

MID MICHIGAN COLLEGE

Annual SECURITY REPORT 2024

Covering Crime Statistics
for 2021, 2022, & 2023

Submitted by the Office of College Compliance and Ethics



midmich.edu



Harrison | Mt. Pleasant | Online | (989) 386-6622

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Document Accessibility Statement

Mid Michigan College’s ongoing commitment is to provide equal accessibility of information. However, we acknowledge that barriers to access may occur. In viewing this document, if you encounter any accessibility barrier that inhibits your ability to garner the same meaningful information as those individuals without similar barriers, please contact email sos@midmich.edu .

Mid Michigan College's 2024 Annual Security Report

Section I: Overview

Welcome

Mid Michigan College (Mid) has a responsibility to provide a safe, inclusive environment for the Mid community that cultivates perseverance and excellence in its students and staff. Through embracing this responsibility, the College affords its members the opportunity to pursue their academic and career ambitions. Each year, as part of its commitment to excellence, the Office of College Compliance and Ethics publishes its **Annual Security Report (ASR)**. The information contained within this report stands in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It contains information collected from law enforcement agencies, various college departments, officials and Campus Security Authorities (CSA). Mid's 2024 Annual Security Report encompasses crime statistics that cover our prior three-year period along with current policies, procedures and implemented measures. Crime statistics contained within this Report cover the following areas: in/on campus property, on public property within or immediately adjacent to College owned buildings, and on any properties frequented by students that are owned or otherwise controlled by the College but not immediately adjacent to Campus property. The College policies addressed within this Report include: Drug and Alcohol; Smoke-Free Campus; Non-Discrimination, Harassment, and Sexual Misconduct; Title IX Sexual Harassment; Employee Nondiscriminatory Procedures; Student Code of Conduct and Weapons. The ASR also includes various Campus Safety and Security policies such as Timely Warning, Emergency Notification, Campus Evacuations and Emergency Modes. The statistics, policies, and procedures that are reported, apply to both College campuses. This Report is designed to provide the campus community with timely, accurate and replete information about the safety of our campuses and any reported crime statistics. This Report is required to be published by October 1st of each year. College employees and students are notified and provided, via email, a copy of the Annual Security Report along with information on how to access the Report from the college's [Safety and Security webpage](#).

About Mid

Mid Michigan College is a two-year public community college. The College has two primary campus locations. The Harrison Campus is located at 1375 S. Clare Avenue on the corner of Clare Avenue and Mannsiding Road. It sits on 560 acres in Harrison, Michigan which is the County Seat of Clare County. Mid Michigan College also operates a 44-acre campus in Mt. Pleasant, Michigan located at 2600 S. Summerton Road, on the corner of Summerton and Broadway Streets. In an effort to bring classes closer to rural areas and high school students, Mid also offers classes at various off-campus sites across central Michigan. For the 2024-25 academic year, Memorandums of Understanding are in place with Alma High School, Big Rapids Public Schools, Cass City Public Schools, Clare Public Schools, Clare Gladwin Regional Education Service District, Clinton County Regional Educational Service Agency, Farwell High School, Huron Intermediate School District, Ithaca Public Schools, Lake City Area Schools, Marlette Community Schools, Mecosta-Osceola Intermediate School District, Reed City Public Schools, Shepherd Public Schools, and Tuscola Intermediate School District. Agreements are also in place with Morey Courts and Riverwood Bowling and Golf in Mt. Pleasant, MI where the Mid Michigan College Laker Basketball and Bowling Teams practice and hold events. Our baseball and softball programs utilize Coleman Little League fields, Shepherd High School Sports Complex, Beal City High School, and Mt. Pleasant High School. Mid also has agreements in place with Camp Rotary, Black Creek Conservation Club, and Reed City Sportsman Club for clay-target. No students reside on campus as the College does not have residential living locations.

Mid Michigan College's Fall 2024 enrollment was approximately 3696 students. Of these, 37% were returning students, 41% were dual-enrolled, 14% were first-time freshman, and 7% were transfers. The average student age is 21.5 years. The largest portion of credit hours are taken online at 48%. The employee population consists of 145 full-time, 44 part-time, 11 working retired and 189 EDU Staff.

The intention of this Report is to provide the campus community with current information about crime and campus safety so that individuals can make informed choices to keep themselves safe and be cognizant of the protocols Mid has implemented. This Report will provide the reader with valuable safety and security information about Mid and it should be carefully reviewed, especially the information about crime prevention tips, evacuation procedures, safety modes, and reporting procedures.

It is important for all members of the campus community to follow good safety practices and understand that safety is the responsibility of all members, not just those officially charged with enforcing campus policies, procedures, rules and law. We rely on all members of the Mid community to identify safety concerns, follow established policies, and report any issues that they become aware of. An important part of this process is through educating the community about guidelines for safety measures, reporting processes, potential hazards, available resources, and disclosing crime statistics that border our Harrison and Mt. Pleasant campuses, and off-campus locations. These statistics are collected from Campus Security, Campus Security Authorities, and local law enforcement with responding jurisdiction.

This Annual Security Report is required in accordance with federal law, specifically the **Student Right to Know and Campus Security Act of 1990**. This act was renamed **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** in memory of Jeanne Clery, a Lehigh University student who was slain in her dorm room in 1986. The Act is identified and referred to as the Clery Act. Several amendments have been made to the Act; the most significant amendment was the **Violence Against Women Reauthorization Act (VAWA)**. VAWA amended the Clery Act and requires institutions to compile additional statistics on the number of incidents of dating violence, domestic violence, sexual assault and stalking; also, to include in the Report, certain policies, procedures, and awareness programs relating to these types of incidents.

Campus Security Act Legal Requirements

The Clery Act requires colleges and universities to:

- Collect, classify and count crime reports and crime statistic for the campus, public areas immediately adjacent to the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from Campus Security, those individuals identified as Campus Security Authorities, local law enforcement agencies, and other college officials who have "significant responsibility for student and campus activities"
- Maintain a Daily Crime Log and disclose **any** criminal incident or alleged criminal incidents (not just Clery specific crimes) that are reported to Campus Security; or crimes that were initially reported to Campus Security Authorities or local law enforcement agencies who subsequently reported them to Campus Security
- Issue campus alerts through Timely Warnings and Emergency Notifications which provide the campus community with information necessary to make educated decisions about their health and safety
- Provide educational programs and campaigns to promote awareness about dating violence, domestic violence, sexual assault, and stalking
- Disclose procedures for institutional disciplinary actions

- Publish the Annual Security Report (ASR) by October 1 of each calendar year and include campus crime statistics for the previous three years in the Report; provide information on campus security policies and procedures
- Submit crime statistics reported in the ASR to the Department of Education

Preparation and Distribution of the Annual Security Report

The Office of College Compliance and Ethics' Annual Security Report is prepared in collaboration with various Mid Departments, Campus Safety & Security, Campus Security Authorities, as well as state and/or local law enforcement agencies who have jurisdiction over the College's Clery geography (including outlying off-campus locations). These entities comply with the Clery Act by providing information on campus policies, educational efforts, programs, and crime statistical data. To produce this Report, the Office of College Compliance and Ethics disseminates an annual written request for statistical information to Campus Security/Security Officials, Campus Security Authorities and law enforcement agencies with proper jurisdiction. All reported statistics are gathered, compiled and published in this Annual Security Report. The Office of College Compliance and Ethics submits the annual crime statistics, published herein, to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED Website.

The policies and procedures presented within this Report are applicable to both Mid Locations. Students, faculty, staff and visitors are encouraged to use this Report as a reference for safe practices and procedures on and off campus. This Report, as well as various other College policies, procedures, and safety information is available on the College's [Campus Safety and Security webpage](#). Each member of the College community receives an e-mail notification that the current year's Report has been published. The Report is attached to the email and the body of the email provides a link to access it online. There is also information on obtaining a paper copy. Further, the availability of this report is also posted on the Admissions application website and included on all Human Resources employment application forms, informing prospective students and employees how to access and obtain a copy of the ASR. Paper copies of the Report can be requested by emailing sos@midmich.edu.

Daily Crime Log

The College is required to maintain a Daily Crime Log for the purpose of recording any criminal incidents or alleged criminal incidents that are reported to or identified by Campus Safety and Security or Security Operations and Systems (SOS). The Daily Crime Log is housed within the Office of College Compliance and Ethics and reflects **all** crimes reported (including Clery crimes) that occurred on campus-defined geography. The Daily Crime Log does not include violations of college policies unless those violations are also a violation of law. Reported crimes are placed into the Daily Crime Log within two business days after a crime has been reported. Received reports are cataloged by the date reported, date incident occurred, crime location, nature of incident, and the disposition of the incident. The most recent 60 days of the Daily Crime Log are available for immediate public inspection in the Office of College Compliance and Ethics, 1375 S. Clare Avenue, Harrison, Michigan or 2600 S. Summerton Road, Mt. Pleasant, Michigan; Monday through Friday between 8:30 AM and 4:30 PM. Crime Logs older than 60 days will be made available, upon request and free of charge, within two business days. Requests for Logs older than 60 days can be made to the Office of College Compliance and Ethics at either campus location or by emailing sos@midmich.edu. Students, faculty and staff are encouraged to periodically review these logs to become more familiar with the types of criminal incidents that may impact the College's campus community and the locations of these incidents.

Section II: Safety and Security of Campus

Campus Safety and Security Oversight

Mid's Safety and Security Policies are designed to safeguard persons visiting or utilizing our campuses. College safety and security concerns are coordinated through Security Operations and Systems, the Office of College Compliance and Ethics, and the College's Core Crisis Team with assistance from Campus Liaison Officers. The Core Crisis Team is comprised of the College President, Vice President of Academic Affairs and Community Outreach, Vice President of Student Services, Vice President of Finance and Administrative Services, Assistant Vice President of Human Resources, Facilities Director, Director of Information Technology, Mt. Pleasant Liaison Officer, Harrison Liaison Officer, Director of College Compliance and Ethics, and the Executive Assistant to the President. External guest, with periodic participation, include local Emergency Managers, Homeland Security Officers, Clare County and Isabella County Sheriffs.

The College maintains and regularly updates a [Campus Safety and Security webpage](#). This Webpage houses the vast majority of information contained within this Report such as safety policies and procedures, contact information for Campus Safety and Security, local law enforcement, various options for reporting crimes and incidents that occur on campus-defined geography; emergency notification systems and protocols and links to the college's Civil Rights & Title IX webpage. This page includes information about Mid's Civil Rights/Title IX Coordinator, policies relating to dating violence, domestic violence, sexual assault and stalking, as well as resources for survivors of violent crimes.

Campus Safety, Security and Law Enforcement

Security Operations and Systems (SOS) strives to provide a safe, secure, and informational environment for all students, employees and visitors. Liaison Officers maintain a presence nearly all days on both the Harrison and Mt. Pleasant campuses. Mid holds a written contract with both the Clare and Isabella County Sheriff's Departments, which assign sworn law enforcement officers to Mid's Harrison and Mt. Pleasant Campuses. These uniformed liaison officers are armed and have full powers of arrest. Their role is to maintain a peaceful campus environment by carrying out the responsibilities of certified law enforcement officers. Their duties include but are not limited to: responding to reports of alleged criminal incidents, deterring criminal behavior, providing guidance to the campus community on safety and security issues, upholding local, state and federal laws.

Liaison Officers also assist the College with enforcement of College policies and the investigation of incidents for administrative purposes as they relate to the College's judicial process. Criminal incidents may be investigated by the Liaison Officers or transferred to local law enforcement with proper jurisdiction for investigation and possible criminal prosecution. Liaison Officers have jurisdiction on College-owned property and conduct regular foot and vehicle patrols of the campus grounds and buildings. These patrols are intended to prevent, deter, and detect crimes and prevent property loss from crime or other kinds of emergencies. Officers may also patrol the public property adjacent to and accessible from on-campus property areas (streets and sidewalks) bordering or connecting the campus. Certain areas of the campuses are monitored by use of security cameras.

During the evening hours, College facilities are supported by Building Monitors. These are employees of the College. Building Monitors are NOT security officers and they do not have arrest powers. They are to provide assistance by 'observing and reporting' violations of law, contact 911 in cases of emergency that require response from fire, police, or ambulance, and assist responding agencies in such events by communicating with the College's Core Crisis Team. They are responsible for general services such as ensuring that all College buildings are locked and secure, walking the campus, providing escorts to vehicles,

locking and unlocking classrooms for instructors, and assisting with customary campus support and information.

Liaison Officers are generally on campus 7:00 am to 4:00 pm Monday through Thursday. Hours may vary between the two campuses and during the summer, dependent on classes. As Liaison Officers are not on campus on Friday's or in the evening, the College relies on Building Monitors and College administrative presence, dependent on classes. Evening coverage and hours vary, depending on campus activities and classes. Events and activities that take place outside of normal building hours are monitored by a representative of the Department hosting the event or activity.

In the absence of Liaison Officers or Building Monitors, College personnel are empowered to contact local law enforcement at any sign of violations of local, state, or federal laws if they witness criminal activity or if an emergency or dangerous situation occurs that involves an immediate threat to the health or safety of students, staff, and visitors. This responsibility is especially important any time that Liaison Officers or Building Monitors are not available. Following any incident, College personnel should notify their supervisor and contact a member of the Core Crisis Team or Security Operations and Systems.

Campus Safety and Security contact information is:

Harrison Campus
(989) 339-4204
security@midmich.edu

Mt. Pleasant Campus
(989) 339-7323
security@midmich.edu

Additional services provided by the College include escort services, access control, campus surveillance, property patrol, parking enforcement, emergency assistance (first aid, auto-jump start), lost and found assistance, and general campus information and directions. Additionally, members of Security Operations and Systems, Liaison Officers, Core Crisis Team and Building Monitors have been trained on the College's emergency notification system and have the ability to provide coordinated communications to the campus in the event of a natural disaster or criminal activity/incident that could pose an ongoing threat to the campus community. In addition to Lost and Found, First Aid medical supplies are also housed with Campus Safety and Security.

As Liaison Officers and Building Monitors are considered Campus Security Authorities and Responsible Employees, they have a duty to report crime statistics to the Office of Compliance and Ethics for inclusion in the Daily Crime Log. They also are obliged to report incidents of discrimination, harassment, or sexual misconduct to the College's Civil Rights/Title IX Coordinator.

While no formal Memorandum of Understanding is enlisted, Mid maintains a collaborative working relationship with all local, state, and federal law enforcement agencies (with responding jurisdiction). The Director of College Compliance, as well as the Core Crisis Team, hold periodic meetings with the Clare and Isabella County Sheriff's Departments and members of Homeland Security to discuss safety and security issues that may involve or impact the campus community. Additionally, as part of the Core Crisis Team, these same individuals actively assist in the coordination and participation of various emergency response drills and table-top exercises.

The adjudication of all serious crimes and violations of law are referred to the appropriate court venue. The Director of Student Conduct, with assistance from the Vice President of Student Services, Title IX

Coordinator, and Associate Vic President of Human Resources coordinates disciplinary action for matters that are violations of College policies and rules.

Mid does not monitor off-campus locations and should an incident occur at an off-campus location during a time when a Mid-sponsored class/event or activity occurs, local law enforcement (with the proper jurisdiction) should be contacted, and thereafter, reported to Security Operations and Systems. Crime statistics reported to local law enforcement that occur on Clery-defined campus geography will be requested, tallied, and included in the Annual Security Report.

Campus Facilities

Mid provides reasonable access to college facilities. Generally, college buildings are open and accessible to students, staff, and visitors, Monday through Thursday from 7am to 10pm and on Friday from 7am to 5pm. There may be restricted areas that are not open to the public or accessible without permission from a college official. Summer hours are adjusted to fit schedules. These changes are posted on exterior doors and on the College website. Routine locking and unlocking of exterior doors are based on operational hours and are completed through an electronic system. The use and/or access to college buildings and facilities outside of normal operational hours may be arranged to better meet specific needs, either on an ongoing or one-time basis or for events and activities. When buildings are closed, only those individuals with specific authorization are provided access. After-hour users of campus facilities are strongly advised to take special personal precautions, such as locking the office doors where they are working. Individuals working alone and after hours should be cautious when using restrooms and break areas and should consider letting someone know where they are and when they plan to return.

Emergencies may necessitate changes or alterations to any posted schedules. Buildings may be secured in the event of a serious threat or evacuation and restricted to appointed personnel, only.

Contractors may be provided temporary access to facilities to perform services or construction work during times when the College is closed.

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus Liaison Officers and Building Monitors regularly walk both campus locations and report malfunctioning lights and other unsafe physical conditions to Facilities Management for a problem resolution. Pedestrian walkways and parking lots have proper lighting and are routinely patrolled by Campus Liaison Officers. The College is appreciative when other members of the campus community report equipment problems to Security Operations and Systems, the Helpdesk system, or Facilities Management. Overall campus safety initiatives are supplemented by a variety of technological systems such as access controls, security cameras, alarms, fire detection, suppression and reporting systems.

Section III: Incident Reporting and Response

To facilitate the College's commitment in maintaining a safe learning and work environment, the College offers robust reporting options which include reporting to law enforcement, campus Safety and Security, or through the College's online reporting system. Students, staff, and visitors are encouraged to promptly report any incidents, crimes, or emergencies occurring within the College's Clery geography in an accurate and timely manner so that issues can be assessed and properly addressed. The office of Security Operations and Systems (SOS) has been designated by Mid as the official office with full oversight of reported crimes. All reports received will be reviewed and appropriate action will be taken as deemed necessary. Liaison Officers, members of the Core Crisis Team and Office of College Compliance and Ethics are trained to collect, document and determine how reported crimes need to be managed and processed. Further, all matters will be reviewed by a member/members of the Core Crisis Team to determine if notification to the

campus community is necessitated and/or evaluated by the Office of College Compliance and Ethics to determine if they should be included in the Annual Security Report.

Reporting Options – Criminal Incidents and Emergencies

Law Enforcement/Emergency Reporting

In an emergency, please contact 911. For non-emergency matters that may require assistance from law enforcement, please contact the following agency with responding jurisdiction for the Harrison or Mt. Pleasant campuses as follows:

Harrison Campus

Clare County Sheriff's Department
255 W. Main St., Harrison, MI 48625
(989) 539-7166

Mt. Pleasant Campus

Isabella County Sheriff's Department
207 Court St., Mt. Pleasant, MI 48858
(989) 772-5911

For incidents occurring at off-campus events or activities, please contact 911 or the law enforcement agency with responding jurisdiction and follow up with Security Operations and Systems.

Campus Reporting

Information of any act (criminal or otherwise) that may have harmful implications, damage property, or threaten the safety of a person or the campus community should be reported immediately to campus Safety and Security/Security Operations and Systems.

Harrison Campus Safety & Security

(989) 339-4204
security@midmich.edu

Mt. Pleasant Campus Safety & Security

(989) 339-7323
security@midmich.edu

Mid also encourages accurate and prompt reporting to Security Operations and Systems and /or the appropriate police agency when the victim of a crime elects to, or is unable to, make such a report.

Campus Response to Reports

When on site, Liaison Officers are available to answer and respond to calls during normal business hours. Liaison Officers will respond immediately to emergency calls. Non-emergency calls will be handled in a timely manner and crimes against persons and personal injuries will receive priority assistance/response. Liaison Officers respond to all reports, crimes, injuries, and emergencies that occur on campus and the public property immediately adjacent and accessible from campus. Building Monitors, when on site, are available to provide general campus information and assist in contacting 911, Facilities, Information Technology, and/or the Core Crisis Team in both emergency and non-emergency incidents. Following any incident that requires response from ambulance, fire, or law enforcement, Liaison Officers and Building Monitors complete an After-Action Report which is routed to Security Operations and Systems for review, action, and follow-up as necessitated by the incident.

Liaison Officers that respond to reports of a criminal nature, may investigate, make an arrest, or contact law enforcement with responding jurisdiction for assistance. The incident would be released to law enforcement for investigation, arrest, and possible criminal prosecution. Liaison Officers have the ability to respond to calls and notify central dispatch of any emergency situation occurring on campus via portable, two-way communication radios. Building Monitors have College-issued cellphones and can contact 911 or central dispatch for matters that are criminal in nature or require response from emergency services (ambulance, fire, or law enforcement).

When Liaison Officers or Building Monitors are not present and an employee of the College becomes aware of situations that are criminal in nature or pose a risk to the campus community, they should contact 911 or Central Dispatch (depending on the severity of the situation) for direction and assistance and thereafter follow up with Campus Safety and Security, Security Operations and Systems or a member of the College's Core Crisis Team.

All incidents (criminal or otherwise) are documented and processed for possible additional investigation and then turned over to the Office of College Compliance and Ethics for review and to provide support to individuals that have fallen victim to a crime and/or who report a crime. Further, depending on the nature, severity, and individuals involved, the matter will be routed to the proper College Official with the authority to address the situation under the appropriate College policy.

Reporting Options – Non-Emergency & Violations of College Policy

Online Reporting/Mid Care

Mid encourages all members of the college community and guests to report non-emergency incidents or violations of college policy that they may be aware of. To make reporting as uncomplicated and convenient as possible, the College offers online reporting options for matters surrounding conduct issues, wellness concerns, acts of discrimination, harassment, sexual misconduct, and non-emergency safety and security concerns. The various report forms are available on the College's [Mid Cares webpage](#). The online reporting system also provides a safe and anonymous way for reporting incidents. However, it should be noted that while anonymous reporting is welcomed, in some instances it may impede the College's ability to fully investigate and remedy a situation.

While access to the Mid Cares webpage is available 24 hours a day, 365 days a year, reports submitted through the online system are not monitored outside of normal business hours, on weekends, or during College holidays. Reports submitted through Mid Cares are monitored by the Case Manager and routed to the proper College Official with designated authority. Reports may also be made in person to these individuals as follows:

Conduct related issues

Matt Miller
Vice President of Student Services & Advancement
2600 S. Summerton Rd., Mt. Pleasant, MI 48858
1375 S. Clare Ave., Harrison, MI 48625
(989) 773-6622, Ext. 600
mmiller@midmich.edu

Discrimination, Harassment, Sexual Misconduct and Title IX-Sexual Harassment

Lori Fassett, AVP of Human Resources
Title IX/Civil Rights Coordinator
1375 S. Clare Ave, Harrison, MI 48625

Office: Harrison Campus Room 213B
2600 S. Summerton Rd., Mt. Pleasant, MI 48858
Mt. Pleasant Campus Doan Center Room 104
(989) 386-6622, Ext. 692
lfassett1@midmich.edu

Wellness Concerns

The College is cognizant of the fact that our focus on safety needs to include issues of wellness and the behavioral challenges of our students. These challenges may manifest in academic difficulties or significant life obstacles/disruptions. To address these issues, students can be referred to the College's Director of Counseling and Wellness Services, an extension of Student Services. The Director has entrenched partnerships with external community agencies and can connect students to various resources when they are faced with significant wellness challenges. The Director of Counseling and Wellness Services is also a licensed counselor who provides limited counseling services to the Mid community. As such, the Director is considered to be a confidential resource. The Director may be contacted:

Amy Campbell, Director of Counseling and Wellness Services
Mt. Pleasant Campus: 2600 S. Summerton Rd., Mt. Pleasant, MI 48858
Harrison Campus: 1375 S. Clare Ave., Harrison, MI 48625
aacampbell@midmich.edu
989-773-6622, Extension 256

For academic concerns, faculty can employ the Referral Messaging System (RMS) to submit academic concerns which they may have about students in their classes. The RMS reports are addressed and monitored by Mid Mentors.

Mid Cares Behavior Intervention Team (BIT)

The MidCares Team is a multidisciplinary team established to promote, monitor, assess and respond to the overall health, safety and wellbeing of the Mid Community. The Team engages and responds to behavior, health, safety or wellbeing situations that pose (or may pose) an overall risk to our campus community, this includes students, faculty, staff, and visitors. This team meets regularly to assess the likelihood of risk and identify any actions that can be taken to potentially mitigate the risk. The core committee is comprised of the Vice President of Student Services, Assistant Vice President of Human Resources, Assistant Vice President of Academics, Associate Dean of Off-Campus Instruction, Director of Counseling & Wellness Service, Director of Career & Student Accommodation Services, Director of College Compliance & Ethics, and the Director of Student Conduct.

Voluntary Confidential Reporting Options

If victims of crime do not wish to pursue action within the College's system and/or the criminal justice system, they should still consider the option of submitting a confidential report. When deemed appropriate, the College encourages employed and contracted professional counselors to advise their clients of the option of submitting a confidential report. The purpose of a confidential report is to adhere to an individual's choice to keep the matter private while still taking steps to ensure the safety of the individual and the campus community. With the reported information, the College can maintain an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Annual crime statistics are counted and filed in this manner without revealing any personal information. Access to confidential report forms are available on the [Mid Cares webpage](#).

Additionally, if an individual witnesses, falls victim to, or has general information regarding a criminal incident, anonymous tips may be reported to the Michigan State Police, using their [tip-line](#).

Health

When addressing health-related reports, acts of this nature may be routed through several venues. There are considerable Urgent Care Facilities throughout Clare, Gladwin, and Isabella Counties that offer ‘walk-in’ medical assistance for non-emergency health related concerns. For health-related situations that require immediate emergency assistance, call 911, or visit the nearest emergency room. The information regarding resources is not provided to infer that these resources are crime reporting entities for Mid.

[Clare County Emergency Room/Hospital](#)

MyMichigan Medical Center-Clare

703 N. McEwan St., Clare, MI 48617

(989) 802-5000

Open 24 hours

[Gladwin County Emergency Room/Hospital](#)

MyMichigan Medical Center-Gladwin

515 Quarter St., Gladwin, MI 48624

(989) 246-6258

Open 24 hours

[Isabella County Emergency Room/Hospital](#)

McLaren Central Michigan

1221 South Drive, Mt. Pleasant, MI 48858

(989) 772-6700

Open 24 hours

[MyMichigan Medical Center – Mt. Pleasant](#)

4851 E. Pickard St., Mt. Pleasant, MI 48858

(989) 775-1600

Open 24 hours

Notice for victims of sexual assault: While most emergency rooms offer sexual assault evidence collection kits, they may not have Sexual Assault Nurse Examiners (SANE) on staff. SANE personnel have received specialized training in the collection of evidence, testing, and treatment. For SANE Service locations, consider contacting Michigan’s Sexual Assault Hotline at (855)-VOICES4. This is available 24 hours a day/7 days a week for free confidential assistance, or visit [VOICES4](#) webpage.

