6</td>
</tr>
<tr>
<td>51-63</td>
<td>1.60-1.99</td>
<td>Less than 1.7</td>
</tr>
<tr>
<td>64 or more</td>
<td>1.70-1.99</td>
<td></td>
</tr>
</tbody>
</table>

- Middle College students may participate in group meetings and hold office. Minors must have a signed parental release form in advance to travel with the group.
- Officers should be provided with a clear description of what their role within the group is.
- The president of the group should not be the “boss” of the organization, but its spokesperson and meeting facilitator.
- Be sure to alert all members to meeting time and location changes, as well as cancellations.
- Prospective officers should be fully aware of the responsibilities of the office they are interested in, and the advisor should evaluate whether students are both ready and willing to take the position.
**Group Suspension and Termination**
- Any violation of these criteria may result in suspension and/or termination of the organization. This includes any violation of Mid Michigan College, municipal, state, and/or federal regulations.
- Any organizations receiving notice of suspension or termination will also halt all benefits and upcoming activities.
- In the event of a suspension or termination the Student Advancement Programming Board will meet to uphold or provide oppose that decision.

**Removal of Officers**
- If any officer fails to fulfill the duties of his or her office for any reason, including inactivity; if any officer is placed on academic probation; or if any officer is found to have violated the College’s code of conduct, he or she may first be asked by the advisor to resign his or her office. If he or she does not resign, he or she may be removed from office by a 2/3 vote cast - of all present members in good standing - during the meeting held to discuss the removal.

**Events**
- Student organizations must register all events and activities in writing and be approved by the Director of Student Advancement, whether on or off campus, at least two weeks prior to an event.

**Fund Raisers and Finances**
- All fundraisers must be approved by the Director of Student Advancement.
- Groups seeking donations of any kind must first discuss their plans with the Director of Student Advancement to be approved. Approval must be sought at least two weeks prior to the proposed start of the fundraiser or event.
- When hosting a bake sale, adhere to general sanitation guidelines. Items for sale should be individually wrapped to eliminate unnecessary handling or contamination.
- All raffles must adhere to the guidelines of the Michigan Gaming Commission.
- A funding form can be found in the back of the Mid Michigan College Student Organization Handbook. Club Advisors or presidents can contact the Director of Student Advancement anytime to have one emailed.
- Groups should never approach businesses for donations without approval from the Director of Student Advancement.

**Borrowed Mid Michigan College supplies and supplies purchased for club use**
- Are to be kept in good working order.
- Rented or borrowed for a specified amount of time.
- Returned to the College as soon as possible after the end of an event, and if/when club becomes inactive or disbands.

**Use of Campus Facilities**
- Use of space must first be approved by the Director of Student Advancement.
- Registered student organizations can reserve meeting space by contacting the Director of Student Advancement. If a group no longer needs the reserved space, please notify the Director of Student Advancement so that others can use that space.
- The group must contact the Director of Student Advancement if the group is no longer meeting or has been disbanded.
- All space usage assignments are contingent on the following:
  - Group must be approved by Director of Student Advancement
  - Group has an active membership
  - Space used must be kept in good order; in the event that it is not,
    - Groups may be charged a cleaning fee
    - May result in a loss of future facility use
    - May result in the group being suspended or terminated
Destruction of College property may result in the dissolution of the responsible group.
- Groups should arrive at and leave their meetings on time so as to be courteous of others.
- The use of space may be denied if:
  - The Director of Student Advancement deems that the requested purpose for use would expose employees, students, or others to a risk of injury.
  - Such use would unfairly deny access to use by other student groups.
  - The requested purpose of use has been reasonably deemed a pretext to use that space for a different purpose, mainly – for non-college student use, commercial activities, or other improper use.
- Use of College space may take place during College hours only. All other arrangements must be approved by the Director of Student Advancement.
- Valuables should not be left in space used by clubs (electronics, books, etc.). The Student Advancement Department and Mid Michigan College are not responsible for lost or stolen items.
- Chalk drawings on Mid Michigan College Sidewalk areas: there are certain designated areas for chalk drawing. Please feel free to chalk on the pink highlighted areas on attached (pages 16 & 17) maps for the Harrison and Mt. Pleasant campuses. Do not chalk on yellow highlighted areas.
- Violators of the aforementioned policies and procedures may forfeit the right to use that space.

Promotions
- All flyers and other promotional materials must be reviewed by the Director of Student Advancement, including notices in the myMid web app.
- Any media submissions either within or outside of Mid Michigan College must be placed by the advisor only.
- No Mid Michigan College logos may be placed on business cards for student groups.
- College may impose “reasonable time, place, and manner” regulations on speech (how, when, and where it may take place) so long as the restrictions are necessary to fulfill a significant legitimate institutional purpose and other avenues remain available for communicating the same message to the same audience.

Graphic Design Services
- Groups do have access to the use of Mid Michigan College’s graphic designer for flyers, etc. related to group activities and events.
- Any graphic design service submissions must be placed by the advisor only. 
- All promotional materials must be approved by the Director of Student Advancement and include the group name, and the College name or logo.
- Flyers should be creative and include the following details regarding an event: who the event is intended for, where the event will take place, time and date of the event, the purpose of the event, and any admission cost.
- If a graphic designer’s skills are needed to create a flyer, a Graphic Design Services Request form must be completed and returned to the Director of Student Advancement at least two weeks before the date of the event.
  - The form should include all details about the event, with correct spelling, and a phone number where the advisor or a member can be reached in case of questions.
- All forms are included in the Student Policies manual.

Social Networking Policy
Mid Michigan College understands the popularity and usefulness of social media sites and supports their use by students. Students are encouraged to coordinate and collaborate with Strategic Communications before creating social media account for student groups or organizations. Students should remember to be cognizant of the following:
- No offensive or inappropriate comments or pictures are to be posted.
- Photos and/or comments posted on these sites should not depict team-related or College identifiable activities (including wearing/using team or college gear inappropriately).

Students must remember that they are representatives of Mid Michigan College and are in the public eye. Please keep the following in mind as you participate on social networking websites:
Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online – even if you limit access to your site.

You should not post any information, photos or other items online that could embarrass you, your family, or Mid Michigan College. This includes information that may be posted by others on your page.

College administrators can, and do, monitor these websites regularly.

Students could face discipline and even dismissal for violations of this policy.

Please Note: These websites are regularly monitored by potential employers, internship supervisors, and graduate programs and scholarship committees as a way of screening applicants. Student athletes should be very careful when using online social networking and think about not only your image today among your college peers, but who you might want to be in the future.

**Website**

- All student groups may have a web page located in the Student Activities section of the Mid Michigan College website.
- Information including the group’s name, contact information, and purpose is posted on the page.
- Desired changes to the group’s page should be submitted to the Director of Student Advancement
  - Changes should be delivered at least two weeks before the change needs to occur, in the case of events, etc.
- Groups may create their own website, which may then be linked to their webpage on Mid's website. This is not an ideal solution. Any external websites must be approved by the Coordinator of Student Advancement, reviewed by Strategic Communications, and must meet WCAG 2.0 accessibility standards before being linked to the College’s site. Mid Michigan College reserves the right to refuse any websites which do not reflect the interests or meet the standards of the College.

**College Bulletin Boards**

- Student organizations are permitted to post promotional materials that have been approved by the Director of Student Advancement on College bulletin boards. The Director of Student Advancement reserves the right to deny approval of any materials that do not serve the interests of Mid Michigan College.
- Materials should be removed in a timely fashion after the event has ended.
- Be courteous to all other promotional materials.
  - Please do not post your promotional materials over those of others.
  - Please do not post on boards that are reserved for College departments.
  - The Director of Student Advancement reserves the right to remove materials that are outdated or improperly posted.

**Information Booths**

- Tables for the purpose of an information booth for event promotions, fundraising or information distribution can be reserved by contacting the Director of Student Advancement. All information booth purposes and materials must be approved by the Director of Student Advancement.

**Mid Michigan College Vehicle Use Policies and Off-Campus Travel Overview**

- All vehicles used for student group activities **MUST** be driven by a full or part-time Faculty or Administrative staff member of Mid Michigan College. No others are allowed to drive Mid Michigan College vehicles.
  - Contact the Director of Student Advancement to reserve a vehicle, or if more information is needed.
- Vehicles may be driven no more than 650 miles or 10 hours. Any trips over this amount require a flight.
  - To book a flight, the group advisors must first complete a transportation request form for each person traveling and return them to the Director of Student Advancement.
• All off-campus travel plans must be approved by the Director of Student Advancement to be sanctioned as an activity acceptable for the group’s purpose.
• A travel itinerary and list of all attending individuals must be submitted to Director of Student Advancement at least three weeks prior to the date of the trip.
• If planning to leave a vehicle in the College’s parking lot, please contact the Director of Student Advancement to alert security at least one day in advance.

INSTITUTIONAL POLICIES

CAMPUS CRIME PREVENTION AND SECURITY REGULATIONS

Mid Michigan College is committed to providing a positive learning environment for students, faculty, and visitors. Our primary consideration is for college-wide safety. As such, we rely on all members of the Mid Michigan College community to identify and report potential safety concerns. An important part of this process is through educating the community about potential hazards, available resources, guidelines for safety concerns, and disclosure of crime statistics that are reported to Campus Security, Campus Security Authorities, or local law enforcement and available annually, by October 1, through the Annual Security Report.