[Section IV: Emergency Preparedness](#)

Mid’s commitment to provide for the safety of its community also encompasses the work of emergency preparedness and is managed by the College’s Core Crisis Team. This Team adheres to the College’s Crisis Response Plan. Emergency preparedness means preventing, preparing for, responding to, and recovering from any emergencies that could affect the College and local community. The College’s Crisis Response Plan outlines the College’s operational procedures and immediate response to a crisis. The Plan includes various safety modes that may be issued, procedures to follow when a particular mode is enacted, response procedures, and how information will be disseminated to the campus community. The Core Crisis Team is assisted by local law enforcement and Homeland Security in reviewing and updating emergency policies. The Crisis Response Plan is routinely assessed through training initiatives.

Evacuation Determination and Protocol

Mid recognizes that physical emergencies may occur which would warrant evacuation of College buildings and/or campuses and has developed procedures to help facilitate such events. For evacuation plans to be successful, they must have the cooperation of every member of the campus community. As such, each member should become familiar with the College's evacuation procedures. Procedures and various other safety information are distributed annually to the campus community, via e-mail, in conjunction with Campus Safety Awareness month.

Preparatory Protocols:

- Exit and Safety Identification: The College has identified and labeled all Fire Exits throughout the buildings
- Emergency Plan Maps: Classrooms, labs, and public areas have Emergency Plan Maps posted
- [Evacuation Maps](#) are posted and available on the College's Safety and Security webpage

Decision Making for Evacuation:

- If time permits and upon confirmation that an incident has occurred that may necessitate the evacuation of Campus buildings, Security Operations and Systems and/or a member of the College's Core Crisis Team will assess the situation and determine if complete or partial evacuation is warranted and what method of notification will be used to notify the campus community
- Security Operations and Systems, or a member of the Core Crisis Team will communicate with appropriate local governmental agency support, as necessary, as the situation unfolds.
- Depending on the severity of the situation, alarms may sound and/or verbal evacuation orders may be given through the phones and PA System.
- Emergency Notification messages and subsequent updates will be compiled and issued to the campus community by the Core Crisis Team through a variety of mechanisms including but not limited to:
 - **MidAlert!** Mid's Emergency Alert System which includes text messaging and automated voice call messages. (Students, faculty, staff and visitors must enroll)
 - E-mail to all active MidMail accounts
 - [College website](#)
 - Postings on College buildings
 - Public address system (PA/phones)
 - Local media
- The Core Crisis Team and Security Operations and Systems will assist in the evacuation process.
- Security Operations and Systems will keep the Campus community apprised of the situation and any further needed measures, as they are relayed from the Core Crisis Team.

Safety Modes and Corresponding Procedures

In the event that a serious crime, natural disaster, or man-made emergency occurs, and it is determined that it could and/or does pose a threat to the health and safety of the college community or a segment of the community, the College will initiate one of the following safety modes and provide notice to the campus community by disseminating an emergency notification.

Building Evacuation Mode and Instructions

In the event that an incident necessitates the evacuation of college building(s), individuals inside the building should:

- Immediately find the nearest exit and exit the building (emergency maps are available on the [College's website](#))
- Assist disabled persons or visitors in evacuating the building and Do **not** use elevators.
- Close all windows and doors as rooms are vacated
- Follow any instructions received through Mid's emergency alert system or phone/PA
- Assemble outside and at least 100 feet from the building. Use caution at all times and keep sidewalks and streets clear for emergency personnel.
- Follow the directions of Security Operations and Systems, Core Crisis Team, and/or any responding governmental agency.
- Do **not** return to the building until directed to do so by Security Operations and Systems, Core Crisis Team, and/or the responding governmental agency. Ceasing the alarm does **not** indicate that it is safe to re-enter the building.

Campus Evacuation Mode and Instructions

In the event that an incident necessitates an evacuation of one of the campuses, individuals on that campus should:

- Immediately find the nearest exit and leave the campus grounds; this would entail leaving campus in your vehicle if you have one and, if possible, assisting others who do not have transportation
- If you do not have transportation, depart from campus on foot
- Follow any instructions received through Mid's emergency notification system or the phone/PA systems
- Assist disabled individuals with exiting the building; depending on the nature of event, do not use elevators
- Close all windows and doors as rooms are vacated
- Follow the directives from campus administration, appointed personnel and/or responding agencies/authorities
- Remain off campus until an 'All Clear' is issued
- If currently off campus, do not approach campus until an 'All Clear' is issued
- If you know of others who are planning to travel to campus, alert them of the situation

Outside Threat Mode

A variety of external situations may compel the College to enter this Mode at one or both campus locations. This Mode indicates that there are heightened security protocols in place inside the college. Access to and from the building(s) will be limited and/or restricted. The College community is encouraged to contact police, Security Operations and Systems, or dial 911 during this Mode if anything suspicious is noticed. This Mode, when issued, will remain in effect until an 'All Clear' is issued by the College.

For individuals on the campus(es) affected by the Outside Threat Mode:

- If you are on the campus grounds but not in a building, enter a building immediately or leave the campus grounds. This applies to those in the immediate vicinity; there is a very limited amount of time to react so campus members should request anyone that they see outside the affected building to immediately enter the building or leave the area

- Doors and windows of the campus will be closed and locked; no one should enter or exit the building(s)
- Business and classes already in session when the Mode is issued will continue as usual unless the status of the situation changes
- Attend to alerts, instructions, and updates that the College provides through the College's emergency notification systems
- Campus staff members who are aware of individuals or groups that are planning to travel to the affected campus(es) should apprise them of the situation
- If off campus, do not travel to the affected campus(es) until an 'All Clear' has been issued
- No classes will begin on the affected campus(es) after the issuance of this mode until such time as an 'All Clear' has been issued. If only one campus location is involved, the other campus will operate as usual and classes will run as usual

Serious Treat/Lockdown Mode

This mode is reserved for the most serious of threats such as an active assailant or active shooter. In this mode, the safety of people in the buildings or at the campus of concern are in danger and individuals should run, hide, fight.

- Run – Based on the nature of the threat, get away. Leave your things behind and run away if there is a clear evacuation route. If safe to do so, warn others nearby. Call 911 when you are safe, and if necessary, describe the intruder or assailant(s)
- Hide – If you cannot get away to safety, find the nearest hiding place, preferably one that can be locked or secured. Stay out of sight. Silence yourself and your electronic devices (including vibrate setting). Lock and block doors, close blinds, and turn off lights. Barricade entrances if possible; communicate in silence with Campus Security and/or law enforcement through texts or signs in exterior windows. Stay where you are until your location is secured and cleared by law enforcement
- Fight – As a last resort and if you are in immediate danger, defend yourself. Commit to your actions in order to secure your safety

Cooperate with law enforcement when they arrive and remain calm. Keep your hands visible at all times, refrain from sudden and dramatic noises and movements. Follow the instructions and/or directives given.

Secure Mode

The campus(es) will enter Secure Mode after being in Serious Threat-Lockdown Mode. During this time, the campus will be cleared by responding authorities/agencies, room-by-room. Individuals on the affected campus should not leave their area until directed by law enforcement to do so. Do not wander halls or corridors. Understand that this process may take some time, so remain calm and patient.

Once law enforcement has cleared the affected campus **and at their direction**, the College will provide instructions to members of the campus community using the College's emergency notification systems. Individuals should monitor these systems and follow any instructions/directives provided.

Tornado/Shelter Mode

Although tornadoes can strike at any time, they usually occur in the spring and summer. They may develop from severe thunderstorms. Considered nature's most violent and erratic storm, they consist of whirling winds that can reach up to 300 miles per hour. Tornadoes can sweep through an area, causing serious damage and destruction in their path; then change direction and strike again. In addition to injuries,

structural damage, electrical shorts, and gas leaks may create fires or other hazards. Time is critical. There may only be seconds to respond.

Tornado Watch

A Tornado Watch occurs when weather conditions are considered favorable for the development of a tornado; for example, during a thunderstorm. When a Tornado Watch is issued, the campus community should:

- Monitor local weather reports
- Visit the College's Safety and Security webpage, [Tornado Procedures](#)
- Stay connected with Campus Security, as well as the College's '[incident-update](#)' webpage
- Review the Mid Emergency Plans/Maps (located in classroom and hallways) for designated tornado shelter areas
- Be prepared to act should conditions change and a Tornado Warning is issued

Tornado Warning

A Tornado Warning occurs when a tornado has been sighted or identified by radar in the area. Persons should take shelter immediately. Tornadoes can develop and move quickly. If severe thunderstorms should occur, be alert to the fact that a thunderstorm may possibly trigger a tornado.

When a Tornado Warning is issued by Public Safety Officials or the National Weather Service, a message will come over the phone/PA system advising of the warning and if time permits, a message will be sent through the College's emergency notification system. Individuals on campus should:

- Move to the closest designated shelter area
- Provide assistance to persons with disabilities
- Remain in the designated shelter area until an 'All Clear' has been issued
- If people are outside when a tornado occurs and are unable to take shelter, they should lie flat in a ditch or depression and protect their head; avoid large trees, metal poles and other electrical conductors; vehicles should not be used as shelter

**Regardless of the type of evacuation mode, special attention should be provided to individuals with special needs, whether this be due to mobility, hearing, visual, cognitive impairment, a lack of transportation, or a language barrier. Similarly, it is recommended that individuals with mobility, visual, hearing, or cognitive impairment prepare for an emergency ahead of time by informing an instructor, co-worker, classmate, etc. of the best method of assistance for them during an emergency. Other special considerations that must be addressed may include coordination with high schools, agencies, or visitors that may be on campus.

Evacuation Testing Procedures

Mid will conduct at least one evacuation test each year (a test is defined as a regularly scheduled drill or exercise with appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities). These tests are coordinated by Security Operations and Systems and the Core Crisis Team and may be announced or unannounced. The function of these drills serves several purposes: to familiarize the campus community with the sound of alarms, locations of emergency exits within the buildings, location of designated meeting or shelter areas, provide guidance about exiting the facility for an emergency evacuation, and the assessment of various notification systems such as the public address system, e-mail notification, and *MidAlert!* The College's emergency procedures, building evacuation routes and shelter locations are posted in classrooms and various locations throughout the College.

The test is monitored by members of Security Operations and Systems, the Core Crisis Team, and members from governmental agencies who may respond to an actual emergency. These groups evaluate egress, behavioral patterns, and assess and evaluate the emergency response, plans and capabilities. Reports are prepared after each test which identify defective equipment and processes so that corrective action can be taken by the appropriate departments. Recommendations for improvements are addressed by Security Operations and Systems, the Core Crisis Team, and members from governmental agencies and presented to the appropriate department or individuals so that improvement of processes can be affected.

Documentation of the test is submitted and housed with the Office of College Compliance and Ethics for Clery Act-related documentation through submission of an After-Action Report. The Report describes the test, the date the test was conducted, the start and end time of the test, and whether the test was announced or unannounced. For copies of the After-Action Report, please e-mail sos@midmich.edu.

Students, faculty, staff and visitors are encouraged to review and become familiar with Mid's Evacuation Procedures, available on the [Safety and Security webpage](#).

College Notification Options

MidAlert!

A concerted effort is conducted to keep the campus community informed and responsive. The College uses a notification system, MidAlert! which allows the College to relay notifications out to the campus community. There are two components to this system: (1) an emergency notification which allows members of the Core Crisis Team or Security Operations and Systems to send out time-sensitive information such as timely warning notices, emergency situations, inclement weather, and campus closures; (2) a second component sends notification of general campus information such as activities, notices and announcements.

Timely warnings and emergency notifications are sent to all active MidMail Accounts. Students currently enrolled at Mid are, by default, automatically enrolled to receive automated voice calls to the telephone numbers listed on file. Students, faculty, and staff need to enroll in order to receive notifications via text, to update preferences, receive MidAlert! general campus information, or to "opt-out." Individuals who select to "opt-out" of receiving automated voice calls should understand that in an emergency situation, notifications would be received through their Mid issued email account and any notifications posted on Mid Michigan College's home webpage or on the '[incident-update](#)' page. Individuals may also choose to forward their MidMail account to another e-mail. For assistance in doing so, users should contact the College's helpdesk available at Ext. 411.

Members of the campus community can enroll, update preferences, or 'opt-out' through MyMid by selecting the Self-Service tab, clicking on their name in the top right corner of the page, and selecting User Profile. Enrolled persons should review and update their preferences on a yearly basis, preferably at the start of a new academic year.

Visitor Information

To keep visitors informed, guests to campus or groups that are attending on-campus functions have the opportunity to request MidAlert! emergency notifications and timely warnings during their campus stay. Visitors that choose to enroll will be inserted into a 'temporary Mid Alert!' notification file for the day. Telephone numbers provided will be regularly deleted and visitors who desire to receive alerts must re-enroll each time they are on campus. Guests who wish to receive text messages while on Campus should do so by texting the word: **visitmmc** to 79516. To stop receiving MidAlert! emergency notifications and timely warnings at any time, text the word: **stop** to 79516. Visitors that choose to text 'stop' may be

unenrolled at the provider level and may not be able to re-enroll without contacting their cell phone provider.

To further simplify this accommodation, when visitors register an event with our Community Relations Department, they will receive an email/letter addressing the MidAlert! feature and will be directed to a visitors' webpage that houses this information. Members of the campus community and visitors all have access to Mid's webpage and in an emergency situation, information would be posted on the '[incident-update](#)' page.

Emergency Notifications, Timely Warnings, & Public Health/Safety Advisories

In the event of a substantiated serious safety or health concern on campus, Mid has established policies and procedures to notify the campus community. Information on crime-related matters or situations that pose an ongoing threat to members of the campus community will be carefully disseminated in a timely manner to the campus community through the issuance of an Emergency Notifications (EN) or a Timely Warning Notice (TWN). These notices are designed to help keep the campus community informed about safety and security issues that are timely in nature, provide next steps or required action, and help in the prevention of similar crimes, in criminal matters.

Emergency Notification

Federal Law requires the College to immediately notify the Mid community (or the relevant segments of the community that may be affected by the situation) upon confirmation that a serious crime, legitimate threat, man-made emergency, or natural disaster exists and could pose an immediate risk to the health and safety of the college community. All members of the Mid Community are advised through this Annual Security Report that they are required to notify Campus Safety and Security, Security Operations and Systems (SOS) or any member of the Core Crisis Team of any situation or incident on campus that may present a significant emergency or situation that could jeopardize the health or safety of students, faculty, staff and visitors on campus. These Departments/individuals have direct access to members of the Core Crisis Team, who have a responsibility to confirm the existence of a legitimate emergency or dangerous situation, respond to the incident, and summon the necessary resources to mitigate, investigate, and document the incident.

The term 'confirm' as used herein indicates that a member or members of the College's Core Crisis Team have verified that a legitimate emergency or dangerous situation exists. Confirmation does not require that ALL pertinent details are known or available. Confirmation will be based upon what authorized, trained individuals conclude. This is dependent upon the facts and information available to them at the time.

Upon recognition that a significant emergency, dangerous situation or crime exists, a member or members of the College's Core Crisis Team shall initiate and/or direct authorized personnel to issue the appropriate emergency notification. The messaging content will be determined by the emergency mode initiated (for speed, canned messages corresponding to the emergency mode have been drafted and reviewed by the Core Crisis Team) and will be disseminated through the appropriate systems (stated below). This will communicate the threat to the Mid community (or the afflicted segment of the community if the situation is limited to a particular population, campus location, or building). Taking the safety of the college community into consideration, the Notification will be disseminated. This communication will be through "blast" e-mails to all active Mid e-mail accounts and may also be delivered by text and automated voice calls, the public address system, College website, posted notices in buildings, and/or local media. Visitors to the campus that have enrolled in MidAlert! will receive a text message. The communication to students, employees, and visitors will provide them with direction and information about the incident. Depending on the nature and severity of the circumstance, the Core Crisis Team may need to confer with local, state

and federal agencies to help determine the severity of the situation, how best to respond, and what segments of the greater community may need notification. In critical and/or on-going incidents a member of the Core Crisis Team will post updates on the College website and may send follow up e-mails, texts or automated voice calls, including an 'all-clear', once the situation has been resolved and normal operations resume.

As required by the Higher Education Opportunity Act (Public Law 110-315), a Campus Safety/Security, Security Operations and Systems, or an available member or members of the Core Crisis Team will promptly initiate the Notification System. The safety of the community will be taken into consideration, and the notification will be implemented *unless* it is determined that it would compromise or hinder the response or efforts of assisting the victim(s) or mitigating the emergency. In such a circumstance, the notification may be delayed. Reports to the Core Crisis Team may be obtained from Security Operations and Systems, any member of the campus community, local law enforcement, homeland security etc.

It should be noted that when time is of the essence and the presence of an imminent threat exists, Campus Safety and Security, Security Operations and Systems, or any member of the College's Core Crisis Team have been trained and granted authority by the President to issue an alert without delay and without consultation with College Officials. To aid in rapid communication pre-canned messages have been prepared and are stored in the College's emergency alert notification system. These pre-canned messages correspond to the emergency modes established by the College.

The Core Crisis Team consists of: The College President, Executive Assistant to the President and Board of Trustees, Vice President of Finance & Business Administration; Director of College Compliance & Ethics, Director of Information Technology, Vice President of Student Services, Vice President of Academic Affairs & Community Outreach, Associate Vice President of Human Resources, Director of Facilities, and Liaison Officers.

Examples of situations that may constitute the College's decision to issue an Emergency Notification include but are not limited to:

1. Situations where there is potential for serious injuries or serious injuries have occurred

Examples:

- Gas leaks
- Armed assailant
- Bomb threat
- Explosion
- Fire

2. Situations that cause a major disruption to the campus community and/or campus operations

Examples:

- Tornado
- Power outages
- Severe accident
- Serious acts or threats to campus property

Emergency Notifications Process:

1. Upon confirmation that a significant emergency, dangerous situation or crime exists that could impact the campus community, a member or members of the College's Core Crisis Team will

assess the level of danger, significance, and threat to the health, safety and security of the college community (this assessment may require consultation with various departments within the college or with external constituents including local law enforcement and/or homeland security personnel). The CCT shall initiate and/or direct authorized personnel to issue the appropriate emergency mode.

2. The content of the Notice will be determined by the emergency mode initiated, and the notice will be disseminated *unless* issuing a notification would, in the professional judgment of the team, compromise or hinder the response or efforts to assist the victim(s) or mitigate the emergency.
3. The Notice will be dispersed to the campus community through a “blast e-mail” to all MidMail accounts; visitors to the campus that have enrolled to receive text messages will receive a text message directing them to a link for the full notice. Mid may also use one or more of the following channels to distribute the notice and/or any subsequent messages:
 - **MidAlert!** Mid’s Emergency Alert System, which includes text messaging and automated voice calls. (Students, faculty, staff and visitors must enroll)
 - E-mail to all active MidMail accounts
 - Visitors to the campus have the option to enroll in *MidAlert!* text messages; those enrolled will receive a text
 - [College website](#)
 - Posting on college buildings
 - Public address system (PA/phones)
 - Through local media
4. Unlike Timely Warning Notices which must be sent campus-wide, an Emergency Notification may be designated to a specific group of individuals in a specified building/area. As a general rule, the entire campus community would be notified of the emergency and if limited to a certain campus location or building, that information would be included in the notification. If an Emergency Notification is issued, there is no need to issue a Timely Warning Notice.

Timely Warning Notice

In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act of 1998, Mid will issue Timely Warning Notices (TWN) when a serious criminal incident is reported and deemed to pose an ongoing threat to the campus community. These efforts help keep the campus community safe and empowered to safeguard itself from harm. The Clery Act defines specific crimes that require the issuance of Timely Warning Notices when crimes are reported to Campus Security Authorities (CSAs-individuals with significant responsibility for student and campus activities), Campus Security, or local law enforcement. Timely Warnings are issued for crimes that are believed to have occurred on campus property, public property immediately adjacent to campus property, or in/on non-campus buildings or property. Clery crime classifications include: aggravated assault, arson, burglary, criminal homicide, dating violence, domestic violence, motor vehicle theft, robbery, sex offenses, and stalking. Occasionally, the College may choose to issue a Public Health/Safety Advisory for non-Clery crimes that do not rise to the level of a serious or continuing threat to the campus community but still warrant notification (examples include patterns of larcenies or vandalisms). All Timely Warnings and Public Health/Safety Advisories will be determined and issued on a case-by-case basis.

Members of Security Operations and Systems are responsible for reviewing all reports of criminal activity to determine if they meet the Clery Acts’ standard for a Timely Warning Notice. If so, they are to communicate with a member of the College’s Core Crisis Team. The Core Crisis Team, or member thereof, will review the report to determine if there is an ongoing threat to the community and if a Notice is warranted. The Team, with assistance from Security Operations and Systems or member thereof, will determine the content of the message and a Timely Warning will be communicated to students, faculty, and

staff through a “blast e-mail” to all active MidMail accounts. Visitors to the campus who have enrolled to receive notifications, will be sent a text message directing them to a link for the entire Timely Warning Notice. On occasion, other methods of communicating the Timely Warning Notice may be used in conjunction with the “blast e-mail.” These may include any of the following: MidAlert! (voice and text messaging), public address system, College website, posted notices in buildings, and/or local media.

Criteria for Issuance of a Timely Warning Notice

The intent of a Timely Warning Notice (TWN) is to alert the campus community of ongoing threats and enable individuals to protect themselves. It is also considered as a tool for use in the prevention of similar crimes.

The decision to issue a Timely Warning Notice will be decided on a case-by-case basis. Issues taken into consideration are: details surrounding a crime, the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. While the Clery Act does not specifically state what details should be included in a Timely Warning Notice, the Notice should encompass all the information about the crime that would promote personal awareness and safety. Generally, the TWN will specify the type of reported crime, the time and location that the reported crime occurred, a clear description of what occurred, and information to the campus community regarding the measures to take in protection of oneself to avoid becoming a victim. The Timely Warning Notice will not include any information that would identify the victim. A description of a subject in a criminal incident will only be included in the Notice if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, those would not be included in the Notice.

NOTE: The College will not withhold a basic description of the reported crime under auspices of the risk of compromising law enforcement efforts. Specific details such as the exact location, the specific date, etc., could be withheld if releasing such information would compromise law enforcement efforts (such as conducting an investigation or conducting an undercover operation, etc.).

The College will not issue a Timely Warning Notice if the subject has been apprehended and the threat of imminent danger to the Mid community has been mitigated by the apprehension. Further, a Timely Warning Notice may not be issued if the report was not filed with Security Operations and Systems or reported to a Campus Security Authority in a manner that would allow the issuance of a “timely” notice to the college community. In situations such as these, our general guidance is that a report filed more than ten days after the date of the incident may not enable the College to issue a “timely” notice to the campus community. These situations would be evaluated on a case-by- case basis. Finally, Mid is not required to issue a Timely Warning with respect to crimes that were reported to employed or contracted professional/pastoral counselors. Currently, Mid does not pastoral counseling.

How Timely Warning Notices are issued:

1. Security Operations and Systems reviews information that is reported by members of the community, Campus Security Authorities, and/or local law enforcement to determine if a reported crime or dangerous situation has occurred that could pose an ongoing threat to the campus community. If so, it will determine if the incident occurred on campus-defined geography, was reported to a CSA, meets the Clery Crime definitions and may warrant a Timely Warning. (The College may choose to issue public safety notices for non-Clery crimes.) Thereafter, a member of Security Operations and Systems will contact the Core Crisis Team or member thereof.

2. The Core Crisis Team or member thereof will review the incident to determine if there is an ongoing threat to the campus community and if a Timely Warning is warranted. If so, without delay and with assistance from Security Operations and Systems, they will determine the content of the notification and initiate the Notification System.
3. The Notice will be disseminated to the campus community through a “blast e-mail” to all MidMail accounts; visitors to the campus that have enrolled to receive text messages will receive a text message directing them to a link for the full Notice. Mid may also use one or more of the following channels to distribute the Timely Warning notice:
 - **MidAlert!** Mid’s Emergency Alert System, which includes text messaging and automated voice calls; (Students, faculty, staff and visitors must enroll)
 - E-mail to all active MidMail accounts
 - Visitors to the campus have the option to enroll in *MidAlert!* text messages, and those enrolled will receive a text
 - [College website](#)
 - Posting on college buildings
 - Public address system (PA/phones)
 - Through local media

Public Health & Safety Advisory

When deemed necessary and when the issuance of an Emergency Notification or Timely Warning is not required, the College’s Core Crisis Team may choose to provide information to the campus community by way of a Public Health or Safety Advisory. These Advisories may be issued in situations where a serious health risk or significant incident occurs within the College’s Clery reportable geography or outside the reporting area with the potential to affect the campus community. In such instances, information will be provided to students, staff and visitors to alert them of the concerning incident, risk or situation. Details surrounding the health or safety risk would be provided, along with information that would encourage personal health and safety. Advisories may be sent to the entire campus community or a segment of the campus community and would be provided through various formats, depending on the nature of the advisory. Formats may include but are not limited to: blast emails, segmented emails, individual emails to midmail accounts, through MidAlert! (voice and text messaging), public address system, the College website, posted notices in buildings, and/or local media.

Additional Personnel Preparedness Resources

Both the [Department of Homeland Security](#) and [ready.gov](#) offer information, resources, and training opportunities to help individuals take personal safety precautions and be prepared in various types of emergency situations.