Reporting is required in accordance with federal law, specifically the Student Right to Know and Campus Security Act of 1990, renamed The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. A copy of the Annual Security Report is available at www.midmich.edu/securityreport or a paper copy may be obtained, at no charge, by contacting the Office of Student Oversight at (989) 386-6638.

MAXIENT AND THE STUDENT CONCERN REPORT

Mid Michigan College is committed to maintaining safety on our college campuses. We use an online reporting system, called Maxient, which is available to the campus community and is used to report any behavior that is disconcerting. This behavior can range from issues of threatening/hostile behavior, harassment, sexual assault, dating and/or domestic violence, stalking, violations of the conduct system, or unusual behavior that is outside the norm. While the decision to report “disturbing” behavior can sometimes be difficult, it is imperative that if you see something…sense something…say something!

The Student Concern Report is located at www.midmich.edu/incidentreport. The form is a simple fill-in-the-blank document that, once submitted, will automatically be forwarded to the Office of Student Oversight. Once reported, a specialized team of Mid Michigan College employees will respond to the report and take appropriate action based on the reported situation.

Students may also contact departmental representatives directly. Please refer to the Mid Michigan College Catalog for a Departmental listing, as needed.

Students who wish to file a complaint or concern regarding an instructor should attempt to discuss the matter with the instructor, first. If you do not feel comfortable discussing the issue with the instructor, please complete a Student Instructor Concern Form.

Additional concerns can be addressed by contacting the following offices:
• Billing Office: (989) 386-6611
• Distance Education: (989) 317-4602
• Equal Opportunity/Affirmative Action: Personnel Services (989) 386-6621
• Financial Aid Office: (989) 386-6664
• For Non-Instructor problems, contact the Office of Student Oversight; Harrison Campus (989) 386-6622 x 394; Mt. Pleasant Campus (989) 773-6622 x 548. Personnel will attempt to assist or direct you to the correct department
• For Registration problems, contact the Registrar at (989) 386-6622 x395.

NON-DISCRIMINATION POLICY

Mid Michigan College is dedicated to providing a safe and healthy environment that is nondiscriminatory in nature and in which all individuals are treated with respect and dignity. Interactions between members of the campus community should be centered on integrity and mutual respect so that each member may fully experience and benefit from the opportunities the College provides.

Mid Michigan College prohibits any form of discrimination against any person on the basis of race, color, religion, sex, gender identity or expression, pregnancy, age, sexual orientation, marital or parental status, national origin, citizenship, disability, military or veteran status, or any other legally-protected status, in the
administration of and access to the College’s programs and activities and in conditions of admission or employment. Mid Michigan College is committed to and adheres to the principles of all applicable state and federal equal opportunity laws and regulations for its students, faculty, staff and applicants for admission and employment.

Questions and complaints concerning Title IX of the Education Amendments of 1972, including the College’s response to sex discrimination and sexual and gender-based harassment, may be referred to the Title IX Coordinator and/or the United States Department of Education:

Kim Barnes  
Executive Dean  
Student/Academic Support Services  
Mid Michigan College  
1375 S. Clare Avenue, Room 111  
Harrison, MI 48625  
kbarnes@midmich.edu  
(989) 386-6622 x 236

Lori Fassett  
Executive Director  
Personal Services  
Mid Michigan College  
1375 S. Clare Avenue, Room 118  
Harrison, MI 48625  
lfassett1@midmich.edu  
(989) 386-6692

At any time, inquiries and complaints related to harassment or discrimination may also be directed to the Michigan Department of Civil Rights at www.michigan.gov/mdcr or the Office of Civil Rights (OCR) at (800) 421-3481 or OCR@ed.gov.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT
The Family Educational Rights and Privacy Act (FERPA) prohibits access to educational records for unauthorized individuals without consent of the student. Additionally, it affords students the right to inspect records and amend incorrect records. Directory information (i.e. name, address, telephone number, e-mail address, date of birth, dates of attendance, field of study, etc.) may be disclosed without consent. For more information on FERPA, contact the Registrar at (989) 386-6622 ext. 395 or visit www.midmich.edu/ferpa.

ALCOHOL AND OTHER DRUGS POLICY
Mid Michigan College is committed to providing a secure and healthy institute of learning and as such, recognizes that improper or excessive use of alcohol and other drugs may disrupt the learning community by negatively impacting the health and safety of our students, faculty and staff. Problems such as memory loss, harassment, sexual misconduct, assaults, disorderly/disruptive behavior, and sleep disruption tend to increase in correlation to the misuse of alcohol and/or other drugs. Due to the harm produced by excessive and illegal use, Mid Michigan College has established policies and sanctions to prohibit unlawful behaviors and address policy violations by members of the Mid Michigan College community.