Section V: Crime Prevention, Safety and Security Awareness Programs

Throughout this Annual Security Report, the information provided is using the preconception that all members of the campus community will take responsibility for their own safety and be attentive to the welfare of others on our campuses. The overall safety of our College community is our primary concern. In line with this responsibility, Security Operations and Systems, Office of College Compliance and Ethics, Student Life, Athletics, Human Resources, and Student Services work together to promote crime prevention and security awareness programs and activities throughout the year. These programs are designed to educate and provide insight on situational awareness in order to eliminate or minimize the probability that individuals will fall victim to crime.

Campus Awareness, Activities and Events

Mid focuses on community awareness/interaction through the dissemination of college safety procedures and materials/presentations that center on issues of safety and security. Such programs and practices diversify in delivery and topics from crime prevention presentations to postings of wellness and safety tips.

In detail, some of the activities in this past year included:

- At the start of each semester, Security Operations and Systems sends out an email to the campus community and provides them with general information on the College's safety and security policies; included in the email is a link to the College's [Campus Safety and Security webpage](#)
- Posting Crime Prevention Awareness and Wellness information on college bulletin boards
- Providing Safety and Security Cards to Student Services staff to distribute during new student orientation and advising appointments; placing the Cards in high traffic areas, such the Library, Student Services, on bulletin-boards and making copies of the cards available to faculty that contains contact information for Campus Safety and Security, as well as a QR Code to the [Mid Cares reporting webpage](#)
- Campus Safety and Security telephone numbers are on the back of Student ID Cards and near every office telephone; speed dial buttons note campus security numbers on each campus phone
- Providing the Campus community with information on the College's Director of Counseling & Wellness Services; the College's Civil Rights/Title IX Coordinator and how the individuals may be reached
- Inviting local law enforcement and Homeland Security to participate in drills
- Providing Sexual Assault Awareness for Community College modules to all enrolled students
- Requiring staff to complete various SafeCollege Training Modules focused on safety and security
- Partnering with local law enforcement and supplying faculty and staff with information on procedures to follow during a serious threat and/or incident
- Providing employees with access to the Employee Assistance Program which includes information on college health and safety
- Serving as a host site for presentations on current trends in substance use and abuse, as well as Mental Health First Aid trainings
- Maintaining the Mid Michigan College Collegiate Recovery and Wellness (CREW) program through grant funding and in partnership with Ten16 Recovery Network
- Partnerships with local District Court/Recovery Courts, various police agencies (with responding jurisdiction), Woman's Aid Services, etcetera in an effort to have transparent and direct lines of communication
- Disseminating the Annual Security Report to all current employees and students; providing a direct link to the Report to all *prospective* employees and students

Additionally, the College offers several services that are designed to prevent crime and assist the campus community members with security requests. Some of these assistances include:

- **Escort Service** by Campus Safety and Security for students, faculty and staff. For their own safety, students, faculty, and staff are encouraged to walk in groups and not to accept assistance from strangers
- **Patrols** of facilities and grounds performed routinely by Liaison Officers on both campuses
- **Campus Safety and Security and the Mid Cares Team** serve as resources to all members of the campus community. The Behavior Intervention Team provides preventative measures throughout the college community to reduce the risk of harmful incidents.

- **Expert Speakers** periodically brought in by the College to discuss topics including threat assessment and responding to difficult behavior. Some speakers are nationally-known but additionally, college staff frequently present on topics including Title IX, Student Conduct, and Mental Health Wellbeing
- **Consultant-Provided Training** that focuses on issues involving sexual violence prevention including domestic violence, dating violence, sexual assault, and stalking and how to promote bystander intervention and risk reduction strategies; active threat simulations provided in conjunction with local sheriff departments

Safety Awareness and Tips

Regardless of the safety measures the College implements, ultimately, each person needs to ensure their own wellbeing and are encouraged to assist others. They should be cognizant of their environment and the issues that could hinder or bolster their safety. The information below has been compiled to provide students, faculty, staff and visitors with an understanding of measures that can be taken to provide safer surroundings. It is our expectation that individual use of this information will help prevent a person from becoming a victim of crime and will assist the College in establishing the desired secure environment.

Personal Safety

- Never take personal safety for granted, or solely rely on the assistants from others
- Familiarize yourself with or store Campus Safety and Security telephone numbers in your phone
- If at all possible, avoid studying or working alone; if alone, always let someone know where you are and an approximate time when you will be finished
- Keep your personal belongings in view at all times; never leave them behind unattended, even momentarily, to use the restroom or get a drink; carry purses and backpacks securely or leave them safely with friends
- Trust your instincts if you suspect something is wrong or feel uneasy about a situation, do not ignore the feeling; move to a location that is more secure for you
- Walk on well-lit, designated College walkways
- Walk with friends or classmates; or request escorts from Campus Safety and Security
- When off campus, avoid shortcuts through dark areas, vacant lots, or other deserted places
- Walk confidently and assertively, limit phone texting as it can distract you from noticing your surroundings; an assailant usually looks for someone that seems distracted and vulnerable
- If you suspect that you are being followed, turn or cross the street; find a “safe” area to proceed to such as an office, highly visible area, or more populated/visible location
- Always keep your keys in your possession-keys can be duplicated
- Immediately report all thefts to law enforcement

Vehicle Safety Tips

- Have your keys in your hand before you reach your vehicle
- Check the interior of your vehicle before entering it
- Plan your route in advance and try to travel on well-lit streets
- Keep your car doors locked and your windows rolled up
- If you have a flat tire in a questionable area, drive on it until you reach a safe, well-lighted location
- When parking your vehicle at night, select a spot that is well-illuminated
- If you believe you are being followed, **DO NOT DRIVE HOME**; stay on busy streets and drive to a police department or busy public place
- Articles can be stolen from vehicles on campus; the items most frequently stolen are book-bags, purses, cellular phones, electronic/music/audio devices, unattached speakers and other items of value that can be seen inside your car

Protecting Your Vehicle

- Do not leave items in plain sight in your vehicle; consider locking items out of sight and in your trunk
- Park in well lighted areas
- Take loose articles with you or place them in the trunk
- Use a locking gas cap to prevent fuel theft
- Install locking lug nuts and locking hubcaps

Internet and Social Media Safety

- Keep personal information professional and limited; online information that is posted is readily available; a person would not provide personal information to a complete stranger, don't provide it to thousands of strangers, online
- Be accountable for personal information by keeping Privacy Setting on; Marketers and Hackers prey on information and by keeping privacy settings on, it keeps them at bay; major Websites like Facebook have privacy-enhancing settings available; make sure to enable these privacy safeguards and keep them enabled
- Make certain that any internet connection is secure; when possible, use private networks and if using a public network, be careful about the information that is provided or shared (such as bank accounts or credit card numbers)
- Choose strong passwords; password breaches are one of the biggest issues for internet security; a strong password is one that is unique and complex, containing at least 10 to 15 character and made up of letters, numbers, and special characters-not a birthdate
- On social media accounts, set up security questions and answers along with a strong password. This creates an extra level of security
- Be selective with friend requests; if you do not know the person, do not accept their request; it could be deriving from a fake account or a scammer
- Install antivirus software to safeguard your computer
- Always remember to log off when you are walking away from your computer and/or done using it

Suspicious Activity

It is important for individuals to be aware of their surroundings and to trust their instincts. If something seems strange, it probably is. This may include things such as:

- Unusual or suspicious noises, like breaking glass, continued or prolonged pounding, yelling or screaming
- Vehicles moving slowly without headlights
- An individual checking for unlocked doors on vehicles in a parking lot or on the street
- A stranger sitting in a vehicle for an extended period of time, watching a residence, business, or person
- A person peeping into windows of an apartment, house, or building.

Remember, regardless of the situation, if you have concerns, contact 911 or Campus Safety and Security. Caution is always better!

Section VI: Alcohol and Other Drug Policy and Prevention Programming

In accordance with the Drug-Free Workplace Act and Drug-Free Schools and Campuses Act, the College is required to have an Alcohol and Other Drug Policy and Prevention Program that is distributed annually in writing to all students, faculty and staff. The Policy must include: the standards of conduct that clearly prohibits the unlawful use, possession, sale, manufacture, or distribution of illicit drugs and alcohol by

students and staff; information regarding the legal sanctions under local, state or federal law for the unlawful use, possession, sale, manufacture, and distribution of illicit drugs and alcohol; sanctions that the College will impose on students and employees along with a description of the sanctions, up to and including expulsion or termination; referral for prosecution for violations of the standard of conduct; a description of any drug or alcohol counseling, treatment, or rehabilitation/reentry programs that are available to students and staff; prevention, educational and intervention efforts; the possible health risks associated with the use and abuse of illicit drugs and alcohol.

Mid is committed to providing a healthy environment for its community and as such, recognizes that improper or excessive use of alcohol and other drugs may be disruptive to our students, faculty and staff by negatively impacting their health and safety. 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.

Policy Statement

Mid prohibits the use, possession, consumption, sale, distribution, and unlawful manufacture of illegal drugs, narcotics or controlled substances on Mid's campuses, while conducting College business or as part of College sponsored activities or events. Alcohol is prohibited on campus except when a written Exception Request is submitted for consideration and is approved by Mid's Board of Trustees. It is the responsibility of each student and employee to be familiar with the provisions of the policy and also the State of Michigan laws as they pertain to drug and alcohol use and abuse. The 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, employees 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 activities or 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 solely responsible for ensuring that while taking the drug or medication, they are not a safety risk to themselves or others while on College property, at College-related activities or 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.

Pursuant to [34 CFR Part 84](#) and the Drug-Free Workplace Act, institutions that receive federal funding must certify to the Department of Education that it has in place a drug and alcohol abuse prevention program and policy and strives to provide a drug-free workplace that is secure and reliable for the entire campus community. Further, any employees who are directly engaged in the performance of work pursuant to the provisions of a federal funded grant or contract are required, under the Drug-Free Workplace Act, to notify their supervisor, in writing, if they are convicted for a violation of a criminal drug statute occurring in the workplace and must do so no more than five calendar days after the conviction. In turn, the College is required to notify federal agencies if an employee who is engaged in the performance of an awarded grant/contract is convicted of a criminal drug law violation.

State Laws

Michigan Medical Marijuana Act & Michigan Regulation and Taxation of Marijuana Act

The Michigan Medical Marijuana Act (MMMA) and the Michigan Regulation and Taxation of Marijuana Act (MRTMA), conflict with federal criminal laws governing controlled substances and the federal laws that require institutions receiving federal funds from contract or grants to maintain a drug-free campus and workplace. Mid receives federal funding that would be jeopardized if those federal laws did not take precedence over state law. Thus, on College property or at College sponsored activities or events, the use, possession, distribution or transportation of marijuana in any form and for any purpose violates the Alcohol and Other Drug Policy and is prohibited.

Michigan Laws for Alcohol and Other Drugs

Under Michigan's Public Health Code, it is illegal to operate a motor vehicle:

- While intoxicated or impaired by alcohol, illegal drugs and some prescribed medications
- With a bodily alcohol content of 0.08 or more (This crime is one of Michigan's driving while intoxicated offenses)
- With any amount of cocaine or a Schedule 1 controlled substance in your body

Additionally, for persons under the age of 21, it is also a violation of Michigan law to:

- Drive with a bodily alcohol content of 0.02 or more, or with the presence of alcohol in the body, except for that consumed at a generally recognized religious ceremony
- To possess or transport an unopened alcohol container in a motor vehicle, regardless if it is in the driver or passenger area.
- To allow anyone to use their motor vehicle after they have been drinking.
- To use a fake I.D. to obtain alcohol.
- To purchase, provide or serve alcohol to anyone under the age of 21
- To serve anyone under the age of 21 at a private party; hosts of such parties can be held responsible for injuries that an intoxicated person causes or incurs, at or after leaving, a party

Pursuant to MCL 333.7404 et seq., also known as the Public Health Code Act 368 of 1978:

- Individuals shall not use a controlled substance or controlled substance analogue unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of the practitioner's professional practice.

Pursuant to MCL 333.7403 et seq., also known as the Public Health Code Act 368 of 1978:

- It is illegal for a person to knowingly or intentionally possess a controlled substance, a controlled substance analogue, or a prescription form unless the controlled substance, controlled substance analogue, or prescription form was obtained directly from or pursuant to, a valid prescription or order of a practitioner while acting in the course of the practitioner's professional practice
- It is illegal to give or sell prescribed drugs to another person

Pursuant to MCL 333.7401 et seq., also known as the Public Health Code Act 368 of 1978:

- Individuals are prohibited from manufacturing, creating, delivering or possessing with the intent to manufacture, create, or deliver a controlled substance, a prescription form, or a counterfeit prescription form.

Penalties for Violation of Michigan Laws

Penalties for violating Michigan laws vary, depending on the crime and whether it is a first, second or third offence. For drug crimes, the amount and nature of the drug are determining factors. Actual sentences may differ at the discretion of the Judge.

Operating a Motor Vehicle with the Presence of Alcohol or other Drugs

Michigan laws and penalties for drunk or drugged driving vary, but as general rule the law requires:

- Courts to decide drunk or drugged driving violations within 77 days after arrest
- A mandatory 6-month driver license suspension with possible restricted license after 30 days
- Court ordered participation in, and successful completion of, one or more rehabilitation programs; in instances of a second conviction, the Court must order this rehabilitation
- Five days to one year of jail time or 30 to 90 days of community service; or both for second convictions of drunk or drugged driving
- Harsher license sanctions for multiple drunk or drugged driving convictions
- Payment of fines and costs, driver responsibility fees, as well as license reinstatement fees

Purchase, Consumption, or Possession of Alcoholic Liquor by a Minor (MCL 436.1703)

A minor shall not purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, possess or attempt to possess alcoholic liquor, or have any bodily alcohol content. A minor who violates this subsection is responsible for a state civil infraction or guilty of a misdemeanor as follows:

- For the first violation, the minor is responsible for a state civil infraction and must be fined not more than \$100.00. A Court may order a minor to participate in a substance use disorder service, to perform community service, and undergo substance abuse screening and assessment at their own expense. A minor may be found responsible or admit responsibility only once the civil infraction
- For a subsequent violation the minor is guilty of a misdemeanor. A minor may face imprisonment for not more than 30 days if the court finds that the minor violated an order of probation, failed to successfully complete any treatment, screening, or community service ordered by the court, or failed to pay any fine for that conviction or juvenile adjudication, or by a fine of not more than \$200.00, or both. A court may order a minor to participate in substance use disorder services, to perform community service, and to undergo substance abuse screening and assessment at his or her own expense.

Use of a Controlled Substance (MCL 333.7404)

A person shall not use a controlled substance or controlled substance analogue unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of the practitioner's profession practice. A person who is found to be in violation may be subject to penalties as follows:

- A controlled substance classified as schedule 1 or 2 as a narcotic drug is a misdemeanor punishable by imprisonment for not more than 1 year or a fine of not more than \$2,000.00 or both
- A controlled substance classified in schedule 1, 2, 3, or 4 is a misdemeanor punishable by imprisonment for not more than 1 year or a fine of not more than \$1,000.00, or both
- Use of a controlled substance classified in schedule 5 is a misdemeanor punishable by imprisonment for not more than 6 months or a fine of not more than \$500.00, or both
- Use of marijuana, salvia divinorum, catha edulis is a misdemeanor punishable by imprisonment for not more than 90 days or a fine of not more than \$100.00, or both

Possession of a Controlled Substance (MCL 333.7403)

A person shall not knowingly or intentionally possess a controlled substance, a controlled substance analogue, or a prescription form unless the controlled substance, controlled substance analogue, or

prescription form was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of the practitioner's profession practice.

A person who is found to be in possession of a controlled substance classified as Schedule 1 or 2 that is a narcotic may be subject to penalties based on the amount found in their possession as follows:

- 1000 grams or more; is a felony punishable by imprisonment for life or any term of years or a fine of not more than \$1,000,000.00, or both
- 450 grams or more, but less than 1000 grams; is a felony punishable by imprisonment for not more than 30 years or a fine of not more than \$500,000.00, or both
- 50 grams or more, but less than 450 grams; is a felony punishable by imprisonment for not more than 20 years or a fine of not more than \$250,000.00, or both
- 25 grams or more, but less than 50 grams; is a felony punishable by imprisonment for not more than 4 years or a fine of not more than \$25,000.00, or both
- Less than 25 grams; is a felony punishable by imprisonment for not more than 4 years or a fine of not more than \$25,000.00, or both

A person who is found to be in possession of the following other drugs may be subject to penalties as follows:

- Possession of Methamphetamine/Ecstasy is a felony punishable by imprisonment for not more than 10 years or a fine of not more than \$15,000.00, or both
- Possession of a controlled substance classified as Schedule 1, 2, 3, or 4 (excepting out those listed above) or a controlled substance analogue; is a felony punishable by imprisonment for not more than 2 years or a fine of not more than \$2,000.00, or both
- Possession of a controlled substance classified as Schedule 5, or LSD; is a misdemeanor punishable by imprisonment for not more than 1 year and a fine of not more than \$2,000.00, or both
- Possession of Marijuana; is a misdemeanor punishable by imprisonment for not more than 1 year or fine of not more than \$2,000.00, or both
- A prescription form; is a misdemeanor punishable by imprisonment for not more than 1 year or a fine of not more than \$1,000.00, or both

Manufacturing, Creating, or Delivering a Controlled Substance, Prescription Form (MCL 333.7401)

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.

A person who manufactures and/or delivers a controlled substance classified in Schedule 1 or 2 that is a narcotic may be subject to penalties based on the amount as follows:

- 1000 grams or more; is a felony punishable by imprisonment for life or any term of years or a fine of not more than \$1,000,000.00, or both
- 450 grams or more, but less than 1000 grams; is a felony punishable by imprisonment for not more than 30 years or a fine of not more than \$500,000.00, or both
- 50 grams or more, but less than 450 grams; is a felony punishable by imprisonment for not more than 20 years or a fine of not more than \$250,000.00, or both
- 50 grams or less; is a felony punishable by imprisonment for not more than 20 years or a fine of not more than \$250,000.00, or both

A person who manufactures and/or delivers the following other drugs may be subject to penalties as follows:

- Manufacture/Delivery of controlled substance classified as Schedule 1, 2, or 3 (except marijuana; cocaine; narcotic); is a felony punishable by imprisonment for not more than 7 years or a fine of not more than \$10,000.00, or both
- Manufacture/Delivery of controlled substance classified as Schedule 4; is a felony; punishable by imprisonment for not more than 4 years or a fine of not more than \$2,000.00, or both
- Manufacture/Delivery of a substance classified as Schedule 5; is a felony punishable by imprisonment for not more than 2 years or a fine of not more than \$2,000.00, or both
- Manufacture/Delivery of a prescription form or a counterfeit prescription form; is a felony punishable by imprisonment of not more than 7 years or a fine of not more than \$5,000.00, or both

A person who manufactures and/or delivers marijuana or a mixture containing marijuana may be subject to penalties based on the amount as follows:

- 45 kilograms or more or 200 plants or more; is a felony punishable by imprisonment for not more than 15 years or a fine of not more than \$10,000,000.00, or both
- 5 kilograms or more, but less than 45 kg, or 20 plants or more, but fewer than 200; is a felony punishable by imprisonment for not more than 7 years or a fine of not more than \$500,000.00, or both
- Less than 5 kilograms or fewer than 20 plants; is a felony punishable by imprisonment for not more than 4 years or a fine of not more than \$20,000.00, or both

For more information regarding penalties in the State of Michigan, please see [Michigan Legislature](#) or [Michigan.gov/som](#) .

Health Risks

The College recognizes that both consumption of alcohol on college campuses and the occurrences of drug and alcohol abuse are serious issues. Various health risks are associated with the use of illicit drugs, the misuse of prescription drugs, or the abuse of alcohol. Addiction to alcohol or illicit drugs is a progressive disease which if untreated, may cause fatality. Health risks of alcohol or drug abuse have a wide range of consequences including but not limited to: liver damage/disease, psychosis, brain damage, and heart disease. The physical consequences of such abuse are serious and can be life-threatening. The psychological and social consequences of substance use and abuse can be equally devastating. Loss of friends, loss of job, divorce, and the creation of a dysfunctional family system are common consequences of substance abuse. Substance abusers often experience feelings of depression, anxiety, low self-esteem, guilt and loneliness.

Available Counseling and Treatment Programs

Mid strongly encourages individuals with a substance abuse problem to voluntarily seek assistance and appropriate treatment options. Information regarding external assistance is available on the [College's Community Resource webpage](#). Students also have access to Mid Crew (Collegiate Recovery Education Wellness) on campus. CREW offers comprehensive response to issues related to alcohol and other drugs for students while on campus and in the community. Additionally, recovery and wellness coaching is available through Mid Crew. Additional information about [Mid Crew](#) is available on the College website. Employees of Mid have access to the Employee Assistant Program which provides confidential consultation and resources for issues such as addiction and recovery; Mental Health; grief and loss; elder care; difficulties in relationships; stress and anxiety with work or family; emotional well-being; and financial and legal concerns.

Free online alcohol and drug assessment is available, for general information. In person clinical evaluation and assistance is available locally from:

[Ten16 Recovery Network](#)

(989) 773-9655-servicing Isabella County

(989) 802-0742-servicing Clare County

(989) 426-886-servicing Gladwin County

[Community Mental Health](#)

(989) 775-0604-servicing Isabella County

(989) 539-2141-servicing Clare County

(989) 426-9295-servicing Gladwin County

24 Hour Crisis Line (800) 317-0708

[Drug and Alcohol Abuse Prevention Strategies](#)

The College uses evidence-based interventions, collaborations, and incorporates healthy lifestyles to reduce the harmful effects of alcohol and drug use. Prevention and awareness about substance abuse and use are *not only* campus-wide initiatives with assistance from the offices of College Compliance and Ethics, Student Services, Student Life, and Human Resources but are also provided in collaboration with the Michigan State Police, Ten16 Recovery Network, and Clare/Gladwin Recovery Court. Outlined below are a few of the prevention and awareness activities that take place throughout the academic year:

- Alcohol-free events during the day and evening hours
- Substance Abuse Prevention information material available to students, faculty, and staff through the MidCrew, Counseling & Wellness and Human Resources and is readily available throughout the campuses
- Student Life Organizations direct events focused on Alcohol and Drug prevention; healthy living
- Clubs and sports are substance free
- Substance-free Fitness Center are open during the day and early evening
- Educational and awareness programs and activities hosted by Mid and/or in conjunction with external agencies regarding substance use/abuse
- Efforts to create a holistic healthy living lifestyle through the Wellness Committee
- Development and enforcement of Campus Policies; enforcing laws addressing high-risk and illegal substance use
- Early intervention and referral strategies through the Mid Cares - Behavior Intervention Team, Mid Crew, Student Wellness and the Employee Assistance Program
- Students have access to free online training modules that address substance use and high-risk behaviors

Preventative measures are also implemented by Human Resources specifically to inform employees of the importance of Alcohol and Other Drug education:

- Yearly required compliance training modules that address Drug Free Workplace
- Annual Fall Employee Benefit Fair. Local organizations offer information and materials on many different drug and alcohol resources.
- New employee onboarding: new employees receive a brief overview of the Alcohol and Other Drug Policy, where the policy is located on the Mid's website, and reference/information about reporting any suspected drug and/or alcohol use by employees.

College Disciplinary Sanctions

The use and/or abuse of alcohol and other drugs can increase the risk for behavioral and social problems and can have a negative impact on academic and work performance. Students and employees who illegally use alcohol or controlled substances on College property or at College-sponsored activities or events will face disciplinary action and/or prosecution under the law. Mid has adopted intervention strategies for addressing violations of the policy with students and employees based on the level of violation. The College has sanctions in place that are designed to be educational and rehabilitative, rather than punitive. The overall goal of these interventions and sanctions is to:

- Educate the individual on their choices and how those choices may negatively impact themselves or others
- Deter individuals from engaging in unhealthy and/or harmful behavior
- Help motivate the individual to change their behavior so that they may contribute to a healthy and safe campus community

Intervention and sanctions include but are not limited to warnings, required educational programs, meeting with Student Conduct and or Student Wellness, improvement plans, external substance abuse assessment, enrollment in a treatment program, probation, suspension, expulsion, termination of employment, and referral for prosecution. Intervention and sanctions imposed will vary based on the circumstances and severity of the incident, as well as prior acts.

The Student Conduct Office is charged with overseeing the conduct and resolution process for students. The Conduct Office will work with students charged with violations and will determine appropriate intervention strategies, educational measures and sanctions using the response levels. Response levels are designed to guide the process for determining the most reasonable response to violations of the policy. Each reported incident will be reviewed individually. A response level will be assigned to help guide the intervention, education, and sanction process. Human Resources has management of the conduct and resolution process for employees.

Distribution of Policy

The most recent version of the College's [Alcohol and Other Drug Policy and Prevention Program](#) is available on the College's website. The policy and prevention programming are distributed annually at the start of each fall semester. It is emailed to all students, faculty and staff by the Office of College Compliance and Ethics. The email includes a notice of availability of the Policy and includes the Policy as a PDF attachment. A link for accessing the document online is also included. First-time students that attend after the Fall Semester will be provided a copy of the policy via email in the second week of their first semester. This email will include the same information as the annually distribution. Through the Human Resource onboarding processes, new hires whose start date is after the annual distribution, are provided with information on the policy, where it located on the website, and how to request a paper copy.

Review of College Prevention Program and Policy

The Drug Free Campuses and Drug Free Workplace Acts require institution of higher education to conduct a biennial review of its programs. The Biennial Review is conducted on even-numbered years and is designed to determine effectiveness, implement change as needed, and ensure that intervention and sanctions developed are enforced consistently. Mid's most [recent Biennial Review](#) is available for review and is currently being critiqued for the 2024 Biennial Review. Individuals may request paper copies of both the Biennially Review and the Alcohol and Other Drug Policy and Prevention Programming by contacting sos@midmich.edu.