The Mid Michigan College Board of Trustees prohibits the possession, use, distribution, and unlawful manufacture of illegal drugs, narcotics or controlled substances on MMC’s campuses. Alcohol is prohibited on campus except when a written Exception Request is submitted for consideration and is approved by MMC’s Board of Trustees. (The Gillaspy Center, when used as the President’s residence, will be a specific exception to this policy) It is the responsibility of each student, faculty, and staff member to be familiar with the provisions of this policy and also the State of Michigan laws as they pertain to alcohol and drug use and abuse. The College’s Alcohol and Other Drug Policy places responsibility for individual and group conduct on the individuals who use drugs and consume alcohol. Using drugs and drinking alcoholic beverages are not excuses for irresponsible behavior. Individuals and groups are held accountable for their behavior whether or not they have consumed drugs or alcohol.

Michigan law prohibits the dispensing, selling or supplying of drugs or alcohol to any person under the age of 21. Students, faculty, staff and visitors to the College may not unlawfully manufacture, consume, possess, sell, distribute, transfer or be under the influence of alcohol, illicit drugs, or a controlled substance on College property, at College-related events, while driving a College vehicle or while otherwise engaged in College business. College property includes all buildings and land owned, leased, or used by the College; motor vehicles operated by employees, including personal motor vehicles when used in connection with work performance on behalf of the College.

Any person taking prescription drugs or over-the-counter medication is individually responsible for ensuring that while taking the drug or medication, he/she is not a safety risk to themselves or others while on College property, at College-related events, while driving a College or privately owned vehicle while engaged in College business. It is illegal to misuse prescribed drugs contrary to the prescription; give or sell the prescribed drug(s) to another person.
Mid Michigan College is committed to providing a drug-free workplace that is secure and reliable for the entire campus community and as such, has developed Drug-Free Workplace Policies for both Faculty and staff. Please refer to the Mid Michigan College Employee Handbook for more information.

For the full Alcohol and Other Drug Policy visit www.midmich.edu/alcoholandotherdrugpolicy

TOBACCO FREE ENVIRONMENT
To promote the health and well-being of its students, faculty, and staff and reduce involuntary exposure to secondhand smoke; Smoking and/or the use of any tobacco products, vapor or e-cigarettes is prohibited within or outside of all facilities, vehicles, and grounds that are owned, leased or operated by Mid Michigan College. No designated areas will be provided by the college for smoking or the use of tobacco products, vapor or e-cigarettes. Students, faculty, staff and visitors may continue to smoke and/or use tobacco products, vapor or e-cigarettes in their personal vehicles when attending class, working, or visiting any MMC campus location.

STUDENT CODE OF CONDUCT
Students are required to engage in responsible social conduct and model appropriate and professional behavior that promotes a collaborative and optimal learning environment for all students.

Students who violate civil or criminal laws, disrupt the educational process, or violate any College rules, regulations and policies may be subject to disciplinary action. Should a Code of Conduct issue arise, the Office of Student Oversight is authorized by the President, to impose sanctions upon any student(s) found to have violated the Student Code of Conduct. For a complete overview of the Student Code of Conduct and applicable definitions, please refer to www.midmich.edu/conduct.

The Student Code shall apply to conduct that occurs on College premises and at College sponsored activities; and conduct at off-campus sites that adversely affects the College Community. Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions:

- Acts of dishonesty or plagiarism
- Disruption or obstruction of teaching or other College activities
- Physical abuse, verbal abuse, bullying, threats, stalking, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person
- Any sexual harassment or sexual misconduct or any other violation of the College’s Title IX policy
- Attempted or actual theft of and/or damage to property of the College or member of the College community
- Hazing
- Failure to comply with the directives of College officials or law enforcement officers acting in the performance of their duties
- Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises
- Violation of any federal, state, local law or College policy, rule, or regulation published in hard copy or available electronically on the College website
- Use, possession, manufacturing, or distribution of alcoholic beverages, marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law, or any violation of the Mid Michigan College Alcohol and Other Drug Policy
- Possession or use of firearms, explosives, other weapons, or dangerous chemicals on College premises
- Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College
- Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions
- Conduct that is disorderly, lewd, or indecent; breach of peace
- Theft or other abuse of computer facilities and resources
- Abuse of the Student Conduct System
- Bringing children on campus

STUDENT CONDUCT CODE PROCEDURES
1. Any member of the College community may file a complaint against a student for violations of the Student Code of Conduct.
2. The Office of Student Oversight or designee may conduct an investigation to determine if the complaint has merit.

3. All complaints shall be presented to the Accused Student in written form. A time shall be set for a Student Oversight meeting or Hearing, within fifteen calendar days after the student has been notified. Maximum time limits for scheduling of Student Oversight Hearings may be extended at the discretion of the Executive Dean of Student and Academic Support Services.

4. The Complainant, Accused Student and their support-person, if any, shall be allowed to attend the entire portion of the Student Oversight meeting or Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Oversight meeting or Hearing shall be at the discretion of the Office of Student Oversight and/or the Executive Dean of Student and Academic Support Services.

5. There shall be a single verbatim record, such as an audio recording, of all Hearings before the Student Oversight Hearing Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the College.

6. If an Accused Student, with notice, does not attend the meeting or Hearing, the information in support of the charges shall be presented and considered.

7. The Student Oversight Hearing Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witnesses during the hearing by providing alternative methods of communications, where and as determined in the sole judgment of the Executive Dean of Student and Academic Support Services to be appropriate.

Sanctions may be imposed upon any student found to have violated the Student Code, including but not limited to: a warning, no contact order, probation, loss of privileges, fines, restitution, referral for an external assessment, behavior contract, discretionary assignment, suspension, expulsion, revocation of admission, withholding a degree or transcript, immediate removal. More than one of the sanctions listed above may be imposed for any single violation and may also be applied to a student, group or organization.

A decision reached by the Office of Student Oversight or Hearing Board on a sanction imposed may be appealed by the Accused Student(s) or Complainant(s) to an Appellate Board within five (5) business days of the decision. Such appeals shall be made in writing and shall be delivered to the Executive Dean of Student and Academic Support Services or his/her her designee.

**TITLE IX AND CAMPUS SEXUAL VIOLENCE POLICY**

All members of the campus community (including students, employees, staff, faculty, guests, vendors and visitors) have the right to freedom from all forms of gender and sex-based discrimination; examples of which include acts of sexual violence including but not limited to: sexual assault, sexual harassment, dating violence, domestic violence, sexual exploitation and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Mid Michigan College has adopted a zero tolerance policy for gender-based misconduct, sexual misconducting, dating violence, domestic violence, and stalking. When an allegation of misconduct is brought to an appropriate administrator’s attention and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated.

**Duty to Report**

All Mid Michigan College employees have an obligation to report allegations of sexual misconduct or other violations to the Title IX Coordinators, or their designees, as soon as possible. Sexual misconduct complaints, investigative documents, and materials relative to the resolution of the matter will be maintained electronically in the appropriate office. All documents will be confidential to the extent allowed under state and federal law.

**Retaliation**

No person shall be penalized for good faith utilization of the channels available for resolving complaints of sexual misconduct, gender discrimination or Title IX issues. Retaliation includes but is not limited to: intimidation, threats, harassment, and any other adverse action threatened or taken against any person for engaging in protected activity. Anyone who believes he or she has been the victim of retaliation for opposing discriminatory behavior, reporting sexual misconduct, or cooperating in an investigation, should immediately contact one of the Title IX Coordinators listed herein. Any person found to have retaliated against a person for engaging in protected activity will be in violation of College Policy and will be subject to disciplinary action.
False Statement
Should the College’s investigation reveal that a complaint was knowingly falsified and/or false evidence was knowingly and willfully provided, the complaint will be dismissed and the person who knowingly filed the false complaint and/or provided the false evidence may be subject to disciplinary action.

Confidentiality
Mid Michigan College Faculty and staff have a duty to report incidents of sexual violence and/or misconduct when such information is disclosed. All complaints of sexual violence and/or misconduct will be promptly and thoroughly investigated by one of the College’s Title IX Coordinators or designees. The College will make reasonable and appropriate efforts to ensure an individual’s privacy and protect confidentiality when conducting an investigation and resolving a complaint, except as otherwise required by law. Should a complainant request confidentiality or ask that a complaint not be investigated, the request will be considered. However, the College cannot guarantee that said request will be honored. If a complainant insists that his/her name not be disclosed to the respondent, the College’s ability to respond may be limited. In limited circumstances, the College reserves the right to investigate despite a complainant’s request for confidentiality when there is serious or repeated conduct or where the respondent may pose a continuing threat to the campus community. The College is required by the federal Clery Act to report certain types of crimes, including specified types of sexual misconduct, in this report. When filing the report, confidentiality is maintained and no personal information about the complainant or respondent is revealed.
Definitions
Title IX forbids sex discrimination in all college services and programs and includes sexual misconduct, the failure to provide equal opportunity, and discrimination based on pregnancy.