Section VII: Smoke and Tobacco Policy

To promote the health and well-being of our students, faculty, staff, and to reduce involuntary exposure to secondhand smoke, smoking and/or the use of any tobacco or cannabis products, vapor or e-cigarettes is prohibited within or outside of all facilities and grounds that are owned, leased or operated by the College. This includes the use of these products outside of any vehicle. No designated areas are provided by the College for smoking. Students, faculty, staff and visitors may smoke, vape (not cannabis), and/or use tobacco products, or e-cigarettes **in** their personal vehicles when attending class, working, or visiting any Mid campus location.

Recognizing that each and every person benefits from a smoke and tobacco-free college environment, the enforcement of the Policy is equitably placed on all members of the College community. Students, faculty, staff and visitors are expected to adhere to the Policy and persons that repeatedly disregard the Policy will be subject to the disciplinary processes defined under Mid's Conduct Guidelines.

Section VIII: Weapons Policy

Mid prohibits any weapons on property that is owned, leased or otherwise under the control of the College. This provides for the safety and welfare of all students, employees, vendors, contractors and visitors while on our campus or at College sponsored activities. Accordingly, no person shall be permitted to carry firearms or other weapons (concealed or not concealed) with or without a concealed weapon permit, while on campus or at any college sponsored function or event.

Any staff member found on the College premises possessing any pistol, firearm, dangerous weapon or other device that is purposed to inflict bodily harm, shall be subject to corrective action up to and including termination of employment. This applies to all College premises, in College vehicles, or on property being used by the College for College purposes. Anyone who violates the Policy may also be subject to criminal sanctions as provided for by law. This prohibition also applies to staff members who may be licensed to possess firearms, have a concealed weapon permit, or may otherwise engage in the open carry of a weapon. This restriction is not applicable to sworn federal, state, or local law enforcement officers who are required to carry firearms during the course of their employment or to those individuals who receive a written waiver of this prohibition from the President or his/her designee.

Any student found possessing any prohibited material/device shall equally be subject to corrective action up to and including expulsion.

Any vendor, contractor, or visitor found in possession of any prohibited devices will be denied access to the College or be immediately removed from the premises.

The College recognizes that some individuals carry pepper spray or similar materials for personal protection when walking on or off campus. The Policy is not intended to prohibit the possession of such items. However, the College expects that individuals will use sound judgment in their use or display of such devices.

Definitions

College Property

Includes but is not limited to property owned, managed, occupied, operated or leased by the College and used for classroom purposes, activities, college sponsored events or other authorized use of the facilities.

Weapons/Dangerous Weapons

- a. Loaded or unloaded firearm, whether operable or not

- b. A dagger, dirk, razor stiletto, knife or stabbing instrument having a blade of longer than 3 inches, brass knuckles, blackjack, club, or other object specifically designed or customarily carried for use as a weapon, that is used as a weapon or carried/ possessed for use as a weapon.
- c. An object or device that is utilized or fashioned in a manner that would compel a person to believe that the object or device is a firearm or an object likely to cause death or bodily injury
- d. Pneumatic devices, including any device that is designed to expel a projectile by the use of air, gas, or spring; to include BB guns, paintball guns, and Airsoft guns
- e. Explosives, fireworks, bows and arrows, swords, and dangerous chemicals

Exceptions to the Policy

1. Current or retired State, Federal, County, or Local Law Enforcement Officers
2. Current or retired State, Federal, or County Court judges
3. An individual, with prior written approval from Security Operations and Systems (and with limited scope and duration), may possess an unloaded weapon when it is worn as part of a military or fraternal uniform in connection with a public ceremony, parade, or theatrical performance; or if a weapon is stored in a locked vehicle and the owner possesses a valid license.
4. When someone possess or uses such a device in connection with a regularly scheduled educational, recreational or training program authorized by Mid.

Based on extraordinary circumstances, only the College President or his/her designee may waive the prohibitions against weapons on campus. Any such waiver shall be in writing, state with particularity the reason for the waiver, and must be limited in both scope and duration.

Section IX: Minors on Campus

Mid Michigan College endeavors to maintain a protected environment for all members of the campus community, including minor children. A variety of interactions with minor children occur every day on campus when children are present with guests, visitors, or as prospective/enrolled students. Children also actively participate in programs and activities hosted by the College or third parties. When young children accompany an employee, student, or visitor to the campus, the child should be under the constant supervision of a responsible adult. This requires an unobstructed line-of-sight between the child/children and the adult. The child/children should be disciplined and non-disruptive to the learning/work environment. Additionally, per the College's [Code of Conduct](#), children are prohibited in classrooms, laboratories, testing centers or other areas of instruction.

Minors that have been admitted to the College, children who participate in organized, scheduled activities/events, and dual enrolled high school students, are permitted on campus without adult supervision. Parents/guardians of minor children that engage in scheduled activities or events are encouraged to enroll in Mid's [visitor emergency notification system](#). This would provide them with text message alerts in the event of a campus closure or situation that warrants the issuance of an emergency notification or timely warning.

All members of the campus community have an obligation to protect the welfare of minor children and should report any suspected acts of child abuse or neglect. Pursuant to the Michigan Child Protection Act 238 of 1975 (MCL 722.623), only certain types of individuals (e.g. school administrators, teachers, law enforcement, child care workers) that have information or reasonable cause to suspect that a child under the age of 18 is being abused, neglected or exploited, are required to file an immediate report. In Michigan, these individuals are referred to as 'Mandated Reporters.' Although these Reporters are specifically designated, **any** individual that suspects acts of child abuse or neglect should file a report with the Michigan Department of Health and Human Services by calling (855) 444-3911.

Section X: Community Core Values

As an educational institution, Mid has a responsibility to provide a work and learning environment that consistently nurtures safe and healthy surroundings. Through the College's core values of integrity, learning, people, community and excellence, Mid commits itself to cultivating an environment to all members that is accepting, equitable, secure, and respectful. Each member of the campus community (students, faculty, and staff) shoulders the responsibility of working collaboratively in upholding these values and maintaining a high quality of conduct. Through the Student Code of Conduct and the Employee Nondiscriminatory Harassment Policy, Mid can gauge when behaviors are inconsistent with these core values and has established procedures for redress, intervention and remedies which are intended to educate and safeguard members of the College Community.

Student Code of Conduct

The College has a responsibility to provide its students with a socially unimpeded and secure environment. The student, in turn, is expected to adhere to standards and responsibilities toward other members of the Mid Michigan College population. The most important of these duties is to refrain from interfering with the rights and obligations of others to teach, learn, and effectively manage the institution. Students are required to engage in responsible social and academic conduct that positively reflects upon the College and displays good citizenship in the community. Students are expected to act in a responsible manner that promotes the learning environment of the College. Conduct violations that disrupt the College environment are not tolerated and are addressed assertively. The three forms of misconduct subject to disciplinary action are:

- Violations of civil/criminal law
- Disruption of the educational process
- Violation of College rules, regulations and policies

The Student Code of Conduct applies to all Mid locations including off campus sites, internships, online learning communities controlled by the College, studies abroad, club and athletic events, and at any College-sponsored activity or event. Off-campus behavior that may adversely affect the College and/or the pursuit of its objectives may also be considered violations of this Code. A full copy of the [Student Code of Conduct](#) is available on the College's website.

Employee Nondiscriminatory Harassment

The College is fully committed to its employees in maintaining a healthy and safe work environment where every individual is treated with civility, dignity and respect. As such, Mid prohibits acts of nondiscriminatory harassment (commonly referred to as bullying) against all members of the campus community, including staff, faculty, and student workers. The College strongly encourages anyone who is a victim of or observes such behavior in the context of College employment or activities, to promptly report it to Human Resources or the Office of College Compliance and Ethics. The College has a responsibility to adeptly address reports of nondiscriminatory harassment/bullying behavior and will respond promptly and effectively to prevent, correct and remedy such behavior through the College's established grievance procedures. The Employee Nondiscriminatory Harassment Procedure is not intended to create individual or group rights (whether contractual or otherwise) that do not exist under law. The Procedure provides the College with the means to address conduct that is not necessarily unlawful, but is in conflict with its Core Values and has the potential to cause disruption and create unequal access. A full copy of [the procedure](#) is available on the College's website.

Section XI: General College Dispute Resolution

As a general rule, dispute resolutions will be available in two formats: the informal/mediation resolution and the formal/administrative investigation. The specific procedure for assessing, reviewing, and resolving conflicts, disputes or prohibited conduct violations will vary depending on the policy. As such, the brief description below is only intended to provide an overview. For a full description and understanding of the rights, responsibilities, procedures, and minor variations, individuals should refer to the College Policy that is being referenced. Resolution processes will be conducted in a prompt, fair, thorough, and impartial manner from the outset through to the final results. A preponderance of the evidence standard will be used for determination in resolving complaints. The College works to resolve disputes in a timely manner.

Informal/Mediation Resolution

An informal/mediation resolution is available under most circumstances except for allegations of sexual violence committed by an employee of the college against a student. An informal process is available when it is suggested by the individual/investigator and the involved Parties agree. The individual/investigator assigned to the Case will work with the Parties to reach a resolution that will end the misconduct, prevent reoccurrence, and remedy its effects for the victim and/or the College. Minor sanctions may be imposed.

Formal/Administrative Resolution

A formal/administration resolution embodies opening an investigation where the Parties involved are interviewed and afforded the opportunity to share their account of the events. They are asked to provide any supporting documentation and propose any witnesses that should be interviewed. All exculpatory (evidence that tends to justify or show a person's lack of involvement in an act) and inculpatory (evidence that tends to show a person's involvement in an act) evidence will be considered and using the preponderance of the evidence standard (more likely than not), a determination and finding will be rendered. The Determination will endeavor to end the misconduct, prevent reoccurrence, and remedy its effects for the complainant and/or the College. Sanctions may be imposed. For matters adjudicated under the College's Title IX Sexual Harassment Policy where a formal complaint is filed and an investigation has been opened, a live hearing may be conducted to determine responsibility.

Corrective Measures/Sanctions

Following a finding of responsible, the College has a duty to implement corrective remedies or sanctions that are designed to prevent reoccurrence. Examples of remedies or sanctions the College may impose, including but are not limited to:

For Students: Verbal warning, written warning, college No Contact Order, classroom/work reassignment or removal, probation, social probation (limiting or removal from student group's social activities, sports, etc.), community service, restitution, recommendation for internal or external counseling, implementation of behavior/improvement contract, program attendance/interview, loss of college computer use and/or network, suspension, revocation of degree, or expulsion.

For Employees: Written warning, written reprimand, College No Contact Order, establishment of an improvement plan, restitution, recommendation for external counseling, program attendance/interview, added trainings or educational requirements/internal professional development, removal of responsibilities or leadership roles, work reassignment or demotion, potential suspension with or without pay, or termination.

Section XII: Non-Discrimination, Harassment, and Sexual Misconduct

Policy Statement

Mid strives to provide an environment where individual's rights are protected from all forms of discrimination, harassment and sexual misconduct, which includes acts of sexual violence, sexual assault, sexual harassment, dating violence, domestic violence, sexual exploitation, and stalking.

Members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Mid prohibits any acts of discrimination, harassment, and sexual misconduct, including acts of dating violence, domestic violence, sexual assault and stalking. Mid's [Title IX Sexual Harassment Policy](#) and the [Campus Non-Discrimination, Harassment and Sexual Misconduct Policy](#) reiterates these principles and provides recourse for those individuals whose rights have been violated. The Policies define community expectations in the workplace, classroom, college facilities, and in other off-campus sponsored activities and events. The Policies establish a standard for determining when expectations have been breached and outline how the College will respond. Through this ASR, Mid delivers these policy statements to inform the campus community of its programs that address acts of sexual harassment and misconduct, including acts of dating violence, domestic violence, sexual assault and stalking; as well as the procedures for institutional disciplinary action in cases of discrimination, harassment and sexual misconduct.

Duty to Report

Mid encourages all members of the campus community to *promptly* report allegations of Sexual Misconduct to the Civil Rights/Title IX Coordinator as delayed reporting may limit the College's ability to take corrective action. Employees of the College who have been designated as **Officials with Authority** (individuals designated by the College and through the Title IX – Sexual Harassment Policy who have been explicitly designated with the responsibility to implement corrective measures for sexual harassment) and **Responsible Employees** (individuals designated by the College's Campus Non-Discrimination, Harassment and Sexual Misconduct Policy who have an obligation to report incidents of prohibited conduct) have an obligation to report sexual harassment and/or misconduct (including acts of dating violence, domestic violence and sexual assault) to the Title IX Coordinator as soon as they have been informed. Failure by an Official with Authority or a Responsible Employee to report suspected acts of misconduct may result in significant discipline, which could include removal from their position. Complaints may be verbal, written, or reported as witnessed. Complaints of misconduct, 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.

The College has determined the following positions to be Officials with Authority

- Title IX Coordinator and all members of the Title IX Team
- Student Conduct
- All Vice Presidents and Associate Vice Presidents
- All Deans

The College has determined the following positions to be Responsible Employees

- Various individuals working in Student Services (i.e., Advisors, Mentors, Recruiters, Admission, Student Life Director, and Athletics including coaches, assistance coaches, and Athletic Director)
- Members of Security Operations and Systems, including Liaison Officers and Building Monitors
- Campus Security Authorities designated by the College under the Clery Act and not otherwise specified in this provision
- Staff traveling or supervising students on College-sponsored events or travel

- Any individual (employee or non-employee) who serves as an advisor or coach to College-recognized sports and student groups

Amnesty

In the course of good faith reporting, if any individual is found to be in violation of a non-violent conduct issue, no act of retribution from the College will be taken against said individual.

Jurisdiction

Mid's jurisdiction and response protocols for acts of sexual misconduct vary slightly between the Title IX Sexual Harassment Policy and the Campus Non-Discrimination, Harassment and Sexual Misconduct Policy. The Title IX Sexual Harassment Policy takes precedence over the Campus Non-Discrimination, Harassment and Sexual Misconduct Policy, when addressing acts of sexual misconduct. (It should be noted that at the time of publishing this 2024 Annual Security Report, pursuant to an injunction filed by Universities by Young American's Foundation and Female Athletes United and issued by Federal court order, Mid Michigan College's Title IX Sexual Harassment Policies and Procedure follow the [2020 Title IX Final Rule/Regulations](#).)

Jurisdiction under the Title IX Sexual Harassment Policy pertains to situations when:

- The alleged conduct occurred within Mid's educational program or activities and defined as locations, events, or circumstances where Mid exercises substantial control over both the Respondent and the context in which the sexual harassment occurs; this may include off-campus buildings owned or controlled by the College
- Mid has control over the Respondent at the time of the complaint
- The alleged misconduct occurs against a Complainant who is in the United States
- A Formal Complaint is filed and at the time of filing, the Complainant is participating in or attempting to participate in Mid's education program or activity

In instances where the alleged sexual harassment does not meet the above jurisdiction, the Title IX Coordinator will dismiss the complaint under the Title IX Sexual Harassment Policy and may reinstate/reissue under the Campus Non-Discrimination, Harassment and Sexual Misconduct Policy, the Student Code of Conduct, or the Employee Nondiscriminatory Harassment Protocol.

Jurisdiction under the Campus Non-Discrimination, Harassment and Sexual Misconduct Policy

Pertains to situations that do not meet the above, relative to sexual misconduct and include situations when:

- Discrimination, harassment or sexual misconduct occurs on college property, at college-sponsored activities or events, and/or when both the Complainant and Respondent are a student, faculty, or staff member
- Acts of misconduct occurring off college property when a definite, legitimate and substantial College interest exists or at non-college sponsored activities or events if the Complainant and Respondent are members of the campus community and the alleged misconduct has the potential to create a hostile environment when on campus

Any actions taken by the College are administrative in nature and separate from any criminal proceedings related to the reported misconduct. These actions may occur while a criminal proceeding is ongoing. Actions taken by the College will not be delayed or dismissed when criminal charges have been reduced, dismissed, or when a criminal proceeding is pending. Further, Mid may continue with its investigation if a Party is no longer a student or employed at the College. If the Campus Non-Discrimination, Harassment and Sexual Misconduct is not applicable to the reported incident, the Title IX Coordinator may issue under the Student Code of Conduct or Employee Nondiscriminatory Harassment Protocol.

Retaliation

No person shall be penalized for using, in good faith, channels available for resolving complaints of misconduct. It is prohibited for Mid or any member of the campus community to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by College policies, or because the individual has made a report or complaint, testified, assisted, participated, or refused participation in any manner of an investigation, proceeding or hearing conducted by the College.

Anyone who believes that they have been the victim of retaliation for opposing harassment, discriminatory behavior, reporting sexual misconduct, or participating/cooperating in an investigation, should immediately contact the Title IX Coordinator listed herein. Any person found to have retaliated against a person for engaging in protected activity will be in violation of College policy and may be subject to disciplinary action.

False Statement

Should the College's investigation reveal that a complaint was knowingly falsified and/or that 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

The College will make reasonable and appropriate efforts to ensure privacy to involved individuals and protect confidentiality when conducting an investigation and resolving a complaint, except as otherwise required by law.

At its discretion, Mid may release 'directory information,' which is defined as information about students or employees which generally would not be considered harmful or an invasion of privacy if disclosed. Individuals who have experienced crimes of violence or other matters may not want the College to share directory information and can request that the College withhold such information. Students interested in learning about their rights and options to opt-out of directory information are encouraged to complete the [Request for Directory Information Opt-Out](#) Form; or contact the Office of the Registrar at enrollment@midmich.edu Employees should contact Human Resources directly to make similar requests at hr@midmich.edu.

Regardless of whether a complainant or other person has opted-out of allowing the College to share 'directory information,' Personal Identifiable Information (PII) about the complainant and/or other necessary parties will be kept confidential. Personal Identifiable Information (PII) will only be shared with persons who have a specific need-to-know, such as those investigating/adjudicating the matter or those involved in providing support services, including accommodations and supportive measures. Doing this allows the College the ability to maintain, as confidential, any provided accommodations or supportive measures, to the extent that maintaining such confidentiality would impair the ability of the College to provide the accommodations or supportive measures.

As the Title IX Coordinator is also considered a Campus Security Authority, the Coordinator is required by the Federal Clery Act to statistically report certain categories of crimes including certain types of sexual misconduct. Confidentiality is maintained when filing the report and no personal information about the Complainant or Respondent is disclosed. This Annual Disclosure of Crime Statistics reports the types of criminal incidents, only.

Should a Complainant ask that a complaint not be investigated or that their name be withheld from the Respondent, the request will be considered. However, the College cannot guarantee that said request will

be honored. If a Complainant insists that their name not be disclosed to the Respondent, the College's ability to respond may be limited. In limited circumstances involving serious or repeated conduct or when the Respondent may pose a persistent threat to the campus community, the College reserves the right to investigate regardless of a Complainant's request for confidentiality. In such circumstances, the Title IX Coordinator may sign a formal complaint to initiate an investigation. For acts of sexual violence, this would be done after the completion of an appropriate risk assessment and the Title IX Coordinator's decision would be based on results of a risk assessment that demonstrates a compelling risk to the health and/or safety of the campus community which would require Mid to pursue formal action.

Prohibited Conduct and Definitions

Discrimination

Mid prohibits any form of discrimination against any person on the basis of 'protected characteristics' in the administration of and access to the College's programs and activities and in conditions of admission or employment. These characteristics include: race, creed, color, ethnicity, religion, sex, gender identity or expression, pregnancy or related condition, age, personal appearance, sexual orientation, marital or parental status, national origin, citizenship, genetics, disability, military or veteran status, political affiliation, or any other legally-protected status, as well as victims of intimate partner violence. Mid 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.

Harassment

Mid defines harassment as any discriminatory conduct based on an individual's 'protected characteristics.' Harassment is physically or verbally hostile conduct that degrades or shows malevolence towards an individual; is unwelcome or offensive conduct/communication that is directed toward someone/group of individuals because of their 'protected characteristics' (e.g. race, color, religion, sex, gender identity).

Hostile Environment

A hostile environment is created through harassing conduct (e.g. physical, verbal, graphic, or written) based on a person's protected characteristics (e.g. pregnancy, age, sexual orientation, marital or parental status, national origin) that becomes sufficiently severe, pervasive or persistent to the extent that it interferes with or limits the ability of an individual to participate in or benefit from a college program, work or activity. It is worth noting that there are singular acts that are so severe by their nature that a hostile environment can be created, such as acts of sexual assault.

When determining the existence of a hostile environment, the College will consider the conduct from both a subjective and objective perspective. For example, how does the alleged victim perceive the conduct (subjective) and how would a reasonable person (of similar stature, in the same position) perceive the conduct (objective).

Pregnancy and Parental Status Discrimination

The College will not discriminate against any student or employee or exclude any student or employee from its educational programs or activities (including any class or extracurricular activity) on the basis of such individual's actual or potential parental, family, marital status, pregnancy, childbirth, lactation, false pregnancy, termination of pregnancy or recovery therefrom, unless the individual voluntarily requests to participate in a separate portion of the program or activity of the College.

Pregnancy or Related Condition

Pregnancy or related conditions refers to:

- Pregnancy, childbirth, termination of pregnancy, or lactation

- Medical conditions related to pregnancy, childbirth, termination or pregnancy, or lactation
- Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or their related medical conditions

The College will not deny such an individual access to or participation in classes, extracurricular programs, athletics, honor societies, opportunities for student leadership, or other activities. The College will treat pregnancy, childbirth, lactation, false pregnancy, termination of pregnancy and recovery therefrom as justification for a leave of absence for so long a period of time as is deemed medically necessary by the person's physician. At its conclusion, the person shall be reinstated to the status that was held when the leave commenced. Further, Mid will allow students the opportunity to make up any missed work in a manner selected by the student which is reasonably equivalent to the work missed and within a reasonable timeframe. The College may require a pregnant student or a student who has given birth to obtain a certification from a physician stating that the student is physically 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 conditions requiring the attention of a physician.

The College will provide a student or employee with reasonable and responsive modification and adjustments to the learning or work environment and may include:

- Breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom
- Intermittent absences to attend medical appointments
- Access to online or homebound education
- Changes in schedule or course sequence
- Time extensions for coursework and rescheduling of tests and examinations
- Allowing a student to sit or stand, or carry or keep water nearby
- Counseling
- Changes in physical space or supplies (for example, access to a larger desk or a footrest)
- Elevator access
- A larger uniform or other required clothing or equipment

For the non-birthing parent, the College will provide support and assistance in the event of a medical need for the birthing-parent or newborn.

The College will provide a student or employee reasonable break time to express breast milk or breastfeed as needed. Further, the College has established dedicated "Mindfulness" rooms on each campus and Tech Centers which are clean, shielded from view, and free from intrusion from others. These may be used by students and employees for expressing or breastfeeding.

Gender-based Harassment

Gender-Based Harassment is established on actual or perceived gender, sexual orientation, gender identity or gender expression. This may include acts of aggression, intimidation, or hostility; whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature. The harassing behavior creates a hostile environment if the conduct is sufficiently severe, persistent or pervasive enough that it has the effect of unreasonably interfering with, denying, or limiting someone's ability to participate in, or benefit from, College programs, work, or activities.

Sexual Misconduct

The term **Sexual Misconduct** has and will be used throughout this section of this Report and is considered an umbrella term applied to a number of unwelcomed behaviors of a sexual nature that would constitute sex-based harassment. Sexual misconduct may occur in any sex or gender composition--between members of different sexes or the same sex, regardless of gender or gender identity.

Under Title IX, sexual misconduct is defined as conduct on the basis of sex that meets one or more of the following:

- An employee of Mid suggesting provisions of an aid, benefit, or College service in exchange for an individual's participation in unwelcomed sexual conduct. This is commonly referred to as Quid Pro Quo sexual harassment and includes unwanted sexual advances, requests for sexual favors, or other verbal/physical conduct of a sexual nature; the submission to or rejection of such conduct would result in adverse educational or employment actions
- Any unwelcomed sex-based conduct that a reasonable person would find so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College's programs and activities
- Sexual Assault: Any attempted or actual sexual act directed against another person without their consent; it encompasses situations where the victim is incapable of giving consent because of their age or because of temporary or permanent mental incapacity; sexual assault includes:
 - Rape: The carnal knowledge of a person, without the consent of the victim, including instances where the victim is unable to give consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. (For reference the act of rape is the penetration, no matter how slight, of the vagina or anus with any body part or object of the victim and/or oral penetration by a sex organ of another person.)
 - Fondling: Is 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 their age or because of their temporary or permanent mental or physical incapacity.
 - Incest: Nonforcible 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 in Michigan
- 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; existence of the relationship shall be determined on a consideration given to the length of the relationship, type of relationship, and the frequency of interaction between the persons involved in the relationship; violence may include but is not limited to, sexual or physical abuse or the threat of such abuse
- Domestic Violence: includes felony or misdemeanor crimes committed by a person who is:
 - 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 with 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, or

- A person who commits acts against a youth or adult victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
(The 2022 VAWA Reauthorization Act expanded the 1994 definition, above, to include the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim including verbal, psychological, economic, or technological abuse that may or may not constitute criminal acts, but has not been adopted under the 2020 Title IX Regulations or the Clery Act)
- Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress (Mid 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, medical or other professional treatment or counseling

Supplemental Terms and Definitions

- **Consent:** is clear, knowing, and voluntary; active, not passive; and 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. When determining whether a person has the capacity to provide consent, the College will consider whether a lucid, reasonable person in the same position would or should have known that the other party could or could not have consented to sexual activity. When determining if consent to sexual activity was given, this definition along with the circumstances of the relationship between the parties will be considered.
- **Crime of Violence:** An offense that has the use, attempted use, threatened use or element of physical force against the person or property of another; any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense
- **Force:** Physically imposing and/or the use of physical violence on someone to gain sexual access; force includes threats and intimidation

- **Coercion:** Unreasonable pressure for sexual activity; when someone stipulates that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point is coercion
- **Incapacitation:** Exists when an individual is temporarily or permanently impaired by mental and/or physical deficiency, disability, illness or by the use of alcohol or drugs to the extent that they lack sufficient understanding to make rational decisions or are incapable of appraising or controlling their conduct

Title IX/Civil Rights Team and Training

Title IX Coordinator

Mid strongly encourages anyone who experiences or observes any acts of discrimination, harassment or sexual misconduct to promptly report the incident(s) and seek assistance from the College's Title IX Coordinator. The Title IX Coordinator is the official that is designated and authorized by Mid to ensure compliance with federal rules and regulations, as well as established policies. Primarily, the Title IX Coordinator oversees Mid's response efforts when reports of misconduct are made. This includes the coordination of intake, assessment, investigation, resolution processes and the implementation of supportive measures. The Title IX Coordinator is expected to act with independence and authority, free from bias and conflicts of interest. Mid's Title IX Coordinator is:

Title IX Coordinator for Students and Employees

Lori Fassett, AVP of Human Resources

Title IX/Civil Rights Coordinator

1375 S. Clare Ave, Harrison, MI 48625

Office: Harrison Campus Room 213B

2600 S. Summerton Rd., Mt. Pleasant, MI 48858

Mt. Pleasant Campus Doan Center Room 104

(989) 386-6622, Ext. 692

lfassett1@midmich.edu

Title IX/Civil Rights Team

The Coordinator not only manages the College's Title IX/Civil Rights Program but also has the oversight of the Title IX/Civil Rights Team. The Team is comprised of Investigators, Decision-Makers, Appellate Panel, Advisors and individuals designated to facilitate the informal resolution process. The individuals that serve on the Team and who are involved in a particular case are vetted and trained to ensure that they are not biased for or against any party in a specific case or Complainants/Respondents, generally or individually. Additionally, members of the Team receive yearly training on the issues related to dating violence, domestic violence, sexual assault, and stalking, as well as how to conduct an investigation and hearing process that protects the safety of the Complainant and promotes accountability.