- **Gender Discrimination** “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.” – Title IX of the Education Amendments of 1972

- **Sexual Misconduct** Under Title IX, sexual misconduct is prohibited. The following terms and definitions are provided as an overview:
  
  o **Consent**
    - Consent is clear, knowing, and voluntary; active, not passive; silence, in and of itself, cannot be interpreted as consent. Additionally, consent to any one form of sexual activity cannot automatically imply consent to any other form of activity nor can previous consent be construed to imply current consent. Consent cannot be given by someone who is not of legal age or by someone who is reasonably known to be (or should have been known to be) mentally or physically incapacitated. The State of Michigan does not have one single definition of consent. However, the following applies to consent in criminal cases in Michigan: Consent is a clear, freely given, verbalized “yes” to sexual activity. The absence of “no” is not consent. Silence, in and of itself, cannot be interpreted as consent. A verbalized “yes” which has been coerced, does not constitute a freely given “yes”. Individuals who consent to sex must be able to understand what they are doing. A person may not be able to give consent if they are under the age of 16, or if they are legally mentally incapable, mentally incapacitated or physically helpless.
  
  o **Force**
    - Use of physical violence; and/or physically imposing on someone to gain sexual access. Force includes threats and intimidation.
  
  o **Coercion**
    - Unreasonable pressure for sexual activity. When someone clearly communicates that they do not want to go past a certain point of sexual interaction; continued pressure beyond that point is coercion.

Sexual Misconduct is a general term that includes, but is not limited to the following:

- **Sexual Harassment** Unwelcome, gender-based verbal or physical conduct that is so sufficiently severe, persistent or pervasive that it has the effect of unreasonably denying, limiting, or interfering with someone’s ability to participate in or benefit from the college’s educational program and/or activities. There are three types of sexual harassment:
  
  o **Hostile Environment**
    - Includes any situation in which there is harassing conduct that is sufficiently severe, persistent, pervasive, and objectively offensive that it alters the conditions of employment or denies, limits, or interferes with educational benefits or opportunities, from both a subjective (alleged victim) and an objective (reasonable person) viewpoint
  
  o **Quid Pro Quo**
    - Exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, and submission to or rejection of such conduct results in adverse educational or employment action

  o **Non-Consensual Sexual Contact**
    - Any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.

Sexual Assault: An offense that meets the definitions of rape, fondling, incest, or statutory rape.

- **Sex Offenses** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
  
  o **Rape**
    - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling**  
  - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- **Incest**  
  - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- **Statutory Rape**  
  - Sexual intercourse with a person who is under the statutory age of consent.

*Sexual Exploitation* Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited; and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

*Dating Violence* Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of the relationship shall be determined based on the reporting party’s statement; consideration is given to the length of the relationship, type of relationship, and the frequency of interaction between the persons involved in the relationship.
- Violence includes but is not limited to sexual or physical abuse or the threat of such abuse.

*Domestic Violence* A felony or misdemeanor crime of violence committed by any of the following individuals:
- A current or former spouse or intimate partner of the victim
- A person with whom the victim shares a child in common;
- A person who is cohabitating or has cohabitated with the victim as a spouse or intimate partner;
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
- Any additional person against an adult or youth victim that is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

*Stalking* Engaging in a course of conduct directed at a specific person that would cause a reasonable person to suffer substantial emotional distress or fear for his/her safety or the safety of others. (MMC considers cyberstalking, recording or transmitting sexual images, and voyeurism to be a form of stalking and a violation of this policy.)

- **Course of Conduct**  
  - means two or more acts, including but not limited to, acts in which the stalker directly, indirectly or through a third party 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 victim.

- **Substantial Emotional Distress**  
  - means significant mental suffering or anguish that may but does not necessarily require counseling or medical/professional treatment.
Pregnancy
The College will not discriminate against any student or exclude any student from its education program or activity (including any class or extracurricular activity) on the basis of such student's actual or potential parental, family, marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student voluntarily requests to participate in a separate portion of the program or activity of the College.

The College will not deny such a student access to or participation in classes, extracurricular programs, athletics, honor societies, student leadership opportunities or other activities. The College will excuse such a student's absences for as long as the student's doctor deems it medically necessary. When the student returns, the student will be allowed to return to the same academic and extracurricular status as before the medical leave began; the College will make reasonable efforts to allow the student to make up missed work in a manner selected by the student within one calendar year of the initial leave date.

The College may require a pregnant student or a student who has given birth to obtain certification from a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

Reporting a Complaint
Mid Michigan College strongly encourages anyone who experiences or observes any gender-based discrimination or sexual misconduct to promptly report the incident(s) and seek assistance from the College. The College can take corrective action only when it becomes aware of the problem. The College reserves the right to act as a complainant and initiate conduct proceedings without a formal complaint by the victim of discrimination.

Any student, staff member, or other member of the college community who experiences, observes, or hears about any gender-based discrimination or sexual misconduct is requested to report it immediately in any of the following manners (listed below in the preferred order of reporting):

1. The on-line reporting form is the most effective reporting method. While it is helpful to have the name of the reporter if follow up is necessary, reports may be submitted anonymously.
   www.midmich.edu/incidentreport

2. Reports may be made directly to Mid Michigan College’s Title IX Coordinator:

   **Kim Barnes**
   Title IX Coordinator
   Mid Michigan College
   1375 S. Clare Avenue
   Harrison, MI 48625
   kbarnes@midmich.edu
   (989) 386-6622 x236

   Or to Mid Michigan College’s Office of Student Oversight:

   **Martricia M. Farrell**
   Coordinator of Student Conduct & Institutional Compliance
   1375 S. Clare Ave., Room 119
   Harrison, MI 48625
   mfarrell@midmich.edu
   (989) 386-6638

For Mid Michigan College’s full Title IX and Campus Sexual Violence Policy visit:
www.midmich.edu/titleix
Student Right to Know

According to the Student Right-to-Know Act of 1990, colleges and universities that administer federal Title IV funds must disclose certain information to prospective and enrolled students, parents and employees. Required student consumer information is available throughout our website, the Student Right to Know page is meant to create a simple way to access all of the required information from one point and is located at: www.midmich.edu/righttoknow
Mt. Pleasant Campus - Chalking Map
Sample Goal Statement

Goal: To increase organizational membership by 20% within the first two months of Fall Semester.

Objective: To create publicity campaign informing students about the RSO

Action Plan: Develop membership recruitment brochure by Oct. 1st

Action Plan: Host table at Fall Rally

Action Plan: Revamp RSO webpage by Oct. 1st

Sample Agenda

Name of Student Group: ________________________________

Date of Meeting: ________________________________

Location of Meeting: ________________________________

Called to Order: _______am/pm

I. Attendance
   a. List names of membership present
   b. List names of membership absent

II. Old Business

III. New Business

IV. Action Items and Deadlines

V. Announcements

Adjourned: _______am/pm

Sample Program Budget

<table>
<thead>
<tr>
<th>Expense Items</th>
<th>Budgeted</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decorations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publicity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entertainment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

<table>
<thead>
<tr>
<th>Income Items</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Fees</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

Net
Sample Event Checklist

**Basic Items**
- Event Name
- Date/Time/Location - take weather into account
- Contact Information for performers/volunteers/etc.
- To Do List

**Finances**
- Create Budget
- Research funding sources and apply for funds
- Purchase items/order items (after event is approved)

**Reservations**
- Venue - availability/suitability
- will students/community attend?
- Reserve venue through Coordinator of Student Activities

**Promotions**
- Advertising planned out
- Laker Wave Weekly
- Mid’s Laker Life Calendar - online

**Event Needs**
- Music
- Food
- Decorations
- Lighting
- Seating
- Speaker/Performer
- set-up/tear-down

**Volunteers**
- set - up
- event supervision
- tear - down
- Thank You notes
Name of Activity:___________________________________________________________

Date/Time/Location:_________________________________________________________

Student Responsible for Organizing Program:____________________________________

Program Presenter:___________________________________________________________

Type of Program: (circle all that apply)

Educational    Community Development    Faculty Presentation    Other_____________________

Brief Description of Program:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Rate effectiveness of Program (1=least effective; 5=most effective)

1  2  3  4  5

What types of publicity and resources did you use?
______________________________________________________________________________

What funding was used?
______________________________________________________________________________

Did the program meet your expectations?
______________________________________________________________________________

Why or why not?
______________________________________________________________________________
Mid Michigan College Registered Student Organization Renewal Application

In accordance with the Policies and Procedures of Mid Michigan College, Harrison and Mt. Pleasant, Michigan and the Regulations Governing Student Organizations, the following student organization does hereby request official renewal as a student organization.

______________________________
(Name of Student Organization, Club, or Association)

Student Leader (s): ________________________________
Phone: __________________ Email: __________________

Student Leader (s): ________________________________
Phone: __________________ Email: __________________

Advisor: _________________________________________
Phone: __________________ Email: __________________

Check One: ( ) Faculty ( ) Staff ( ) Administrator

The following group ________________________________ has been granted renewal as a Mid Michigan College Student Organization, Club, or Association and shall operate as a member of the College community, with the privileges and mutual responsibilities that the status implies for the 2018-2019 academic year.

Congratulations! Your student organization is officially recognized by Mid Michigan College.

Approved by:

__________________________________________________  _________________________________________
Tammy L. Alvaro, Director of Student Advancement  (Date of Renewal)
Mid Michigan College Application for Official Student Organization Recognition

In accordance with the Policies and Procedures of Mid Michigan College, Harrison and Mt. Pleasant, Michigan and the Regulations Governing Student Organizations, the following student organization does hereby request official recognition as a student organization of the Mid Michigan College.