The Complainant or Respondent may, at any time during the resolution process, express concern to the Title IX Coordinator regarding bias or conflict. The Title IX Coordinator will consider the report and determine if the concern is reasonable and has merit. If so, the Coordinator will assign another member of the Team to fill the role, resolving the impact of the bias or conflict. If the concern for bias or conflict is with the Title IX Coordinator, the concern should be directed to the Vice President of Finance and Business Administration, Chief Financial Officer.

Members of the Title IX/Civil Rights Team receive yearly training, based on their role. The links to completed trainings are available on the College's [Title IX/Civil Rights webpage](#). Topics include, but are not limited to:

- Definitions and issues as they relate to acts of sexual harassment/misconduct including dating violence, domestic violence, stalking and sexual assault
- College policies that address issues of sexual misconduct and the corresponding grievance procedures
- How to conduct investigations and hearings that promote accountability and protect the safety of Complainants and Respondents
- How to serve impartially by avoiding bias, conflicts of interest, and prejudgment of the facts at issue
- How to objectively evaluate all relevant evidence including both inculpatory and exculpatory; determine credibility, without bias, towards a person's status as a Complainant, Respondent, or witness
- How to render findings and generate clear, concise, evidence-based rationales

Education, Prevention, and Resources

In an effort to prevent acts of misconduct, the College brings comprehensive educational and prevention awareness programs to the campus community. These programs are assessed for effectiveness and value to be culturally relevant, inclusive of diverse communities and identities, sustainable, and responsive to community needs. They are intended to stop acts of discrimination, harassment, and sexual misconduct, including acts of sexual assault, dating violence, domestic violence and stalking, before they occur. Programs to prevent dating violence, domestic violence, sexual assault, and stalking intend to be comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns designed to end dating violence, domestic violence, sexual assault, and stalking. It considers environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Our educational opportunities promote positive and healthy behaviors that foster healthy, mutually-respectful relationships and sexuality, encourage safe bystander intervention and seek to change behavior and social norms. These programs are made available to all new incoming students and new employees through online training modules designed specifically for community colleges, as well as through distribution of the College's Title IX Sexual Harassment Policy and the Campus Non-Discrimination, Harassment and Sexual Misconduct Policy (primary prevention). Further, each July all Mid employees are required to complete compliance training which include modules on VAWA (Violence Against Women Act) and workplace sexual harassment. Each semester, new and returning students are provided free access to online training module that focuses on sexual harassment, including dating violence, domestic violence, stalking, bystander intervention and risk reduction strategies. Additionally, throughout the year, Human Resources, the Office of Compliance and Ethics, Student Life, and the Office of Counseling and Wellness Services offer ongoing awareness and prevention campaigns and activities to students, faculty and staff.

These various endeavors are intended to:

- Identify prohibited conduct in acts of discrimination, harassment and sexual misconduct including domestic violence, dating violence, sexual assault and stalking
- Define what behaviors constitute discrimination, harassment and sexual misconduct including domestic violence, dating violence, sexual assault and stalking
- Define what behaviors and actions constitute *consent* to sexual activity

- Provide safe and positive options for bystander intervention that may be carried out by an individual to intervene or prevent harm when there is a risk of crimes of violence
- Provide information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks and increase empowerment for victims; to promote safety and help individuals and communities address conditions that facilitate violence
- Examine reporting obligations, options, and rights to report; how and whom to report discrimination, harassment, sexual misconduct and/or violence on campus; preferences to report to local law enforcement

2023-24 Ongoing Education, Awareness, and Prevention Activities

Mid is invested in providing ongoing education, awareness, and prevention information to members of our community surrounding acts of sexual misconduct. During the 2023-24 academic year, Mid used an array of approaches to disseminate information such as face-to-face presentations, interactive on-line projects, on-line training programs, printed materials, tabling displays, social media campaigns and collaborative activities. Departments such as Campus Safety and Security, Office of Compliance and Ethics, Human Resources, Student Services, Library and Learning Services, and Student Life partnered with external agencies, such as RISE Advocacy, Central Michigan University and other external constituents to offer the following trainings, activities, events and information:

- Faculty and Staff were required to complete online yearly training on sexual harassment, Title IX and Sexual Misconduct, as well as on the Campus Save Act which includes bystander intervention and risk reduction information
- New and returning students were provided with free access to online training modules that address campus life, including modules on Intimate Partner Violence, Title IX Rights and Protections, Bystander Intervention Strategies, Sexual Violence Awareness (Campus SaVE Act/Title IX)
- Mid's Title IX Sexual Harassment and Campus Non-Discrimination, Harassment, and Sexual Misconduct Policies were sent out to all members of the campus community at the start of the Fall semester. In the Winter and Summer sessions, students new to Mid were emailed a copy of the policy and information on how to access it online, as well as information on the College's Title IX Coordinator. New employees, during the onboarding process, are made aware of College policies and are also required to complete online training modules
- Campus Safety and Security Cards were posted throughout the College and included contact information for the College's Title IX Coordinator and a QR Code to the College's [MidCares online reporting page](#)
- Honored and recognized Sexual Assault and Domestic Violence awareness through various endeavors such as: promoted and participated in Denim Day: a day dedicated to support survivors and educate ourselves and others about all forms of sexual violence, recognizing and honoring survivors by wearing jeans; distributed Healthy Relationship Cards which included information on signs of unhealthy relationships; held a viewing of "Seeing Allred"; hosted Woman's Health Summit; offered Wellness Workshops on Healthy Relationships where participants learned to identify the signs of healthy vs unhealthy relationships and gain tools designed to improve and enhance current and future relationships; supported survivors through a message board available on both campuses where people could leave messages of support.
- The Title IX Coordinator provided education and awareness to various groups throughout the college, including athletics.

Bystander Intervention Strategies

Bystanders can play a critical role in the prevention of sexual and relationship violence. They are the members of the community who observe violence or witness the conditions that perpetuate violence, are not directly involved, but have the choice to intervene, speak up, or act. Bystander intervention has 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. At any given moment, all members of the Mid community could be bystanders and would have an important role in preventing acts of discrimination, harassment and sexual misconduct when exposed to such situations. Being an active bystander can include:

- Speaking out against statements, attitudes, or behaviors that may perpetuate a culture endorsing violence as acceptable or inevitable
- Naming and stopping situations that could lead to acts of discrimination, harassment, or sexual misconduct
- Stepping in during a high-risk incident whether by disruption, distraction, speaking up, or calling for help so others can step in
- Supporting and believing others when they feel uncomfortable or hurt
- Helping others respond to problematic situations

Being an active bystander does not mean that one should risk their own personal safety. There is a choice of appropriate actions depending on the bystander and the situation at hand. It is beneficial to be aware of the situation, interpret if the situation requires intervention, assume responsibility for intervening and in what way, and determine how to effectively help. This could mean leaving the situation and seeking outside help.

Risk Reduction Strategies

Anyone can be sexually assaulted, and there are no means to prevent sexual assault because the only people who have the power to prevent sexual assault are those who perpetrate it. Recognizing that only abusers are responsible for their actions and with no intent to blame the victim, below are some suggestions that provide options for increasing safety in areas over which individuals have control over (taken from Rape, Abuse, & Incest National Network):

Tips for reducing personal risk:

- Be aware of your surroundings. Know where you are going and speak up if you are uncomfortable with the plans. Knowing who is around you may help you find a way of escaping a bad situation
- Try to avoid isolated areas. Obviously, it is more difficult to get help if no one is around
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be
- Communicate with your partner: NO MEANS NO; use a clear, verbal yes to communicate consent
- If you feel you are being pressured or coerced into sexual activity, you have a right to state your feelings and/or leave the situation
- Don't allow yourself to be isolated with someone you do not know or someone you do not trust
- Make sure your cell phone is with you and charged
- Be careful about posting your location. Many social media sites use geolocation to publicly share your location
- Realize that drinking and drug use can impair judgment

- Don't leave your drink unattended and do not accept drinks from people you do not know or trust
- Watch out for your friends and vice versa
- If you suspect that you or a friend has been drugged, contact local law enforcement immediately—
Call 9-1-1

Tips to reduce the risk of committing sexual assault:

- Be a good listener and listen carefully. Take time to hear what the other person has to say. If you feel that they are not being direct or are giving off 'mixed messages' ask for clarification
- Don't fall for the cliché: 'if they say no, they really mean yes.' If your partner says 'no' to sexual contact, believe them and stop. If they appear uncomfortable or uncertain, stop and check in. It is never acceptable to force sexual activity or pressure, coerce or manipulate someone into having sex, no matter the circumstances
- Don't make an assumption about a person's behavior. Don't assume that someone wants to have sex because of the way they are dressed or if they drink/drink too much
- Remember consent to one sexual encounter does not mean consent to another. Nor does consent to kissing mean consent to other sexual activities. Obtain clear consent for each sexual encounter and activity
- Be aware that having sex with someone who is mentally or physically incapable of giving consent is rape. This includes individuals who are incapacitated due to unconsciousness, alcohol or drugs, otherwise incapable of saying no, or being cognizant of activities around them.

Recommended Procedures for Victims of Sexual Misconduct

An individual who has been the victim of sexual misconduct including acts of domestic violence, dating violence, sexual assault, stalking or any other form of sexual misconduct is encouraged to immediately report the incident to the College's Title IX Coordinator or to local law enforcement with responding jurisdiction. The following information is provided by the College as a general guideline:

- Delayed reporting may limit the College's ability to investigate and remedy the misconduct.
- Mid strongly encourages the victim(s) of sexual misconduct to report the incident to law enforcement but recognizes that it is the victim's choice and the victim has the right to decline police involvement; Mid will assist a victim in notifying local law enforcement if they so choose.
- Meet with the College's Title IX Coordinator who can provide a victim with a list of their rights, including information on supportive measures. The College can provide such assistance as: changes to academic matters, modes of transportation, working situations, protective measures such as separating the parties, placing limitations on contact between the parties, making alternate class placement, workplace arrangements, increased security, or monitoring of certain areas of campus. These measures are offered regardless of whether or not a victim chooses to report the matter to law enforcement or participate in the College's judicial process. The College will maintain as confidential any measure provided, to the extent that maintaining such confidentiality would not impair the ability to provide such measure.
- The College can provide a victim with institutional and community information on internal and external counseling, health, victim advocacy, mental health, legal assistance, visa and immigration assistance, student financial aid, and other services available to them.
- Consider obtaining a restraining order/personal protection order or similar lawful orders issued by a criminal court or family court. The College's Title IX Coordinator can provide information on how to file for a restraining order/personal protection order.

- Victims of violent crimes are encouraged to preserve evidence by making sure that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a Protection Order from the Court.
- Victims of sexual violence/assault, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and if necessary, a rape examination has been performed. Clothes should not be changed.
- Victims are encouraged to seek immediate medical attention and/or a forensic examination at a local hospital. This specialized examination includes a compilation of medical history, a physical examination, treatment for injury, emergency contraception, and preventive treatment for sexually transmitted infections.
- Victims of sexual assault may choose to obtain a sexual assault forensic exam (commonly referred to as a rape kit) through a Sexual Assault Nurse Examiner (SANE). SANE Nurses have received specialized training in treating victims of sexual assault and are generally on-call 24 hours a day. They not only examine a victim as a health professional but they approach their work with specialized sensitivity and knowledge. They assess, document, and preserve evidence for the legal aspects, should the victim choose to file a criminal complaint. SANE personnel can provide the victim with additional information such as counseling care or follow-up testing, such as HIV.
- In instances of harassment or stalking, evidence is more likely to be in the form of letters, emails, text messages, etc., rather than bodily evidence. It is still necessary to take steps to preserve data in these instances, as well.
- If a victim reports an act of misconduct to a College Official with Authority or College Responsible Employee, the Employee is obligated to refer the matter to the College's Title IX Coordinator for review regardless of the Complainant's desire to file criminal charges or to participate in the College's judicial process. The Title IX Coordinator is a Campus Security Authority and, in that function, will report the disclosed incident, eliminating any personally identifiable information about the parties involved. This information will be reviewed and a determination will be made of the need to include the incident in the College's Daily Crime Log and Annual Security Report (pursuant to Clery Act requirements).

Procedures the College Will Follow When a Report of Sexual Misconduct Is Received

When a report of sexual misconduct (dating violence, domestic violence, sexual assault, or stalking) is received, the College has anticipated processes that are designed to be sensitive to the victim and offer supportive assistance. Upon receipt of a report, the College will respond as follows:

Report of Sexual Assault

The College will:

- Assess the immediate safety and security needs of the victim
- Assist the victim with contacting local police if the Complainant requests AND provide the victim with contact information for the local police department with responding jurisdiction
- Depending on when the incident occurred and is reported, provide information on how to preserve evidence; provide information on options to obtain a sexual assault medical examination
- Provide the victim with a referral to on and off campus counseling/victim advocacy
- Assess the need for interim or long-term protective measures, if appropriate
- Provide the victim with a written explanation of their rights and options along with the [‘Questions and Answer’](#) and [‘Resource Guide for Survivors of Sexual Misconduct’](#)
- Provide information on a Mutual College No-Contact directive and issue such a directive if deemed appropriate

- Provide information on how to request/petition for a Personal Protection Order through the legal/court system
- Provide copies of the applicable College Policy that addresses Sexual Assault and review the investigation and resolution process with the victim

Report of Stalking

The College will:

- Assess the immediate safety and security needs of the victim
- Assist the victim with contacting local police if the Complainant requests AND provide the victim with contact information for local police department with responding jurisdiction
- Provide information on preserving evidence
- Provide the victim with a referral to on and off campus counseling/victim advocacy
- Assess the need for interim or long-term protective measures, if appropriate
- Provide the victim with a written explanation of their rights and options along with a ‘Questions and Answer’ and ‘Resource Guide for Survivors of Sexual Misconduct’
- Provide information on a Mutual College No-Contact directive and issue such a directive if deemed appropriate
- Provide information on how to request/petition for a Personal Protection Order through the legal/court system
- Provide copies of the applicable College Policy that addresses Stalking and review the investigation and resolution process with the victim

Report of Dating/Domestic Violence

The College will:

- Assess the immediate safety and security needs of the victim
- Assist the victim with contacting local police if Complainant requests AND provide the victim with contact information for local police department with responding jurisdiction
- Provide the victim with a referral to on and off campus counseling/victim advocacy
- Assess the need for interim or long-term protective measures, if appropriate
- Provide the victim with a written explanation of their rights and options along with a ‘Questions and Answer’ and ‘Resource Guide for Survivors of Sexual Misconduct’
- Provide information on a Mutual College No-Contact Directive and issue such a directive if deemed appropriate
- Provide information on how to request/petition for a Personal Protection Order through the legal/court system
- Provide copies of the applicable College Policy that addresses Dating/Domestic Violence and review the investigation and resolution process with the victim

Confidential Resources and Support

The College encourages individuals who have experienced acts of criminal or sexual violence to report the conduct to the College’s Title IX Coordinator, Liaison Officers, or local law enforcement. However, the College understands that there are many barriers to reporting, both individual and societal. Not every individual will choose to make a formal report but still may need someone to speak with in confidentiality who is not required to report the incident to the College’s Title IX Coordinator. For such individuals, the College offers limited Counseling through the Office of Counseling and Wellness Services.

The Director of Counseling and Wellness Services is a professional counselor and is subject to legal confidentiality. This prohibits the release of information without an individual’s express consent, except as

required by law. If someone makes a report of criminal or sexual violence to the College's confidential resource, the individual will be provided with options and information on the steps of submitting a voluntary, confidential report to the Clery Compliance Officer. This Report permits the Clery Compliance Officer to determine if the incident should be reported among the crime statistics in the Annual Security Report. Personal information is NOT disclosed in the crime statistics.

Information on Mid's Counseling and Wellness Services may be obtained by contacting:

Amy Campbell, Director of Counseling and Wellness Services
Mt. Pleasant Campus: 2600 S. Summerton Rd., Mt. Pleasant, MI 48858
Harrison Campus: 1375 S. Clare Ave., Harrison, MI 48625
aacampbell@midmich.edu
989-773-6622, Extension 256

The College's counseling services are limited. In an effort to support an individual's rights to speak with someone confidentially in confidence, the College maintains a [Community Assistance Resource page](#). Individuals who wish to remain anonymous and have experienced acts of criminal or sexual violence on any of Mid's campus locations, at college-sponsored activities or events, or off campus where the perpetrator is a member of the campus community, are encouraged to consider submitting an anonymous report through the [MidCares reporting page](#). Submission of an anonymous report permits the Clery Compliance Officer to determine if the incident should be reported among the crime statistics in this Annual Security Report.

Mid does not employ pastoral (religious) counselors.

Community Resources

The College realizes the importance of having community references readily available. A list of external resources is housed on the College's website, entitled [Community Assistance Resources](#), as well on the [Campus Safety webpage](#). Information on both pages is updated regularly. (The information regarding external resources is not provided to infer that those resources are crime reporting entities for the college.)

Additionally, the College has assembled a 'commonly asked questions and answers' booklet for survivors of sexual misconduct which is available on the College's [Title IX & Civil Rights webpage](#). The [Guide](#) provides information on survivor reporting options through the College and local law enforcement, resources available on and off campus, information on SANE examinations, how to obtain a College No Contact Order and acquire a Personal Protection Order from the Courts, etc. A resource handbook, published in 2018 by the Office of the Governor in conjunction with the former First Lady of Michigan, entitled [A Resource for Campus Sexual Assault Survivors, Friends, and Family](#) is also available.

Reporting/Filing Complaints

Mid strongly encourages anyone who experiences or observes any acts of discrimination, harassment, or sexual misconduct to promptly report the incident(s) and seek assistance from the College. The College can only take corrective action when it becomes aware of a problem. In instances where the College is aware of acts of discrimination, harassment, or sexual misconduct, the College may take its own action to determine what has occurred and respond appropriately. The College reserves the right to initiate proceedings without a formal complaint by a Complainant.

Any student, staff member, third-party or bystander who experiences, observes, or becomes aware of any acts of Sexual Misconduct is urged to report it to the College's Title IX Coordinator, Liaison Officers, or by using the online incident report form.

Reports may be filed as follows:

1. Through the [Mid Cares Reporting webpage](#) and completing the Campus Non-Discrimination, Harassment and Sexual Misconduct Report Form. While access to this form is available 24 hours a day, 365 days a year, submission may not be reviewed outside of normal business hours, on weekends, or during College holidays. If there is immediate risk to health or safety, contact 911
2. Contacting Security (Liaison Officer/Building Monitors)
Harrison Campus (989) 339-4204, Security Office, 139
Mt. Pleasant Campus (989) 339-7323, Center for Student Services, Office 146
3. By contacting the College's Title IX/Civil Rights Coordinator:
Lori Fassett, AVP of Human Resources
Title IX/Civil Rights Coordinator
1375 S. Clare Ave, Harrison, MI 48625
Office: Harrison Campus Room 213B
2600 S. Summerton Rd., Mt. Pleasant, MI 48858
Mt. Pleasant Campus Doan Center Room 104
(989) 386-6622, Ext. 692
lfassett1@midmich.edu

For incidents occurring at off-campus events or activities, please contact 911 or law enforcement with the responding jurisdiction. Please further notification by contacting Campus Security or the Title IX Coordinator.

When filing a complaint, it is recommended that the information provided should thoroughly and concisely describe the alleged incident(s). This information should include the date, time and location, name of involved parties, and the names of any witnesses. Any supporting documentation should be included with the complaint.

Complaint Assessment

Upon receipt of a complaint alleging discrimination, harassment or sexual misconduct, the College will promptly respond to the report in a manner that is not deliberately indifferent. The Title IX Coordinator will conduct an initial assessment of the report to determine whether the alleged conduct rises to a level that it may deny or limit the victims' ability to participate in or benefit from College programs, work, or activities. The Title IX Coordinator will assess the allegation from both a subjective and objective perspective and will employ common sense and reasonable judgment to help evaluate the conduct and determine if there is reasonable cause to believe that a violation of College Policy may have occurred. The Title IX Coordinator will contact the Complainant, review possible policies that may have been violated by the alleged misconduct, review options for filing a complaint, review the Complainant's Rights, and offer supportive measures. If the matter moves forward, the College has a duty to initiate a prompt, fair, and impartial investigation and resolution, treat the Complainant and Respondent equitably, and provide non-punitive support measures to either party.

Supportive Measures

The Title IX Coordinator will offer and implement supportive measures to either the Complainant or the Respondent (or both) regardless of whether a Formal Complaint is filed. Supportive measures are free non-disciplinary, non-punitive services offered to the Complainant and/or Respondent as appropriate and reasonably available.

In applying supportive measures, any services that are provided to the Complainant or the Respondent will be kept confidential unless disclosure is necessary to provide the service. Supportive measures restore or preserve equal access to the College's educational and work programs and activities without unreasonably burdening the other Party. They are designed to protect the safety of all Parties, the College's educational environment, and/or deter sexual misconduct.

Examples of Supportive Measures may include, but are not limited to:

- Referral to confidential resources, including counseling and other mental-health services; the Employee Assistance Program for employees, and community-based service providers
- Extension of deadlines or other course-related adjustments
- Modifications of work or class schedule
- Campus escort services
- Mutual restrictions on contact between the Parties
- Change in work location
- Leave of absence
- Increased security monitoring of certain areas of the campus
- Information regarding the availability of counseling, health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available both on-campus and through off-campus external agencies
- Issuance of a Timely Warning, per the Clery Act
- Any other actions deemed reasonable and appropriate by the Title IX Coordinator.

In instances where a risk possibility exists, Mid may act to remove a Respondent partially or entirely from its education program or activity on an emergency basis after an individualized risk and safety analysis has determined and would justify removal on the basis that the Respondent poses a danger to the physical health or safety of any student or other individual. The individualized risk and safety analysis for students will be conducted by MidCares Team and will focus upon the particular Respondent. The committee will examine the specific circumstances "arising from the allegations of sexual misconduct" posing an immediate threat to a person's physical health or safety. It will utilize a Risk Rubric (such as the NaBITA Risk Rubric) or another comparable tool. It should be noted that there is no "one-size fits all" for an individualized safety and risk analysis and Respondents will be assessed on a case-by-case basis. The Respondent will be provided with notice and an opportunity to challenge the decision, immediately following the removal, if enacted. Mid has the authority and discretion to place an employee Respondent on a paid or unpaid non-disciplinary administrative leave only after a Formal Complaint has been filed, even where the requirements for an emergency removal are not met.

[Resolution Overview](#)

While adjudication processes are different, the College's Title IX Sexual Harassment Policy and the Campus Non-Discrimination, Harassment and Sexual Misconduct Policy are designed to provide a prompt, fair, impartial, and reliable determination as to whether a violation of College policy has occurred. If a violation has occurred, the College will implement remedies designed to end the misconduct, prevent its recurrence and address its effects on the Complainant and others, as appropriate. For sexual misconduct findings, the College will take these actions regardless of whether or not the sexual violence is the subject of a criminal investigation.

[Investigations](#)

Investigations into allegations of discrimination, harassment and sexual misconduct will be fair, impartial and a final resolution will be rendered within a reasonably prompt timeframe, (usually within 45 to 90 days

depending on the policy adjudicated under) unless an extension has been requested for good cause and granted. If an extension is granted, written notice will be provided to the parties notifying them of the delay and the reason for the delay. Investigations will be conducted in a manner that is consistent with the governing policy in a manner that is transparent to the parties. Additionally, the investigation will be conducted by an Investigator who does not have a conflict of interest or bias, for or against the Complainant or Respondent, and who has received yearly required training.

During the investigation and through the final determination of a complaint, both the Complainant and the Respondent shall have certain rights, which include:

- Equal opportunity to present witnesses and other relevant evidence
- Equal opportunity to review statements or any evidence provided by the other party
- Equal opportunity to review and comment upon information independently developed by the Investigator through the investigation process
- The Complainant and Respondent may each have an Advisor present throughout the resolution process from the period of the initial interview through resolution. The role and level of the Advisor's participation varies throughout the resolution process depending on the governing policy. The Advisor may be anyone—a friend, family member, an attorney, a union representative, or any other individual a party chooses
- Comparable and timely access to all information that will be considered in resolving the complaint
- Simultaneous written notification of the finding/final determination, process for filing an appeal, and when such finding becomes final

Mid *will make every effort* to protect the rights and privacy of a Complainant and Respondent. While confidentiality cannot be guaranteed, during the investigation the College will make every effort to protect the identities of those involved. Pursuant to the Family Educational Rights and Privacy Act (FERPA), the College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk or a change in student status or conduct situation. In the case of a significant and articulable health and/or safety risk, the College may contact parents/family/guardians to inform them of the situation and/or gather information.

Informal Resolution

In certain circumstances where the Title IX Coordinator believes that the complaint may be resolved by informal means, an informal investigation and resolution process may be suggested to the Complainant and Respondent. If agreeable, the Title IX Coordinator will obtain written consent from the parties, to proceed with the informal resolution process. The informal process does not involve a full investigation and adjudication process, and will still act to end the misconduct, prevent its reoccurrence and remedy its effects; lesser sanctions may be imposed. In cases where an informal resolution is reached, the Title IX Coordinator will prepare the Informal Case Summary and Resolution and provide simultaneous copies to both the Complainant and Respondent. The Complainant and/or Respondent may end the informal resolution process at any point prior to the issuance of the Informal Case Summary and Resolution, and submit a written request to the Title IX Coordinator that the matter proceed through the formal process.

Note: Informal Resolution is never allowed to resolve allegations of sexual misconduct by an employee of the College against a student.

Final Determination

When rendering a Final Determination, all exculpatory (evidence that tends to justify or show a person's lack of involvement in an act) and inculpatory (evidence that tends to show a person's involvement in an

act) evidence will be considered and using a preponderance of the evidence standard (more likely than not) a determination regarding responsibility will be established.

Sanctions

If a determination of responsible is rendered, a list of sanctions that could be imposed include:

For Students: Verbal warning, written warning, college No Contact Order, classroom/work reassignment or removal, probation, social probation (limiting or removal from student group's social activities, sports, etc.), community service, restitution, recommendation for internal or external counseling, implementation of behavior/improvement contract, program attendance/interview, loss of college computer use and/or network, suspension, revocation of degree, or expulsion.

For Employees: Written warning, written reprimand, College No Contact Order, establishment of an improvement plan, restitution, recommendation for external counseling, program attendance/interview, added trainings or educational requirements/internal professional development, removal of responsibilities or leadership roles, work reassignment or demotion, potential suspension with or without pay, or termination.

Notification of Outcomes

Both the Complainant and the Respondent will receive simultaneous written notification of the final outcome. The information will be shared through the Notice of Final Outcome prepared by the Title IX Coordinator. This will include the findings, rationale, and any imposed sanctions. The Final Determination is part of the educational record of the Respondent and is protected from release under FERPA. However, the College observes the legal exceptions as follows:

- In the event that an alleged victim of a “crime of violence” is deceased as a result of such crime or offense, the next of kin of said victim shall be treated as the alleged victim and will be provided with the written notice of outcome, including the Notice of Final Outcome with findings, rationale and any sanctions imposed.
- The College may publicly release the name, nature of the violation and sanction, of any student who is found in violation of a College Policy that is a “crime of violence.” These offenses include: arson, burglary, robbery, criminal homicide, sex offenses, assault, kidnapping/abduction, and destruction/damage/vandalism of property. The College will release this information to the Complainant in any of these offenses, regardless of the outcome.
- In cases of crimes of violence or Sexual Misconduct including Sexual Assault, Sexual Harassment, Dating or Domestic Violence and Stalking, the Complainant has the unconditional right to be informed, in writing, of the outcome, essential findings and sanctions without condition or limitation.

Appeal Process

The Complainant or Respondent may file an appeal with the Title IX Coordinator. The petition must be filed within 5 business days of receiving the written Notice of Final Outcome. Any party that files an appeal must do so, in writing, to the Title IX Coordinator. Other parties will be notified and provided a copy of the petition. The Title IX Coordinator will assemble the Appeal Board and forward the Petition to them for consideration, within 5 business days of receipt of said Petition. Within 10 business days, the Appeal Board will determine if the request is timely and has merit. An Appeal decision will be rendered by the Board within an additional 10 business days and the written outcome will be provided to the Parties simultaneously. It will include any change to the outcome and/or sanctions and when the results become final. Written notice will be provided via secure electronic email to the parties midmich.edu account, hand

delivered, and/or a hardcopy through the United States Postal Service to their address on file with the College. Once sent, receipt is presumptively recognized.

The original findings and sanctions are acknowledged to be reasonably and appropriately determined. Therefore, the only grounds for appeal are:

- If a procedural (or substantive) error occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.)
- To consider new evidence that was unavailable during the original hearing or investigation and could substantially impact the original finding or sanction; a summary of this new evidence and its potential bearing must be included
- The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondent generally or the individual Complainant/Respondent that affected the outcome of the matter
- The sanctions imposed are substantially disproportionate to the severity of the violation; post-investigation sanctions that are imposed can be appealed by either Party

Complainant and Respondent's Rights

When complaints of discrimination, harassment, or sexual misconduct are filed with the Title IX Coordinator, the College will afford specified rights to the Complainant and Respondent as outlined below.

Complainant's Rights

Mid Michigan College will afford certain rights to any Complainant or Respondent that reports or is the alleged perpetrator of an incident of discrimination, harassment, sexual misconduct or crimes of violence. These Rights are provided whether the incident occurred on or off campus and whether or not a formal complaint is filed. The College will support the Complainant's right to choose which avenues of assistance are most appropriate for them. These avenues may include assistance from: The Title IX Coordinator, Security Operations and Systems, including Liaison Offers, local police agencies (with proper jurisdiction), local victim advocacy, and/or the emergency department of local hospitals.

Complainants shall be afforded the following rights regardless of whether or not the College has jurisdiction:

- To be treated with dignity and respect
- To be free from any suggestion that the reporting individual is at fault when these violations are committed, or that they should have acted in a different manner to avoid such crimes or violations
- To submit a report with local law enforcement agencies (with proper jurisdiction), when violations of the law have occurred. Mid will assist in this process if assistance is requested
- To decline the option of reporting to law enforcement
- To be provided with information on preserving evidence for proof in a criminal proceeding and clarification on preserving such evidence
- In instances of sexual assaults, to be provided with information on how to obtain a sexual assault medical examination
- To receive information on the process to petition for a Personal Protection Order through the Circuit or Family Court, with proper authority to issue such an Order.
- To be provided with information regarding the availability of counseling, health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available both on-campus and through off-campus external agencies

- To be afforded supportive measures which may include, but is not limited to, assistance in changes to academic situations, matters of transportation, working arrangements, protective measures such as separating the parties, placing limitations on contact between the parties, making alternate class placement or workplace schedules, increased security or monitoring of certain areas of campus, or other assistance, if requested and reasonably available. This is regardless of whether or not a formal report is made. Supportive measures will be kept confidential to the extent that they can be without impairing the ability to provide them

In instances where the College has jurisdiction, victims of discrimination, harassment, or sexual misconduct will be provided with the following additional rights:

- To report the crime or violation to the Title IX Coordinator or designee and decide whether to participate in the College's judicial process, without any duress from the College
- To be provided with detailed information about the College's judicial process and grievance procedures
- To be afforded an investigation and resolution that is prompt, fair, impartial and equitable
- To be granted a Mutual Campus No Contact Order against any member of the campus community who has engaged in or threatens to engage in stalking, threats, harassment, or other improper behaviors that present a danger to the welfare of the victim or others
- In instances of sexual misconduct, to have an investigation and proceeding conducted by officials who receive annual misconduct and sexual violence training
- To petition for the removal of any member of the investigation or judicial proceeding, based on demonstrated bias
- To have freedom from retaliation by the College, the accused/Respondent, their friends, family, and acquaintances within the jurisdiction of the College
- To be accompanied to any related meeting or proceeding by an Advisor; the Advisor may be anyone, including a union representative from the Complainant's collective bargaining unit, an attorney or in cases of sexual misconduct, a Sexual Assault Victim's Advocate
- To understand the standard of evidence that the College uses when making a determination, which is by "preponderance of evidence" or "more likely than not"
- To present witnesses during the investigation and have those witnesses interviewed
- To receive written notification regarding the outcome of any College investigation or proceeding
- To be given notice on the right to file an appeal of the proceeding, any changes that should result from an appeal and when results/findings become final
- To receive information explaining the College's responsibility of submitting a confidential report (required by the Clery Act) for the purposes of tracking campus crime statistics
- To be provided with a paper copy of college policies
- In instances of sexual misconduct (including acts of dating violence, domestic violence, stalking and sexual assault) to be provided with a Resource Guide from the Office of Compliance and Ethics entitled, [Commonly Asked Questions and Answers for Survivors of Sexual Misconduct](#)
- To have Rights and options reviewed in more detail, victims are encouraged to contact the College's Title IX Coordinator

Respondent's Rights

In an investigation of alleged discrimination, harassment, sexual misconduct or crime of violence, Respondents shall be afforded the following Rights:

- To be treated with respect and dignity by the College

- To be presumed not responsible for the alleged conduct
- To a fair, thorough, neutral, and impartial investigation of the incident
- To be informed about campus and community resources for counseling, support, and other assistance
- To be afforded supportive measures which are free non-disciplinary, non-punitive services offered and as appropriate and reasonably available may include, but is not limited to, assistance in changes to academic situations, matters of transportation, working arrangements, placing limitations on contact between the parties, making alternate class placement or workplace schedules, increased security or monitoring of certain areas of campus, or other assistance, if requested and reasonably available. Supportive measures will be kept confidential to the extent that they can be without impairing the ability to provide them
- To be informed about the College's investigation and grievance procedure
- To be informed of possible sanctions that could be imposed, if found responsible.
- To have the investigation and proceedings conducted by officials who receive yearly sexual violence and misconduct training, when there are allegations of sexual misconduct
- To petition for the removal of any member of the investigation or judicial proceeding, based on demonstrated bias
- To be provided with information on the allegation of misconduct under investigation which constituted a potential violation of Mid Policies; this includes the specific section of the Policy that has been allegedly violated; the names of all involved parties, the alleged incident date(s) and location(s), and the precise conduct that allegedly created the potential violation
- To present witnesses during the investigation and have those witnesses interviewed
- To be accompanied to any related meeting or proceeding by an Advisor; the Advisor may be anyone, including a union representative from the Respondent's collective bargaining unit or an attorney
- To understand the standard of evidence that the College uses when making a determination, which is by "preponderance of evidence" or "more likely than not"
- To receive simultaneous written notification regarding the outcome of any College investigation or proceeding
- To be given information on the right to file an appeal of the proceeding, any changes that should result from an appeal, and when results/findings become final
- To be free from retaliation by the College, the Complainant, and/or their friends, family and acquaintances within the jurisdiction of the College
- To receive information explaining the College's responsibility of submitting a confidential report (required by the Clery Act) for the purposes of tracking campus crime statistics
- To be provided with a paper copy of college policies
- To have these Rights and options reviewed in more detail, individuals are encouraged to contact the College's Title IX Coordinator

Visa & Immigration Assistance

There are occasions when students, faculty, and staff have questions about what the impact of various actions (such as a reduction in course load or a change in work circumstances) will have on their visa or immigration status. People who have been victims of certain crimes of violence may qualify for immigration relief or be eligible to file an immigration visa petition under the Violence Against Women Act (VAWA), provisions of the Immigration and Nationality Act. To be connected to information and assistance, individuals should contact the College's Title IX/Civil Rights Coordinator. In order to provide

proper assistance and/or answer questions, the Title IX/Civil Rights Coordinator may seek assistance from internal offices or make referrals to external immigration services/counsel.

Student Financial Aid

Information about financial aid matters is available from the Office of Financial Aid. Students who may need to reduce credit hours or withdraw from their classes, should contact the Financial Aid Office prior to making any adjustments, to discuss their mitigating circumstances. The Financial Aid Office can be reached by calling (989) 386-6664 or via email at finaid@midmich.edu.

College No Contact Directive & Personal Protection Orders

In certain circumstances when the College has jurisdiction over both a Complainant and Respondent, the College may decide to issue a Mutual No-Contact Directive, as a supportive measure. Generally, the Mutual No Contact Directive prohibits the Complainant and Respondent from having contact with one another, may limit or restrict access to certain areas of campus during certain periods of time, and may require adjustments to the Complainant's and/or Respondent's work or class schedule. These Directives are issued on a case-by-case basis and are enforced at the College level.

A Personal Protection Order (PPO) is a document that is different than a College Mutual No-Contact Directive. It is obtained and issued by a Court, not the College. A PPO orders someone to stop threats or violence against another person and forbids contact. It is enforced by the Police. Any person who has reasonable cause to fear for their personal safety or who has received threats or experienced violence may file a Petition with the Court for a PPO. There are three types of Personal Protection Orders: Domestic Relationship, Non-Domestic (Stalking), and Non-Domestic (Sexual Assault). For information, paperwork, or assistance in obtaining a PPO, please visit [Michigan Legal Help](#). Assistance can also be provided by contacting sexual assault or domestic violence service providers, such as [R.I.S.E Advocacy Inc.](#) (Clare and Isabella Counties) or [Shelter House](#) (Gladwin and Midland Counties). The College cannot apply for a PPO for or on behalf of an individual. Individuals who receive a Personal Protection Order are encouraged to notify the Office Security Operations & Systems of the issued Order and to discuss a safety action plan while on campus.

For more information on the College Mutual No-Contact Directive or the State of Michigan's Personal Protection Order, students, faculty, staff and visitors of the College may contact the College's Title IX/Civil Rights Coordinator:

Lori Fassett, AVP of Human Resources
Title IX/Civil Rights Coordinator
1375 S. Clare Ave, Harrison, MI 48625
Office: Harrison Campus Room 213B
2600 S. Summerton Rd., Mt. Pleasant, MI 48858
Mt. Pleasant Campus Doan Center Room 104
(989) 386-6622, Ext. 692
lfassett1@midmich.edu

Record Retention

The Title IX Coordinator, and any other employee as appropriate, shall maintain in a confidential matter, for at least seven (7) years from date of creation of last record pertaining to each case, in paper or electronic files the following:

- The complete file for each sexual misconduct investigation and formal resolution, to include any determination regarding responsibility, any audio or audiovisual recording or transcript from the live hearing, any sanctions imposed, and remedies provided
- Records of any appeal and results
- Records of any informal resolution process conducted and the results
- Materials used to train the Title IX Team
- Records of any actions taken, including supportive measures, in response to a report or formal complaint of sexual misconduct. The records should include an explanation of why the actions taken by the College were not deliberately indifferent, and document the measures taken to restore or preserve equal access to the college's programs and activities

If supportive measure were not provided, the College must document the reason why such a response was not deliberately indifferent or unreasonable in light of the known circumstances and if the response was based on the complainant's indication that there was no need to supply supportive measures or there was a request or desire that the College take no action.

Grievance/Adjudication/Disciplinary Procedures (Various)

Title IX-Sexual Harassment Grievance Procedures

Notice to the Parties

Upon receipt of a signed Formal Complaint, the Title IX Coordinator will provide simultaneous notice to the Parties, which will include allegations of sexual harassment potentially constituting a violation of policy; including sufficient details known at the time and allow sufficient time for the Respondent to prepare a response before any initial interview. The Notice will include the following information:

- A meaningful summary of all allegations
- The identities of the Parties involved in the incident, if known
- The conduct allegedly constituting sexual harassment as defined within the policy (Quid Pro Quo; Sexual Assault – rape, statutory rape, incest, fondling; Dating Violence, Domestic Violence, Stalking; conduct of a sexual nature that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal access to the College's programs and activities; retaliation)
- The date and location of the alleged incident, if known
- A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process
- A statement that the parties will be given the opportunity to inspect and review all inculpatory and exculpatory evidence obtained during the review and investigation
- A statement regarding sanctions that may be imposed
- A statement regarding the standard of evidence that is used when making a determination regarding responsibility which is by a preponderance of evidence
- A description of the grievance process
- Information that advises the Parties that they may have an Advisor of their choice to inspect and review evidence. This person may, but is not required to be, an attorney. In the event that either party does not have an Advisor, the College has a 'pool' of Advisors who can serve in this capacity on their behalf; upon request to the Title IX Coordinator, the College would appoint an Advisor

- Inform the Parties of the provision of the Policy that prohibits making false statements, knowingly, or consciously submitting false information during the grievance process are subject to disciplinary action under the College's conduct policies
- A statement regarding Mid's policy regarding retaliation as outlined in the policy
- Details on how a party may request disability accommodations
- A link or information about relevant internal and external resources, including mental health services
- Any instruction on how to preserve evidence that may be directly related to the allegations
- The name of the Title IX Coordinator and Investigator assigned, along with the process to identify any conflict or bias ahead of any meetings/interviews
- A notice of any additional allegation that were added after the initial notice to the Parties whose identities are known

Mid operates with the presumption that the Respondent is not accountable for the alleged sexual harassment. This presumption exists unless and until the Respondent is determined to be responsible for a policy violation by a preponderance of the evidence (meaning it is more likely than not that the Respondent violated the Policy as alleged).

Once the decision to proceed with a formal investigation is made, the Title IX Coordinator will appoint an Investigator (who may be the Title IX Coordinator) to perform the investigation. That Investigator will reach out to the parties and begin the investigation process.

Notice will be provided to the parties in writing and will be sent to the Party's Midmail account. Notice may also be delivered in person or sent to the address the College has on file at the time of sending the said notice. Once emailed and/or delivered in person or sent via the United States Postal Service, notice will be presumptively delivered.

Investigation Process

After the Notice of Investigation has been sent to the Parties by the Title IX Coordinator and an Investigator has been assigned, the investigation will commence. During the investigation, the burden of proof and burden of gathering sufficient evidence to reach a determination regarding responsibility rests on the College and not the Parties. Generally, the investigation process will follow the below steps:

1. The Investigator will reach out to the Parties, separately, to set up meetings. During the meetings, each individual will be afforded the opportunity to share their version of events, provide any evidence, suggest any relevant witnesses and submit questions that they would like asked of the other party or any witnesses. The investigator will provide written notice of the day, date, time and location that the meeting is scheduled to take place and will remind the Party of their right to bring an Advisor.
2. The Investigator will develop an investigation plan, including a witnesses list, evidence list, intended investigation timeframe and the anticipated order of interviews for all witnesses and parties.
3. The Investigator will communicate and interview witnesses provided by the parties and review any materials submitted such as text messages, photos etc.
4. The Parties will be provided regularly with status updates throughout the investigation process.
5. Employing the statements and information provided, the Title IX Investigator will prepare the Preliminary Investigative Summary before issuing a Final Investigative Report. The Complaint, Respondent and their respective Advisors (if so desired) will be provided a copy of the Summary

along with any relevant information directly related to the allegations raised in the Formal Complaint and gathered by the investigators, (including both inculpatory and exculpatory evidence). They will also receive any evidence upon which the College does not intend to rely in reaching a determination regarding responsibility. The Summary and all other materials will be provided in electronic or hardcopy. The parties will have 10 business days to review the materials prior to the conclusion of the investigation in order to meaningfully respond to the Summary and evidence. Submission after this time will not be accepted by the Investigator.

6. The Title IX Investigator will consider any appropriate, additional information provided by the parties and conduct any additional interviews and/or investigations as deemed necessary. The Investigator will then compile the Final Investigative Report and include any rebuttal statements submitted by the parties.
7. The Title IX Investigator will submit the Final Case Summary and any rebuttal statements to the Title IX Coordinator and/or legal counsel as appropriate for review and feedback.
8. The Final Investigative Report will be shared with the Complainant, Respondent, and their respective Advisors through a secure electronic transmission or hardcopy at least 10 business days prior to the live hearing. They will also receive any evidence that was not provided in the Report.
9. The College will make all evidence, subject to the parties' inspection and review, available at any Hearing to give each party an equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Scheduling and Notice of Live Hearing

If the complaint is not resolved or applicable for informal resolution and the matter proceeds to a live Hearing, the Title IX Coordinator shall schedule the Hearing and provide notice of the Hearing to the Complainant, Respondent, Advisors, and Decision-Maker(s). The process for scheduling the Hearing proceed as follows:

1. A Live Hearing will be scheduled not less than 10 business days after the completion and dissemination of the Final Investigative Report.
2. The Title IX Coordinator is responsible for securing the Decision-Maker. Generally, the Decision-Maker will be an individual external from the College. Undoubtedly, in cases where the Respondent is an employee of the College, the Decision-Maker will be an external individual. In all probability, if the Respondent is a student, the Decision-Maker will be an external individual except in specific, singular instances. The Decision-Maker may not be an Advisor, Investigator, or Title IX Coordinator or a person with any conflict of interest. A Hearing facilitator, who may be the Title IX Coordinator, may be assigned. This person would be present to guide the process and ensure that policy outlined procedural requirements are met.
3. If agreed upon by the Parties, the Title IX Coordinator will schedule a Pre-Hearing Conference at least 5 business days before the live Hearing is scheduled to take place. The Pre-Hearing conference is a specific time where the Parties and their respective Advisors may meet independently of the other Party with the Title IX Coordinator to address any requests regarding services and accommodations that they may require; to request a College-appointed Advisor if a party does not already have an Advisor of choice; to raise conflict of interest regarding the selected Decision-Maker(s); present cross-examination questions that they would like forwarded to the Decision-Maker(s) ahead of the live hearing, for relevance determination (any questions deemed irrelevant will be noted at the live Hearing and on the record with rationale provided); to have the information contained within the Notice of Hearing explained in detail by the Title IX Coordinator; to review the live Hearing process and Hearing decorum.

4. Notice of the Live Hearing will be sent via email or hardcopy to the Complainant, Respondent, Advisors, Title IX Investigator, and Decision-Maker(s) at least 10 business days prior to the scheduled Hearing date. Once emailed, mailed, or received in person, notice will be considered presumptively delivered.
5. The Notice of the Hearing will not only include the day, date, time, and location of the Hearing but will include an attachment that will outline the following:
 - Notice of the alleged violation, all policies that may be in violation, and a list of possible sanctions/responsive actions that may be imposed upon a determination of responsibility
 - The name of the Decision-Maker, including a statement regarding the ability to object to the Decision-Maker on the basis of demonstrated conflict or bias. This objection should be raised to the Title IX Coordinator at least 5 business days prior to the scheduled hearing
 - Any technology that will be used to facilitate the hearing
 - Information on how the Hearing will be recorded (audio or audiovisual) or transcribed; how a copy of the recording or transcript may be requested, after the hearing
 - Choosing the preference to hold the live Hearing with the Parties in separate rooms using technology that enables the Decision-Maker(s) and Parties to simultaneously see and hear the Party or the witness answering questions. This request should be made to the Title IX Coordinator at least 5 business days prior to the scheduled hearing
 - A reminder of the need to have an Advisor present who will ask cross-examination questions on the Party's behalf. Also, a statement that if a party does not have an Advisor of their choosing present at the live hearing, the College will appoint, without fee or charge to that party, an Advisor from the College's pool of Advisors; this person may be (but is not required to be), an attorney, to conduct cross-examination on behalf of that party. If possible, a party should notify the Title IX Coordinator of the need for a College appointed Advisor as least 5 business days before the scheduled hearing
 - A list of witnesses whose attendance at the Hearing has been requested
 - A statement that if a party or witness chooses not to offer evidence and/or answer questions at the hearing, either because they do not attend the hearing, or because they attend but refuse to participate in some or all questioning, the Decision-Maker(s) may only rely on whatever relevant evidence is available through the investigation/investigation summary and hearing in making the ultimate determination of responsibility. The Decision-Maker(s) may not draw any inference solely from a party's or witness's absence from the hearing or refusal to submit to or answer questions. Decision-Maker may delay and/or reschedule the hearing
 - Information on how to contact the Title IX Coordinator and request any disability accommodations, language assistance, and/or interpretation services that may be required at the hearing. This request should be made at least 5 business days before the scheduled hearing
6. A separate Notice of the Hearing's date, time and location will be sent to witnesses at least 10 days prior to the scheduled hearing; it will include the names of the Complainant, Respondent, Decision-Maker(s), the alleged violation and the applicable College Policies that may be in violation. The Notice will be sent via email or hardcopy through the United States Postal Service. This notice will contain information on how to contact the Title IX Coordinator to discuss any procedural

questions and/or to request services or accommodations that they may require. Once emailed, mailed, or received in person, notice will be considered presumptively delivered.

Title IX Live Hearing Process

Evidentiary Considerations

1. Each party's Advisor will be provided with the opportunity to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility
2. Such cross-examination at the Hearing must be conducted directly, orally, and in real time by the Party's Advisor and never by a party, personally
3. Only relevant questions and cross-examination may be asked of a party or witness
4. Before a Complainant, Respondent, or witness answers a question or cross-examination, the Decision-Maker(s) must first determine whether the question is relevant and explain any decision to exclude an irrelevant question. Once a question is posed and before it is answered, the Hearing will pause and the Decision-Maker will consider the question; the Decision-Maker will determine if said question will be allowed, disallowed, or rephrased. For any question that is not allowed, the Decision-Maker will state the reason for not allowing the question on the record and will then instruct the Party or witness to whom the question was asked accordingly. If cross-examination questions were submitted for relevance review prior to the Hearing, at the Hearing the Decision-Maker(s) will state for the record, the cross-examination questions that will not be allowed and provide a rationale for disallowing the question.
5. 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
6. If a party or witness does not submit to cross-examination at the live hearing, the Decision-Maker(s) may only rely on whatever relevant evidence is available through the investigation/investigation summary and hearing in making the ultimate determination of responsibility. The Decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Hearing Process

1. The Decision-Maker or Hearing facilitator will provide an overview of the processes, Hearing decorum, and ensure that all accommodations are established and the technology is operative.
2. If cross-examination questions were submitted prior to the Hearing for review of relevance, the Decision-Maker(s) will read the questions that will not be allowed due to relevance and provide a rationale for disallowing the questions.
3. The Title IX Investigator will present a summary of the Final Investigative Report to the Decision-Maker(s). After presenting the summary, the Investigator will be subject to questioning by the Decision-Maker and parties, through their Advisor. The Decision-Maker and Advisors should refrain from asking questions that pertain to the Investigator's opinion on credibility, recommended findings, or determination.
4. After the Title IX Investigator has presented the summary and questioning has concluded, in turn, the Parties and witnesses will be allowed to present relevant information beginning with the

Complainant, followed by the Respondent. The Parties and witnesses will submit to questions first by the Decision-Maker and then through the Advisors.