____________________________________________________________
(Name of Student Organization, Club, or Association)

President/Chair: ______________________________________________

Phone: ___________________________ E-mail: ______________________

Advisor: ______________________________

Phone: ___________________________ E-mail: ______________________

Check One: ( ) Faculty ( ) Staff ( ) Administrator

Brief Description of Club:

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

The following group ________________________________ has been granted this Charter as an officially recognized Mid Michigan College Student Organization, Club, or Association and shall operate as a member of the College community, with the privileges and mutual responsibilities that the status implies.

Congratulations! Your student organization is officially recognized.

Approved by:

_________________________________________________________    ____________________________
Tammy L. Alvaro                        (Date of Official Recognition)

Director of Student Advancement
Travel Policies for Mid Michigan College Students

1. Students participating in Mid Michigan College sponsored field trips/events are expected to conform to the same standards of behavior as published in the Mid Michigan College Student Code of Conduct. All Mid Michigan College field trips/events are considered official college activities and are therefore subject to the Student Code of Conduct. Any violation of the regulations or local, state, or federal laws may result in disciplinary action or sanctions by Mid Michigan College.

2. If applicable, students who choose to travel to the site of an event/field trip early, remain at the site after the planned activity is completed, or who separate from the group, do so at their own risk.

3. Students who choose alternative transportation will be required to complete and return the Mid Michigan College Transportation Waiver before utilizing alternative transportation for an activity or event.

4. At all times, students must remember that they are representing Mid Michigan College. They are expected to behave with decorum, upholding and maintaining Mid Michigan College's reputation through an appropriate professional behavior.

5. For all officially sanctioned conferences, workshops, events, etcetera, students are expected to participate in all seminars, lectures, presentations, competitions or other occurrences for which the purpose of the event or excursion is intended. Failure to do so will subject the student to disciplinary measures as determined appropriate by the activities advisor, coach, or Mid Michigan College representative.

6. Should a student be found in violation of state/local laws (e.g. possession of drugs, underage drinking, possession of weapons/explosives, etc.), it is recommended the advisor or coach contact/notify local authorities.

7. Consequences and/or punishment may include anything such as expulsion from the activity to criminal charges. Additionally, this is a Student Code of Conduct violation which will be promptly reported to the Student Conduct Officer. Failure to uphold the aforementioned guidelines, policies, and/or procedures may result in the student to disciplinary measures as determined appropriate by the activities advisor, coach, or Mid Michigan College representative.

Activity/Trip Waiver of Liability, Assumption of Risk and Hold Harmless Agreement

I, the undersigned participant, am requesting to participate in the Mid Michigan College

Name/Description of Activity:

Date(s):

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue Mid Michigan College, its elected and appointed officials, employees, contractors, students, agents and volunteers (collectively “College”) from any and all claims of any kind, including without limitation claims of the College’s negligence, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I agree that I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, property damage and/or death. I understand that these injuries or outcomes may arise from my own or other’s actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.

I agree to hold the College harmless from any and all claims, including attorney’s fees or damage of any kind to my personal property that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the College incurs any of these types of expenses, I agree to reimburse the College. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.
I am 18 years or older. I understand the legal consequences of signing this document, including (a) releasing the College from all liability, (b) promising not to sue the College, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.

I understand that this document is written to be as broad and inclusive as legally permitted by the State of Michigan. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

______________________________________________________________________________
Participant’s Signature                                      Date
______________________________________________________________________________
Print Participant’s Name Phone Number

Parent’s Signature (if participant is a minor)                  Date

I am the parent or legal guardian of the Participant. I understand the legal consequences of signing this document, including (a) releasing the College from all liability on my and the Participant’s behalf, (b) promising not to sue on my and the Participant’s behalf, (c) and assuming all risks of the Participant’s participation in this Activity, including travel to, from and during the Activity. I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

I have read this two-page document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

______________________________________________________________________________
Print Name of Minor Participant’s Parent/Guardian               Date
______________________________________________________________________________
Signature of Minor Participant’s Parent/Guardian               Date

Minor Participant’s Name
Student Advancement Student Organization Policies Agreement

I hereby certify that I have read the handbook of student group policies and procedures and I understand and agree to its terms and content.

Group Name: ________________________________________________________________

Advisor: __________________________________________________________________ Date: ______

President: __________________________________________________________________ Date: ______

*Please return this page to the Director of Student Advancement upon signing.

Significant effort has been made to ensure this content meets accessibility guidelines. If you encounter a barrier you can report the barrier at midmich.edu/reportaccessibilitybarrier or contact Laker Life at (989) 386-6634 or lakerlife@midmich.edu.