5. Once the Parties and witnesses have finished answering questions, the Decision-Maker(s) will take the matter under advisement for deliberation. Using a preponderance of the evidence standard (more likely than not), the Decision-Maker(s) will render a final determination and prepare a post deliberation statement. This statement will be provided to the Title IX Coordinator, outlining the determination, rationale, and evidence used in support of the determination.
6. If a determination of responsible is rendered, the Title IX Coordinator will address the post-deliberation statement as follows: for student Respondents, the matter will be referred to the Student Conduct Office who will determine the appropriate sanctions. Sanctions for employee Respondents will be referred to Human Resources (HR). Human Resources, in conjunction with the employee's Supervisor, Dean (or other pertinent party), will determine an appropriate sanction. When determining appropriate sanctions, the following will be considered:
 - The nature, circumstances, and severity of the violation and the impact the misconduct had on the Complainant and campus community
 - The Respondent's disciplinary history
 - Previous allegations or allegations involving similar conduct
 - The need for sanctions/responsive action that ends the sexual harassment, prevents its reoccurrence, and remedies its effect on the Complaint and campus community

For both student and employee Respondents, previous disciplinary action, of any kind, may be used in determining appropriate sanctions upon a determination of responsibility.

7. After sanctions have been established, they will be affixed to the post-deliberation statement and provided to the Title IX Coordinator. The Title IX Coordinator, using the post deliberation statement, will prepare the Notice of Final Outcome which will include the final determination regarding responsibility, rationale, and any sanctions imposed. The Right to Appeal information will also be included. Specifically, the Notice of Final Outcome will address:
 - The specific portion of the Policy, and any related policies, reported to have been violated
 - The procedural steps and timeframe taken throughout the grievance process, beginning with the filing of the Formal Complaint through the Notice of Final Outcome
 - Findings of fact that support the determination of responsibility or non-responsibility on each allegation
 - Conclusion regarding the application of the relevant policy to the facts at issue
 - A statement of, and rationale for, the determination of responsibility for each allegation to the extent permitted under law
 - Any sanctions/responsive actions imposed, to the extent permitted sharable under law
 - Any remedies provided to the Complainant designed to ensure access to Mid's educational or employment program of activity, to the extent permitted under law
 - Information on both Party's right to appeal and the steps to file an appeal.

The Notice of the Final Outcome will be delivered simultaneously to the Parties and their Advisor, if desired, via secure electronic email to their Midmail accounts and/or via hardcopy through the United States Postal Service to the address on file with Mid at the time of issuing the Notice of Final Outcome. Receipt of the Notice of the Final Outcome serves as official notification.

Campus Non-Discrimination, Harassment and Sexual Misconduct Grievance Procedures

The grievance process under this policy follows the administrative model as outlined below:

1. Title IX Coordinator conducts a review to determine if the acts reported are subject to jurisdiction under this policy, and/or any other Mid Policy.
2. The Title IX Coordinator will contact the complainant to discuss the matter, review their rights and options for moving forward with an informal or formal investigation. If the Complainant agrees to move forward, an Investigator, who may be the Title IX Coordinator, will be assigned and an investigation will be opened.
3. The Title IX Coordinator will promptly notify both the Respondent and Complainant (if participating), either in writing (e-mail is an acceptable method of delivery) or individually, in person, the following information:
 - Notification of the allegations of misconduct under investigation which constitute a potential violation of the policy, the specific section of the policy allegedly violated, the names of all involved parties, the date and location of the alleged incident, and the precise conduct that allegedly created the potential violation.
 - A link or copy of the College's Non-Discrimination, Harassment, and Sexual Misconduct Policy, as well as a copy of Mid's Code of Conduct
 - The contact information for the Title IX Investigator handling the matter
 - Information regarding behavior that could be construed as retaliation against the Complainant, Respondent, or witnesses. The College prohibits this behavior and persons that retaliate could be subject to immediate disciplinary action, up to and including, suspension, dismissal or termination
 - An outline of the Administrative Model/Investigation process
 - A copy of the Complainant's Rights for the **Complainant** and have those rights clarified, as needed
 - A copy of the Respondent's Rights for the **Respondent** and have those rights clarified, as needed
 - Information to the Complainant and Respondent that each will be permitted to submit a list of witnesses to the Investigator, as well as relevant documentary evidence such as texts, e-mails, photographs, etc.
 - Information regarding supportive measures, how to request such measures and the assistance in implementing them
 - In instances of sexual misconduct, the Complainant is provided a written Resource Guide for victims of Sexual Misconduct; included in this will be information on preserving evidence, obtaining a sexual assault exam, internal and external resources for healthcare and counseling, and procedures for obtaining a Personal Protection Order
 - Where crimes of violence have occurred, the **Complainant** will be advised that in addition to pursuing remedies through the College process, they have the right to include local law enforcement. It is also their right to refuse any law enforcement involvement
 - Information that will explain that each party will be provided with sufficient time to prepare for any interviews or meetings in order to construct a meaningful participation. Additionally, within their Rights, information will be provided about the parties' prerogative to have a support person present during any meetings and the guidelines for that support person
 - Information to the **Respondent** of possible sanctions that could be issued should the Respondent be found responsible, using the preponderance of evidence (or more likely than

not standard). Included would be a list of sanctions that could be imposed based on the severity of the incident. Ranking low to high, these include: verbal warning, written warning, college No Contact Order, classroom/work reassignment, probation, social probation (limiting or removal from student group's social activities, sports, etc.), community service, restitution, recommendation for internal or external counseling, implementation of behavior/improvement contract, program attendance/interview, internal professional development, loss of college computer use and/or network, suspension, revocation of degree, expulsion or termination

- Information to the Respondent that no presumptions of responsibilities are made until a final determination is rendered
4. The Investigator will conduct meetings with the Complainant and Respondent. During the meetings, each individual will be afforded the opportunity to share their version of events, provide any supporting documentation and suggest any relevant witnesses. At this point, the Investigator may, if appropriate, suggest that the matter be resolved under an Informal Process. If the parties do not agree or the issue is not determined to be appropriate for an Informal Resolution, the matter will proceed under the formal administrative process.
 5. The Investigator will make contact and interview witnesses provided by the parties and review any materials submitted, such as text messages, photos etc.
 6. Employing the statements and information provided, the Investigator will prepare the preliminary Case Summary along with any attachments. A copy will be sent to both the Complainant and Respondent for review. E-mail is an acceptable method of delivery
 7. The Complainant and Respondent will be given five business (5) days to prepare a written rebuttal to the information in the preliminary Case Summary, if desired. In addition, any **additional** information, facts or witnesses that were unavailable during the investigation can be cited but would need to have a potential effect on the outcome of the case
 8. The Investigator will consider any appropriate, additional information provided by the parties and conduct any additional interviews and/or investigations as deemed necessary. The Investigator will then compile the Final Case Summary
 9. The Investigator will submit the Final Case Summary and any rebuttal statements/ attachments to the Decision-Maker assigned to the case for review and determination. A copy of the Final Case Summary, as submitted to the Decision-Maker, will also be sent to the Parties
 10. The Decision-Maker, using a preponderance of evidence standard along with all inculpatory and exculpatory evidence submitted, will make a determination regarding responsibility and complete a Final Case Summary, which will include the findings, rationale, and any sanctions
 11. A Final Determination Letter with the Final Case Summary will be simultaneously sent to the Complainant and Respondent along with Appeal information. E-mail is an acceptable method of delivery

Student Code of Conduct Grievance Procedures

There may be instances when a report of discrimination, harassment or sexual misconduct does not meet the criteria for adjudication under the Title IX Sexual Harassment Policy, nor the Campus Non Discrimination, Harassment and Sexual Misconduct Policy. In such instances, when the Respondent (alleged) is a Mid student and said alleged conduct may stand in violation of the Student Code of Conduct, the Title IX Coordinator will turn the matter over to the Director of Student Conduct. If the Director decides to move forward, the conduct process will follow the College's general grievance procedures for resolution as outlined below:

- Alleged violation received

- The alleged violation will be routed to and evaluated by the Director of Student Conduct
- If the violation is a matter of conduct, an investigator will be assigned (who may be the Director of Student Conduct); a preliminary investigation may be necessary and interim measures may be implemented
- Initial intake by the Investigator will include a brief meeting with the reporting party and/or the Complainant
- The Investigator will notify the Alleged, in writing (e-mail is an acceptable method of delivery), of the Complaint/Report and will outline the charge(s) and provide a link to the College Code of Conduct containing information on the items below:
 - Respondent/Alleged Rights
 - Information regarding possible sanctions that could be issued, should the Alleged be found responsible using the preponderance of evidence (or more likely than not standard)
 - An outline of the Administrative Model/Conduct Process, as well as next steps
- The Investigator will meet with the Complainant, Alleged and any witnesses. This policy and the administrative model will be reviewed with the individuals involved. All Parties will be afforded the opportunity to share their version of events and request other witnesses.
- The Investigator will prepare the preliminary Case Summary and will send a copy to the Alleged and possibly the Complainant, for review; e-mail is an acceptable method of delivery.
- The Alleged will have five (5) days to prepare a written rebuttal to the information in the preliminary Case Summary and/or address any additional information, facts or witnesses that were unavailable during the investigation but could have a potential effect on the outcome of the case.
- The Investigator will consider any additional information and will conduct any additional interviews and/or investigations, as necessary. A committee may be convened if the violation warrants it, to review the facts of the allegation and to render a decision.
- In an informal investigation, the Director of Student Conduct would serve as the Investigator and will prepare a Final Case Resolution which will include their findings, rationale, and proposed sanctions.
- In a formal investigation where a committee is not convened, the Director of Student Conduct will serve as the Investigator and the Vice President of Student Services would serve as the Decision-Maker to render a case decision. Once a decision is rendered, the Director of Student Conduct would issue sanctions and provide any follow-up as a result of said sanctions.
- A final determination letter with the Case Resolution will be sent to the Alleged (depending on the circumstances, a copy may be provided to the Complainant as well) along with Appeal information; e-mail is an acceptable method of delivery.
- This Determination will endeavor to end the misconduct, prevent reoccurrence, and remedy its effects for the victim and/or the College. Sanctions may be imposed.

Upon a determination of responsibility, the following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

- Warning—A written notice to the student that the student is violating or has violated institutional regulations
- No Contact – A notice that a student or students are not to approach or speak to each other or have contact using phone, email, text, social media, or third-party individuals; violation of the No Contact Order can result in further sanctions
- No Trespass- A notice that a student is prohibited from entering certain areas of college property; students are prohibited from any of Mid’s locations that deliver educational course content or host

Mid sponsored activities or events; this includes all college buildings, grounds, parking lots, roads and walkways. Violation of a No Trespass may constitute criminal trespass under Michigan Law and the College would have the authority to contact law enforcement

- Probation—a written reprimand for violation of specified regulations; Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student violates any institutional regulation(s) during the probationary period
- Loss of Privileges—Denial of specified privileges for a designated period of time
- Fines—previously established and published fines may be imposed
- Restitution—Compensation for loss, damage, or injury; this may take the form of appropriate service and/or monetary or material replacement
- Referral/Assessment – Students may be required to arrange external assessment, counseling or treatment programs and release any results to the College; continued enrollment may be dependent on the results of such referrals
- Contract – A student may be required to refrain from (or to perform) specific activities; continued enrollment may be dependent on reports of success in meeting the stated criteria
- Discretionary Sanctions—Work assignments, essays, service to the College or other related discretionary assignments; for academic matters such as plagiarism or academic dishonesty, sanctions may include but are not limited to, failure of the course, failure of the assignment, or resubmission of work
- Suspension—Separation of the student from the College for a definite period of time after which the student is eligible to return; conditions for readmission may be specified
- Expulsion—Permanent separation of the student from the College
- 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 other serious violations committed by a student prior to graduation
- Withholding Degree or Transcript —The College may withhold awarding an otherwise earned degree or fulfilling a transcript request until the completion of the process stated in this Student Code of Conduct; this includes the completion of all sanctions imposed, if any

Employee Nondiscriminatory Harassment Dispute Resolution/Grievance Procedures

There may be instances when a report of discrimination, harassment or sexual misconduct does not meet the criteria for adjudication under the Title IX Sexual Harassment Policy, nor the Campus Non Discrimination, Harassment and Sexual Misconduct Policy where the involved parties are employees of the College and could be in violation of the Employee Nondiscriminatory Harassment Protocol. In such instances, the dispute resolution/grievance procedure will follow the College's general grievance procedures for resolution as outlined below:

Informal Resolution

In the event that the assigned Investigator believes that the matter may be resolved by informal means, the Investigator may suggest an informal process to the Parties. If agreeable, the Investigator will work with the Parties to reach a resolution. The informal resolution will still act to end the misconduct, prevent its reoccurrence and remedy its effects; lesser sanctions may be imposed. In cases where an informal resolution is reached, a written Informal Case Resolution Agreement will be prepared and copies will be provided to both the Complainant and Respondent. The Complainant and Respondent may end the informal resolution process at any point and submit a written request to the Investigator that the matter proceed to the formal investigation and resolution process. Note: in cases of alleged physical violence, the informal resolution is not available.

Formal/Administrative Resolution

In response to reports of nondiscriminatory harassment/bullying where the informal resolution is unsuccessful or inappropriate, the Complainant may request a formal investigation. Formal resolution encompasses opening an investigation into the allegation. When a formal investigation is warranted, the Investigator will promptly meet with the Complainant to obtain all necessary and relevant information, as well as discuss their rights and options available under the Procedure. This includes interim supportive measures. Any person(s) against whom a complaint is made (Respondent) will be notified of the complaint, in writing, and will be advised of their rights under the procedure. The communication will include the allegation surrounding the incident and possible sanctions that could be imposed should the Respondent be found responsible. The Respondent will have sufficient time to prepare and respond to the allegations and present any and all relevant information including witness statements or other evidence. Once the Investigator has concluded the investigation process, both Parties will be provided with copies of the Investigation Summary and will have an opportunity to submit any rebuttals. Thereafter, the Investigator will turn the Investigation Summary over to the Decision-Maker for review and determination. Once the Decision-Maker has rendered a final determination, simultaneous written notification of the results will be provided to the Complainant and the Respondent.

If a finding of responsible is issued, the College will take all necessary measures to end the misconduct and restore balance/equitable access. Additionally, the College will take the necessary steps to prevent the reoccurrence of said misconduct. Appropriate corrective action will be taken and remedies may be imposed. Examples of remedies that could be imposed include, but are not limited to: verbal warning, written warning, college No Contact Directive, classroom/work reassignment, probation, social probation (limiting or removal from certain committees or groups/programs), community service, restitution, recommendation for external counseling, implementation of behavior/improvement contract, program attendance/interview, internal professional development, loss of college computer usage and/or network, suspension, or termination.

All necessary communication with the Parties will be held in a timely manner and every effort will be made to conclude the proceeding within a reasonable timeframe (generally within 60 business days).

Section XIII: State of Michigan Crimes and Definitions

The definitions provided earlier within this document regarding sexual assault, domestic violence, dating violence, and stalking are comprehensive and meant to help address the College's grievance procedures. They are not intended to mirror the legal system. However, these acts of misconduct may also be violations of Michigan Law and subject to prosecution. Below, for reference, are some of Michigan's crimes and excerpts and definitions as they relate to sexual assault, domestic violence, dating violence, and stalking. Reference information is also provided for Michigan's Personal Protection Orders as well as Sexual Assault Victims' Access to Justice.

For the full text of each law please reference Michigan Compiled Laws (MCL) section number and click on the MCL link.

New as of September 27, 2023 Michigan enacted the "Use of Authority to Prevent Reporting of Certain Crime to Title IX Coordinator," MCL 750.478b. This new law prohibits a person from intentionally using his or her professional position of authority over another person to prevent or attempt to prevent that person from reporting acts of child abuse, criminal sexual conduct (first, second, third or fourth degree) and assault with intent to commit second degree criminal sexual conduct or criminal sexual conduct involving sexual penetration, respectively (as outlined below) to a Title IX Coordinator at a postsecondary educational

institution. Individuals who violate this law would be guilty of a misdemeanor punishable by imprisonment for not more than one year or a fine of not more than \$1,000.00 or both.

Michigan Laws

Domestic Violence (Assault or Assault and Battery) (includes dating violence) – [MCL § 750.81](#)

Domestic Violence = assault or assault and battery of:

- 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
- a resident or former resident of his or her household

“Dating relationship” means frequent, intimate associations primarily characterized by the expectation of affectional involvement. This term does not include a casual relationship or an ordinary fraternization between two individuals in a business or social context. (M.C.L. § 750.81(7)).

Aggravated Domestic Violence (includes dating violence) – [MCL § 750.81a](#)

Assaults any of the following individuals, without a weapon, and inflicts serious or aggravated injury (without intent to commit murder or inflict great bodily harm less than murder):

- spouse or former spouse,
- an individual with whom he or she has or has had a dating relationship,
- an individual with whom he or she has had a child in common, or
- a resident or former resident of his or her household

“Dating relationship” means frequent, intimate associations primarily characterized by the expectation of affectional involvement. This term does not include a casual relationship or an ordinary fraternization between two individuals in a business or social context. (M.C.L. § 750.81a(4)).

Sexual Assault = Criminal Sexual Conduct – Definitions (As Amended 10/2023) [MCL § 750.520a](#)

“Actor” means a person accused of criminal sexual conduct.”

“Intimate parts” includes the primary genital area, groin, inner thigh, buttock, or breast of a human being.

“Mentally incapacitated means that a person is rendered temporarily incapable of appraising or controlling the person’s conduct due to the influence of a narcotic, anesthetic, alcohol, or other substance, or due to any act committed upon that person without the person’s consent.”

“Physically helpless means that a person is unconscious, asleep, or for any other reason is physically unable to communicate unwillingness to an act.”

“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:

- Revenge.
- To inflict humiliation.
- Out of anger.

"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.

"Victim" means the person alleging to have been subjected to criminal sexual conduct.

There are different degrees of Criminal Sexual Conduct

Criminal Sexual Conduct First Degree – [MCL § 750.520b](#)

A person is guilty of criminal sexual conduct in the first degree if he or she engages in sexual penetration with another person and certain circumstances exist:

- (a) That other person is under 13 years of age.
- (b) That other person is at least 13 but less than 16 years of age.
- (c) Sexual penetration occurs under circumstances involving the commission of any other felony.
- (d) The actor is aided or abetted by 1 or more other persons.
- (e) The actor is armed with a weapon or any article used or fashioned in a manner to lead the victim to reasonably believe it to be a weapon.
- (f) The actor causes personal injury to the victim and force or coercion is used to accomplish sexual penetration.
- (g) The actor causes personal injury to the victim, and the actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
- (h) That other person is mentally incapable, mentally disabled, mentally incapacitated, or physically helpless.

Criminal Sexual Conduct Second Degree - [MCL § 750.520c](#)

A person is guilty of criminal sexual conduct in the second degree if the person engages in sexual contact with another person and if any of the following circumstances exists:

- (a) That other person is under 13 years of age.
- (b) That other person is at least 13 but less than 16 years of age.
- (c) Sexual contact occurs under circumstances involving the commission of any other felony.
- (d) The actor is aided or abetted by 1 or more other persons.
- (e) The actor is armed with a weapon, or any article used or fashioned in a manner to lead a person to reasonably believe it to be a weapon.
- (f) The actor causes personal injury to the victim and force or coercion is used to accomplish the sexual contact.
- (g) The actor causes personal injury to the victim and the actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
- (h) That other person is mentally incapable, mentally disabled, mentally incapacitated, or physically helpless.

Criminal Sexual Conduct Third Degree - [MCL § 750.520d](#)

A person is guilty of criminal sexual conduct in the third degree if the person engages in sexual penetration with another person and if any of the following circumstances exist:

- (a) That other person is at least 13 years of age and under 16 years of age.
- (b) Force or coercion is used to accomplish the sexual penetration.
- (c) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

(d) That other person is related to the actor by blood or affinity to the third degree and the sexual penetration occurs under circumstances not otherwise prohibited by this chapter.

(e) That other person is at least 16 years of age but less than 18 years of age and a student at a public school or nonpublic school.

Criminal Sexual Conduct Fourth Degree - MCL § 750.520e

A person is guilty of criminal sexual conduct in the fourth degree if he or she engages in sexual contact with another person and if any of the following circumstances exist:

(a) That other person is at least 13 years of age but less than 16 years of age, and the actor is 5 or more years older than that other person.

(b) Force or coercion is used to accomplish the sexual contact.

(c) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

(d) That other person is related to the actor by blood or affinity to the third degree and the sexual contact occurs under circumstances not otherwise prohibited by this chapter.

Consent

In Michigan, consent is not an element of criminal sexual conduct that prosecutors are required to disprove beyond a reasonable doubt. Rather, consent is an affirmative defense available for defendants who are charged with committing criminal sexual conduct under some of the provided circumstances. For example, consent may be used to negate the elements of ‘force or coercion’ under MCL 750.520b(1)(d)(ii); however, it is not available for criminal sexual conduct occurring “under circumstances involving the commission of any other felony” as provided in MCL 750.520b(1)(c).

Michigan’s standard criminal jury instructions state that [a] person consents to a sexual act by agreeing to it freely and willingly, without being forced or coerced. It is not necessary to show that the complainant resisted the defendant to prove that this crime was committed. Nor is it necessary to show that complainant did anything to lessen the damage to him/herself. (MI Crim JI 20.27) Therefore, consent is likely to be defined as a free and willing agreement to engage in a sexual act, provided without force or coercion, between individuals who are of sufficient age and are not mentally incapable, mentally disabled, mentally incapacitated or physically helpless.

Stalking – MCL § 750.411h

(a) “Course of conduct” means a pattern of conduct composed of a series of 2 or more separate non-continuous acts evidencing a continuity of purpose.

(b) “Emotional distress” means significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.

(c) “Harassment” means conduct directed toward a victim that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable individual to suffer emotional distress and that actually causes the victim to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose.

(d) “Stalking” means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

(e) “Unconsented contact” means any contact with another individual that is initiated or continued without that individual's consent or in disregard of that individual's expressed desire that the contact be avoided or discontinued. Unconsented contact includes, but is not limited to, any of the following:

- (i) Following or appearing within the sight of that individual.
- (ii) Approaching or confronting that individual in a public place or on private property.
- (iii) Appearing at that individual's workplace or residence.
- (iv) Entering onto or remaining on property owned, leased, or occupied by that individual.
- (v) Contacting that individual by telephone.
- (vi) Sending mail or electronic communications to that individual.
- (vii) Placing an object on, or delivering an object to, property owned, leased, or occupied by that individual.

(f) “Victim” means an individual who is the target of a willful course of conduct involving repeated or continuing harassment.

Aggravated Stalking – [MCL § 750.411i](#)

(a) “Course of conduct,” means a pattern of conduct composed of a series of 2 or more separate non-continuous acts evidencing a continuity of purpose.

(b) “Credible threat” means a threat to kill another individual or a threat to inflict physical injury upon another individual that is made in any manner or in any context that causes the individual hearing or receiving the threat to reasonably fear for his or her safety or the safety of another individual.

(c) “Emotional distress” means significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.

(d) “Harassment” means conduct directed toward a victim that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable individual to suffer emotional distress and that actually causes the victim to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose.

(e) “Stalking” means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

(f) “Unconsented contact” means any contact with another individual that is initiated or continued without that individual's consent or in disregard of that individual's expressed desire that the contact be avoided or discontinued. Unconsented contact includes, but is not limited to, any of the following:

- (i) Following or appearing within the sight of that individual.
- (ii) Approaching or confronting that individual in a public place or on private property.
- (iii) Appearing at that individual's workplace or residence.
- (iv) Entering onto or remaining on property owned, leased, or occupied by that individual.
- (v) Contacting that individual by telephone
- (vi) Sending mail or electronic communications to that individual.
- (vii) Placing an object on, or delivering an object to, property owned, leased, or occupied by that individual.

(g) “Victim” means an individual who is the target of a willful course of conduct involving repeated or continuing harassment

An individual who engages in stalking is guilty of aggravated stalking if the violation involves any of the following circumstances:

- (a) At least 1 of the actions constituting the offense is in violation of a restraining order and the individual has received actual notice of that restraining order or at least 1 of the actions is in violation of an injunction or preliminary injunction.
- (b) At least 1 of the actions constituting the offense is in violation of a condition of probation, a condition of parole, a condition of pretrial release, or a condition of release on bond pending appeal.
- (c) The course of conduct includes the making of 1 or more credible threats against the victim, a member of the victim's family, or another individual living in the same household as the victim.
- (d) The individual has been previously convicted of a violation of this section or section 411h.

Personal Protection Order - [MCL § 600.2950](#)

Personal protection order; restraining or enjoining spouse, former spouse, individual with child in common, individual in dating relationship, or person residing or having resided in same household from certain conduct; respondent required to carry concealed weapon; omitting address of residence from documents; issuance, contents, effectiveness, duration, and service of personal protection order; entering order into law enforcement information network; notice; failure to comply with order; false statement to court; enforcement; respondent less than 18 years of age; ownership interest in animal; definitions.

Section 2950:

(1) An individual may petition the family division of circuit court to enter a personal protection order to restrain or enjoin a spouse, a former spouse, an individual with whom he or she has had a child in common, an individual with whom he or she has or has had a dating relationship, or an individual residing or having resided in the same household as the petitioner from doing 1 or more of the following:

- (a) Entering onto premises.
- (b) Assaulting, attacking, beating, molesting, or wounding a named individual.
- (c) Threatening to kill or physically injure a named individual.
- (d) Removing minor children from the individual having legal custody of the children, except as otherwise authorized by a custody or parenting time order issued by a court of competent jurisdiction.
- (e) Purchasing or possessing a firearm.
- (f) Interfering with petitioner's efforts to remove petitioner's children or personal property from premises that are solely owned or leased by the individual to be restrained or enjoined.
- (g) Interfering with petitioner at petitioner's place of employment or education or engaging in conduct that impairs petitioner's employment or educational relationship or environment.
- (h) If the petitioner is a minor who has been the victim of sexual assault, as that term is defined in section 2950a, by the respondent and if the petitioner is enrolled in a public or nonpublic school that operates any of grades K to 12, attending school in the same building as the petitioner.
- (i) Having access to information in records concerning a minor child of both petitioner and respondent that will inform respondent about the address or telephone number of petitioner and petitioner's minor child or about petitioner's employment address.
- (j) Engaging in conduct that is prohibited under section 411h or 411i of the Michigan penal code, 1931 PA 328, MCL 750.411h and 750.411i.
- (k) Any of the following with the intent to cause the petitioner mental distress or to exert control over the petitioner with respect to an animal in which the petitioner has an ownership interest:

(i) Injuring, killing, torturing, neglecting, or threatening to injure, kill, torture, or neglect the animal. A restraining order that enjoins conduct under this subparagraph does not prohibit the lawful killing or other use of the animal as described in section 50(11) of the Michigan penal code, 1931 PA 328, MCL 750.50.

(ii) Removing the animal from the petitioner's possession.

(iii) Retaining or obtaining possession of the animal.

(1) Any other specific act or conduct that imposes upon or interferes with personal liberty or that causes a reasonable apprehension of violence.

(2) If the respondent is a person who is issued a license to carry a concealed weapon and is required to carry a weapon as a condition of his or her employment, a police officer licensed or certified by the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615, a sheriff, a deputy sheriff or a member of the Michigan department of state police, a local corrections officer, department of corrections employee, or a federal law enforcement officer who carries a firearm during the normal course of his or her employment, the petitioner shall notify the court of the respondent's occupation before issuance of the personal protection order. This subsection does not apply to a petitioner who does not know the respondent's occupation.

(3) A petitioner may omit his or her address of residence from documents filed with the court under this section. If a petitioner omits his or her address of residence, the petitioner shall provide the court with a mailing address.

(4) The court shall issue a personal protection order under this section if the court determines that there is reasonable cause to believe that the individual to be restrained or enjoined may commit 1 or more of the acts listed in subsection (1). In determining whether reasonable cause exists, the court shall consider all of the following:

(a) Testimony, documents, or other evidence offered in support of the request for a personal protection order.

(b) Whether the individual to be restrained or enjoined has previously committed or threatened to commit 1 or more of the acts listed in subsection (1).

(5) A court shall not issue a personal protection order that restrains or enjoins conduct described in subsection (1)(a) if all of the following apply:

(a) The individual to be restrained or enjoined is not the spouse of the moving party.

(b) The individual to be restrained or enjoined or the parent, guardian, or custodian of the minor to be restrained or enjoined has a property interest in the premises.

(c) The moving party or the parent, guardian, or custodian of a minor petitioner has no property interest in the premises.

(6) A court shall not refuse to issue a personal protection order solely because of the absence of any of the following:

(a) A police report.

(b) A medical report.

(c) A report or finding of an administrative agency.

(d) Physical signs of abuse or violence.

(7) If the court refuses to grant a personal protection order, it shall state immediately in writing the specific reasons it refused to issue a personal protection order. If a Hearing is held, the court shall also immediately state on the record the specific reasons it refuses to issue a personal protection order.

(8) A court shall not issue a mutual personal protection order. Correlative separate personal protection orders are prohibited unless both parties have properly petitioned the court under subsection (1).

(9) A personal protection order is effective and immediately enforceable anywhere in this state after being signed by a judge. Upon service, a personal protection order may also be enforced by another state, an Indian tribe, or a territory of the United States.

(10) The issuing court shall designate a law enforcement agency that is responsible for entering a personal protection order into the law enforcement information network as provided by the C.J.I.S. policy council act, 1974 PA 163, MCL 28.211 to 28.215.

Information and notice to be provided to sexual assault victim- [MCL § 752.953](#)

Sec. 3.

(1) Within 24 hours after the initial contact between a sexual assault victim and the investigating law enforcement agency, that investigating law enforcement agency shall give the sexual assault victim a written copy of, or access to, the following information:

(a) Contact information for a local community-based sexual assault services program, if available.

(b) Notice that he or she can have a sexual assault evidence kit administered and that he or she cannot be billed for this examination as provided in section 5a of 1976 PA 223, MCL 18.355a.

(c) Notice that he or she may choose to have a sexual assault evidence kit administered without being required to participate in the criminal justice system or cooperate with law enforcement as provided in section 5a of 1976 PA 223, MCL 18.355a.

(d) Notice of the right to request information under sections 5 and 6.

(e) Notice of the right to request a personal protection order as provided in section 2950 or 2950a of the revised judicature act of 1961, 1961 PA 236, MCL 600.2950 and 600.2950a.

(2) The information and notice provided under subsection (1) shall also include the notice required under the William Van Regenmorter crime victim's rights act, 1985 PA 87, MCL 780.751 to 780.834.

(3) The Michigan domestic and sexual violence prevention and treatment board, in consultation with law enforcement, shall develop a sample notice card for sexual assault victims. The card shall be made available electronically to Michigan law enforcement agencies no later than June 30, 2015.

(4) Beginning not later than September 30, 2015, law enforcement agencies shall provide sexual assault victims with the information required in subsection (1).

Release of sexual assault kit evidence [MCL § 752.933](#)

Sec. 3.

(1) A health care facility that has obtained written consent to release sexual assault kit evidence shall notify the investigating law enforcement agency, if known, or the law enforcement agency having jurisdiction in that portion of the local unit of government in which the medical facility is located of that fact within 24 hours after obtaining that consent.

(2) A health care facility that has not obtained written consent to release any sexual assault kit evidence shall inform the individual from whom sexual assault kit evidence was obtained of its sexual assault kit

evidence storage policy. The information provided under this subsection shall include a statement of the period for which that evidence will be stored before it is destroyed and how the individual can have the evidence released to the investigating law enforcement agency at a later date. Any sexual assault kit evidence that is not released to a law enforcement agency under this section shall be stored for a minimum of 1 year before it is destroyed.

Section XIV: Understanding the What, Where, and How of Reported Crime Statistics

Under the Clery Act, in order for incidents to be properly included in crime statistics, the offense must meet the definition of a Clery crime, occur on Clery-defined campus geography, and be reported to a Campus Security Authority or a law enforcement agency with proper jurisdiction. This information is aggregated by the Office of College Compliance and Ethics and distributed in this Report. Crime statistics and policy information is compiled in cooperation with various Mid Departments, Campus Security, Campus Security Authorities, as well as from state and/or local law enforcement agencies who have jurisdiction over the College's Clery geography.

Campus Geography

- *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 above paragraph of this definition, that is owned by the institution but controlled by another person and is frequently used by students and supports institutional purposes
- *Public Property.* All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.
- *Non-Campus Buildings or Property.* Any building or property owned or controlled by 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 geographical area of the institution

Clery Reportable Crimes

The Clery Act requires Institutions of Higher Education to report crimes from four general categories: Criminal Offenses, Hate Crimes, Violence Against Women Act Crimes (VAWA), and Arrests and Referrals for disciplinary action for violations of Michigan Laws for weapons, alcohol and other drugs. The crime definitions, as used by the Clery Act, come from the FBI's National Incident-Based Reporting System, Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual, and the Violence Against Women Act of 1994. Crime statistics for each of the four categories must be disclosed independently. This means that should an incident occur that meets one or more of the definitions in the below categories, it must be reported.

Category one - Criminal Offenses

Criminal Homicide

- *Murder/Non-Negligent Manslaughter.* The willful (non-negligent) killing of one human being by another.
- *Manslaughter by Negligence.* The killing of another person through gross negligence.

Sexual Assault

A sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent" and includes:

- **Rape** – *The carnal knowledge of a person, without the consent of the victim, including instances where the victim is unable to give consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. (For reference the act of rape is the penetration, no matter how slight, of the vagina or anus with any body part or object of the victim and/or oral penetration by a sex organ of another person.)*
- **Statutory Rape** – *Nonforcible sexual intercourse with a person who is under the statutory age of consent.*
- **Fondling** - *Is 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 their age or because of their temporary or permanent mental or physical incapacity.*
- **Incest** - *Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*

Robbery

The taking or attempting to take anything of value from the care, custody, or care of a person or persons by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Aggravated Assault

An unlawful attack by one person upon another wherein the offender uses a dangerous weapon or displays it in a threatening manner or the victim suffers obvious severe or aggravated bodily injury, or where there was a risk for serious injury/intent to seriously injure.

Burglary

The unlawful entry into a building or some other structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Category Two - Hate Crimes

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the offender's bias against the victim. There are 8 possible bias categories as follows:

- **Racial Bias**—*A preformed negative opinion or attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair, facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, Blacks or African Americans, Whites.*
- **Religious Bias**—*A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.*
- **Gender Bias**—*(noun) A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, i.e., male or female.*
- **Gender Identity Bias**—*A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender nonconforming individuals.*
- **Sexual-Orientation Bias**—*(noun) A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived sexual orientation.*

- **Ethnicity Bias**—A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.
- **Ancestry (National Origin) Bias**—A preformed negative opinion or attitude toward a group of people based on their common lineage or descent.
- **Disability Bias**—A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

Hate crimes include any of the defined criminal offenses, as well as the following crimes:

Larceny-Theft

The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

Simple Assault

The unlawful physical attack by one person upon another where neither the offender displays a dangerous weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation

To unlawfully place another person in reasonable fear of harm through the use of threatening words and/or other conduct, but without displaying a dangerous weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property

To willfully or maliciously destroy, damage, deface, or otherwise injure any public or private property without the consent of the owner or the person having custody or control of it.

Category Three - Violence Against Women Act Crimes (VAWA):

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relations, and the frequency of interaction between the persons involved in the relationship. (For reference 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.)

Domestic Violence

A felony or misdemeanor crimes committed by a person who is:

- 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 with 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, or

- *A person who commits acts against a youth or adult victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred*

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- *Fear for the person's safety or the safety of others; or*
- *Suffer substantial emotional distress*

For the purpose of this definition-

- *Course of Conduct: 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 victim*
- *Substantial Emotional Distress: Means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling*

Sexual Assault is also a VAWA Crime, and is considered in the FBI's National Incident Based Reporting System and is included in category one, criminal offenses above.

Category Four - Arrests and Referrals for Disciplinary Action

These are statistics for violation of Michigan laws regarding weapons, alcohol and other drugs that occur on campus-defined Clery geography and result in an arrest or persons being referred for disciplinary action through the conduct system. This does not include violations of campus policies that result in disciplinary action if no violation of law occurred.

Weapons

Carrying, possessing etc. The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons and encompasses weapons offenses that are regulatory in nature.

Drug Abuse Violations

The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use; The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance; Arrest for violation of state and local laws, specifically those related to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (i.e. minor in possession, furnishing alcohol to a minor, etc.); does NOT include driving under the influence and Drunk and Disorderly).

Campus Security Authorities

The Clery Act requires the College to include in this Annual Security Report, certain criminal offense statistics that are reported to local police, Campus Security, or **Campus Security Authorities (CSA)**. A CSA is any official of the institution that has "significant responsibility for student and campus activities." CSAs have a duty to report any crime disclosed to them, witnessed by them, or provided through third-party information. This information must be reported to the Office of College Compliance and Ethics who will review the reported crime and determine what actions (if any) may be required; examples include

issuance of a Timely Warning, inclusion in the Daily Crime Log, or a review of the criminal offense for possible inclusion in this disclosure of Annual Crime Statistics.

Identification of CSAs

The Director of College Compliance and Ethics works with Human Resources to review job descriptions to determine what positions at the College would meet the criteria of a CSA. Annually, the Director of College Compliance and Ethics reviews the previous year's list and distributes it to various Vice Presidents, Deans, Department Heads and Human Resources for updating. This process also allows the identification of any new positions where the job function may qualify as a CSA, as well as removing any position or individual who no longer functions in the capacity of a CSA.

Notification and Training of CSAs

Working from the updated list of CSAs, the Director of College Compliance and Ethics compiles a list and notifies these individuals, in writing, of their role, responsibilities, and reporting obligations. The notice also outlines required training requirements, including dates for completion. The Director of College Compliance and Ethics tracks completion of the required trainings and should a CSA fail to complete the training, their Supervisor is notified and disciplinary action may be taken.

For individuals that are hired or transfer into positions after the annual notification process, the Director of College Compliance and Ethics and Human Resources have added the CSA appointment and responsibilities to job descriptions and noted it as duties/responsibilities of the position. This ensures that individuals that hire or transfer into a position where the job function meets the definition of a CSA are provided notice without delay.

Reporting an Incident

All CSAs are required to report any crimes or occurrences of discrimination, harassment, or sexual misconduct that they are made aware of. The report should include a description of the crime or incident and when appropriate, personally identifying information including the name and contact information of the involved individuals. This information is pertinent in efforts to keep the campus community safe and informed. This allows for investigation and ensures the proper statistical inclusion in this Annual Security Report. It also facilitates processes and provides appropriate support and institutional response in cases of discrimination, harassment, and all categories of sexual misconduct. It should be noted that no personally-identifiable information is included when reporting crime statistics in this Report or the Daily Crime Log.

CSAs are encouraged to submit reports through the [Mid Cares webpage](#), or contact to the Director of College Compliance and Ethics.

It is important to note that if a crime occurs that may cause an ongoing threat to the campus community and it is reported to anyone identified as a CSA, the crime should be reported immediately. The institution has a responsibility to promptly notify the campus community about any crimes which pose an ongoing threat to the community and its constituents. If there is any question about whether an ongoing threat exists, individuals should contact Campus Security, the Director of College Compliance and Ethics, or a member of the College's Core Crisis Team.

Annual Request for Crime Statistics

Although it is highly recommended that CSAs submit a report when they become aware of crimes or acts of discrimination, harassment, or sexual misconduct, the Director of College Compliance and Ethics annually requests statistical information from all CSAs. The request consists of a Crime Statistical Reporting Survey that must be completed and submitted by a predetermined deadline. CSAs are directed to promptly address the Crime Statistical Survey request, complete and submit the survey by the stated

deadline. Statistics gathered from CSAs are reviewed, compiled and included in this Report along with crime statistics gathered from various sources and agencies, including law enforcement.

Section XV: Criminal Background Checks

The College does not routinely conduct state and/or federal criminal background investigations on prospective students. Programs including, but not limited to, Health Sciences, Early Childhood Education, and Criminal Justice conduct background checks of students, prior to acceptance into the program, due to licensure and certification requirements. It is the policy of the College that all new employees, as well as coaches, volunteers and interns who have significant interaction with Mid students, have their criminal background records and sex and violent offender registries checked as soon as possible after an offer of employment has been accepted. For more information see the [Background Check Policy for New Hires](#) on the Human Resources webpage.

Section XVI: Sex Offender Registry

The Adam Walsh Child Protection Act (section 121), the Safety Act of 2006, and the Michigan Sex Offenders Registration Act 295 of 1994, provides for the registration and tracking of sex offenders. Institutions of higher education are required to issue a statement advising the campus community of where to obtain law enforcement agency information provided by a state concerning registered sex offenders. The law also requires sex offenders who are already registered in a State, to provide notice, as required under State law, of each institution of higher education the person may be employed at, carried on a vocation, or is a student.

The Campus Sex Crimes Prevention Act of 2000 (CSPCA) amends the Family Educational Rights and Privacy Act (FERPA) to clarify that nothing in FERPA can prohibit an educational institution from disclosing information provided to the institution regarding an individual's status as a convicted sex offender. Federal law prohibits use of the information for purposes of intimidation or harassment.

Information regarding sex offender registry is available through the [Michigan Sex Offender Registry](#) online, through the Michigan State Police website. The Michigan State Police caution that "extreme care should be exercised in using any information obtained" from these registrations lest misidentification occurs.

Additionally, the registries of other states may be accessed via the US Department of Justice [National Sex Offender Public Website](#).

Section XVII: Mid Michigan College's Crime Stats for 2021, 2022, and 2023

Information on the following pages reflect crime statistics for those offenses mandated by the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." These statistics are provided through the Office of College Compliance and Ethics. This includes all crime reports gathered from Campus Security, Title IX Coordinator, Campus Security Authorities, and state and local law enforcement for the years 2021, 2022, and 2023 that occurred on Mid's Clery defined geography and as outlined on the following pages.

Crime Statistics for the Harrison Campus

Harrison Campus Crime Statistical Data: Criminal Offense			
Offense	Year	Geographic Locations	
		On Campus	Public Property
Murder/Non-Negligent Manslaughter	2023	0	0
	2022	0	0
	2021	0	0
Manslaughter by Negligence	2023	0	0
	2022	0	0
	2021	0	0
Rape	2023	0	0
	2022	0	0
	2021	0	0
Fondling	2023	0	0
	2022	0	0
	2021	0	0
Incest	2023	0	0
	2022	0	0
	2021	0	0
Statutory Rape	2023	0	0
	2022	0	0
	2021	0	0
Robbery	2023	0	0
	2022	0	0
	2021	0	0
Aggravated Assault	2023	0	0
	2022	0	0
	2021	0	0
Burglary	2023	0	0
	2022	0	0
	2021	0	0
Motor Vehicle Theft	2023	0	0
	2022	0	0
	2021	0	0
Arson	2023	0	0
	2022	0	0
	2021	0	0

Harrison Campus Crime Statistical Data: VAWA Crime			
Offense	Year	Geographic Locations	
		On Campus	Public Property
Dating Violence	2023	0	0
	2022	0	0
	2021	0	0
Domestic Violence	2023	0	0
	2022	0	0
	2021	0	0
Stalking	2023	0	0
	2022	0	0
	2021	0	0

Harrison Campus Crime Statistical Data: Arrests and Referrals			
Offense	Year	Geographic Locations	
		On Campus	Public Property
Arrests: Weapons: Carrying, Possessing, etc.	2023	0	0
	2022	0	0
	2021	0	0
Referrals – Disciplinary: Weapons: Carrying, Possessing, etc.	2023	0	0
	2022	0	0
	2021	0	0
Arrests: Drug Abuse Violations	2023	0	0
	2022	0	1
	2021	0	0
Referrals – Disciplinary: Drug Abuse Violations	2023	0	0
	2022	0	0
	2021	0	0
Arrests: Liquor Law Violations	2023	0	0
	2022	0	0
	2021	0	0
Referrals – Disciplinary: Liquor Law Violations	2023	0	0
	2022	0	0
	2021	0	0

Mid Michigan College has no on-campus residential facilities

For the years 2021, 2022, and 2023 there were no reported hate crimes for the Harrison Campus
For the year 2021 there was one report of an unfounded crime received from law enforcement for the Harrison Campus; for the years 2022 and 2023 there were no unfounded crimes

Crime Statistics for the Mt. Pleasant Campus

Mt. Pleasant Campus Crime Statistical Data: Criminal Offense			
Offense	Year	Geographic Locations	
		On Campus	Public Property
Murder/Non-Negligent Manslaughter	2023	0	0
	2022	0	0
	2021	0	0
Manslaughter by Negligence	2023	0	0
	2022	0	0
	2021	0	0
Rape	2023	0	0
	2022	0	0
	2021	0	0
Fondling	2023	1	0
	2022	0	0
	2021	1	0
Incest	2023	0	0
	2022	0	0
	2021	0	0
Statutory Rape	2023	0	0
	2022	0	0
	2021	0	0
Robbery	2023	0	0
	2022	0	0
	2021	0	0
Aggravated Assault	2023	0	0
	2022	0	0
	2021	0	0
Burglary	2023	0	0
	2022	0	0
	2021	0	0
Motor Vehicle Theft	2023	0	0
	2022	0	0
	2021	0	0
Arson	2023	0	0
	2022	0	0
	2021	0	0

Mt. Pleasant Campus Crime Statistical Data: VAWA Crime			
Offense	Year	Geographic Locations	
		On Campus	Public Property
Dating Violence	2023	0	0
	2022	0	0
	2021	0	0
Domestic Violence	2023	0	0
	2022	0	0
	2021	0	0
Stalking	2023	0	0
	2022	0	0
	2021	0	0

Mt. Pleasant Campus Crime Statistical Data: Arrests and Referrals			
Offense	Year	Geographic Locations	
		On Campus	Public Property
Arrests: Weapons: Carrying, Possessing, etc.	2023	0	0
	2022	0	0
	2021	0	0
Referrals – Disciplinary: Weapons: Carrying, Possessing, etc.	2023	0	0
	2022	0	0
	2021	0	0
Arrests: Drug Abuse Violations	2023	0	0
	2022	0	0
	2021	0	0
Referrals – Disciplinary: Drug Abuse Violations	2023	0	0
	2022	0	0
	2021	0	0
Arrests: Liquor Law Violations	2023	0	0
	2022	0	0
	2021	0	0
Referrals – Disciplinary: Liquor Law Violations	2023	0	0
	2022	0	0
	2021	0	0

Mid Michigan College has no on-campus residential facilities

For the years 2021, 2022, and 2023 there were no reported hate crimes for the Mt. Pleasant Campus
For the years 2021, 2022, and 2023 there were no unfounded crimes for the Mt. Pleasant Campus

Crime Statistics Off-Campus Locations

Off-Campus Locations Crime Statistical Data: Criminal Offense			
Offense	Year	Geographic Locations	
		Non-Campus	
Murder/Non-Negligent Manslaughter	2023	0	
	2022	0	
	2021	0	
Manslaughter by Negligence	2023	0	
	2022	0	
	2021	0	
Rape	2023	0	
	2022	0	
	2021	0	
Fondling	2023	0	
	2022	0	
	2021	0	
Incest	2023	0	
	2022	0	
	2021	0	
Statutory Rape	2023	1	
	2022	0	
	2021	0	
Robbery	2023	0	
	2022	0	
	2021	0	
Aggravated Assault	2023	0	
	2022	0	
	2021	0	
Burglary	2023	0	
	2022	0	
	2021	0	
Motor Vehicle Theft	2023	0	
	2022	0	
	2021	0	
Arson	2023	0	
	2022	0	
	2021	0	

Off-Campus Locations Crime Statistical Data: VAWA Crime			
Offense	Year	Geographic Locations	
		Non-Campus	
Dating Violence	2023	0	
	2022	0	
	2021	0	
Domestic Violence	2023	0	
	2022	0	
	2021	0	
Stalking	2023	0	
	2022	0	
	2021	0	

Off-Campus Locations Crime Statistical Data: Arrests and Referrals			
Offense	Year	Geographic Locations	
		Non-Campus	
Arrests: Weapons: Carrying, Possessing, etc.	2023	1	
	2022	1	
	2021	0	
Referrals – Disciplinary: Weapons: Carrying, Possessing, etc.	2023	0	
	2022	0	
	2021	0	
Arrests: Drug Abuse Violations	2023	0	
	2022	1	
	2021	0	
Referrals – Disciplinary: Drug Abuse Violations	2023	0	
	2022	0	
	2021	0	
Arrests: Liquor Law Violations	2023	0	
	2022	1	
	2021	0	
Referrals – Disciplinary: Liquor Law Violations	2023	0	
	2022	0	
	2021	0	

For the years 2021, 2022, and 2023 there were no reported hate crimes for Off-Campus Locations
For the years 2021, 2022, and 2023 there were no unfounded crimes for Off-Campus Locations

NOTE: For the 2022 calendar year, the College made a reasonable, good faith effort to request and collect crime statistical data from law enforcement agencies with responding jurisdiction over our off-campus, Clery identified geography. From reports/information received from each law enforcement agency, Mid was able to determine for the crimes reported, which ones occurred during times Mid had use/control of rooms and common areas and are included in the above off-campus crime statistical data. One exception applies:

CAVEAT: In requesting crime statistical data from off-campus locations, Mid received a report from the Marlette City Police, Marlette, Michigan regarding incidents that occurred at Marlette High School, Marlette, Michigan during the 2022 calendar year. Mid held dual-enrolled off campus classes at this location during the 2022 year. The report received from the Police Department was not in an applicable format that would accurately reflect the crime statistical data in this Report. It did not indicate dates, times, or the specific locations of their incidents. It could not be determined whether the reported incidents

occurred in rooms used/controlled or in common areas during the days and times that Mid was conducting classes. Nor could it be determined if any of the reported crimes occurred out of any hate/bias. For these reasons and to reflect accuracy, the reported crimes have not been included in the Off-Campus Crime Statistical Chart above.

For reference the crimes reported for Marlette High School were as follows: 1 criminal sexual conduct; 1 assault; and 1 assault/juvenile issue.

Section XVIII: Closing

By intertwining Mid's Core Values of people, community, learning, integrity, and excellence with safety and security processes, Mid continues to cultivate a climate of awareness, understanding and reliability. Campus Community members promote Mid's Core Values by following good safety practices and recognizing their role and responsibilities to one another in keeping Mid a safe place to work and learn. To this end, it is important that every member of the campus community familiarizes themselves with the policies, procedures, and reporting processes listed within this Report and also use the information to enhance our diverse and educated community. Reporting incidents, whether large or small, is central in shaping an environment where every member of the campus community feels secure, valued, and encouraged to succeed. By taking an active role in our College culture, Mid will continue to be a safe, healthy and secure institution for all of us!

Mid would like to remind you:

If you see something, sense something, say something!

For additional information or to obtain a paper copy of the Annual Security Report, please email sos@midmich.edu.