

Policies and Procedures for Responding to Reports of Sexual Harassment and Sexual Misconduct

1.0 Introduction. Title IX of the Education Amendments of 1972 (“Title IX”) is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. All public and private colleges and universities receiving any federal financial assistance must comply with Title IX. Under Title IX, federally funded colleges and universities must ensure that students of all ages are not denied or limited in their ability to participate in or benefit from the school’s educational programs or activities on the basis of sex. Sexual misconduct as defined in Section 6.0 of this Policy is a form sex discrimination prohibited by Title IX and this Policy.

Macomb Community College (“College”) is firmly committed to maintaining a campus environment free from sexual misconduct. Sexual misconduct, which includes sexual assault, domestic/dating violence, stalking and sexual harassment, will not be tolerated by the College and is expressly prohibited. The College has jurisdiction to investigate and take certain actions with respect to reports of sexual misconduct and retaliation covered by this Policy. Persons covered by this Policy who engage in sexual misconduct and/or retaliation may be subject to discipline. In addition, the College may take steps to prevent the recurrence of any sexual misconduct and remedy the discriminatory effects on the Complainant and others, if appropriate.

This Policy also expresses the College’s commitment to provide information and educational programs designed to raise awareness of sexual misconduct and prevent the college community from falling victim to sexual misconduct.

2.0 Policy Coverage. This policy covers sexual misconduct and retaliation in connection with reports of possible sexual misconduct made under this Policy. Sexual misconduct encompasses a range of behaviors that can create a hostile educational environment, including sexual assault and sexual harassment.

This policy applies to sexual misconduct or retaliation committed by a College student, employee*, or a third party if that sexual misconduct or retaliation occurs:

- a. On campus, or
- b. Off campus, if:
 1. In connection with a College or College-recognized program or activity; or
 2. In a manner that may pose an obvious and serious threat of harm to, or that may have the effect of creating a hostile educational environment for, any member(s) of the College community.

This policy and related processes may also, at the College’s discretion, apply to a Respondent’s reported violations of other College policies if, in the College’s judgment, those other allegations are directly related to the reported sexual misconduct.

***Sexual misconduct reportedly committed by a College employee, including by student-employees in the context of their employment, will continue to be investigated by the Human Resources Department in accordance with the procedure outlined in the College’s [Unlawful Harassment Policy](#).**

3.0 Reporting Sexual Misconduct or Retaliation. The reporting of sexual misconduct or retaliation is voluntary. A person who believes they have experienced sexual misconduct or retaliation has the right

to refuse to report it. Nevertheless, the College strongly encourages the prompt reporting of sexual misconduct and retaliation.

3.1 Who May Report Sexual Misconduct or Retaliation. A report of sexual misconduct or retaliation may be made by:

- A person who believes they experienced sexual misconduct (a “Complainant”); or
- A person who has information that sexual misconduct may have been committed by a College student or employee, or by a third party (a “Reporter”).

3.2 Persons Receiving Reports of Sexual Misconduct or Retaliation. Reports of sexual misconduct or retaliation should be made to:

- Title IX Coordinator, Dr. Casandra Ulbrich, Vice President College Advancement and Community Relations, 14500 E. Twelve Mile Road, Warren, Michigan 48088, (586) 445-7244, (586) 445-7998 (fax), ulbrichc@macomb.edu. Reports may also be submitted to the Title IX Coordinator from the College website using an electronic [report form](#).

- College Police Department

South Campus

14500 E. 12 Mile Rd. – K340
Warren, MI 48088

Phone: 586-445-7135

Fax: 586-445-7128

Police.South@macomb.edu

Center Campus

44575 Garfield Rd. - I103
Clinton Township, MI 48038

Phone: 586-286-2123

Fax: 586-286-2298

Police.Center@macomb.edu

- “Responsible Employees” of the College, if the assault occurred on campus. For the purposes of this Policy, “Responsible Employees” means the President, Vice Presidents, Provost, Deans, Associate Deans, Administrators and teachers, and persons designated “Campus Security Authorities” by the College as required by the Jeanne Clery Act.

Reports made to the College Police Department or to a Responsible Employee shall be forwarded to the Title IX Coordinator for review and investigation. In addition, upon being notified of an alleged sexual assault or other form of sexual misconduct that may constitute a crime, the Title IX Coordinator will notify the College Police Department to ensure appropriate distribution of College-wide warnings, if needed, and maintenance of accurate crime statistics, and to assist in the investigation as may be required under the circumstances.

Sexual misconduct that occurs off campus should be reported to the law enforcement agency for the city, township or county in which the misconduct took place.

3.3 Importance of Timely Reporting. To promote timely and effective investigation and review, the College strongly encourages Reporters and Complainants to make reports of possible sexual misconduct **as soon as possible** following the occurrence of the behavior giving rise to the concern. Although the Title IX Coordinator may pursue a report made later, the lapse of time may make it more difficult or impossible to gather relevant and reliable information.

3.4 Preservation of Evidence. If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option. The victim of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a victim has removed the clothing he or she was wearing during the assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the victim is still wearing the clothes that he or she was wearing during an assault, he or she should bring a change of clothes with him or her to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime. Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented by taking a photograph. Evidence of stalking, including any communications such as written notes, email, voice mail, or other electronic communications sent by the stalker, should be saved and not altered in any way.

4.0 College Response Procedure.

4.1 Services. Victims of sexual misconduct or retaliation will be offered appropriate confidential support and other resources. The Dean of Student Success' office will coordinate the provision of any services provided by various College offices.

4.2 Interim Interventions. The College, through the Title IX Coordinator or designee, will take appropriate steps to prevent and/or address any retaliatory conduct against the complainant/victim that may be connected to a report. In addition, the College may take other action to protect the complainant/victim and College community as may be reasonable and appropriate under the circumstances. Such interim interventions may include separation of the complainant/victim and Respondent in the academic setting or other interventions outlined in Section 4.8, "Sanctions." Interim interventions may be kept in place until the end of any review or appeal process.

4.3 Decision to Proceed with Investigation. The Title IX Coordinator is not required to assign an investigator or otherwise investigate any report alleging facts that, if true, would not constitute a violation of this Policy. In all cases, the final decision on whether, how, and to what extent the College will conduct an investigation, and whether other measures will be taken in connection with any allegation of sexual misconduct or retaliation, rests solely with the Title IX Coordinator.

4.4 Requests for Confidentiality. If the Complainant requests that his or her name not be disclosed to the alleged perpetrator, or asks that the report of sexual misconduct not be pursued, the Title IX Coordinator shall inform the student that honoring the request may limit the College's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. If the Complainant insists that his or her name not be disclosed to alleged perpetrator or that the College not investigate or seek action against the alleged perpetrator, the Title IX Coordinator shall determine

whether the College can honor the Complainant's request while still providing a safe and nondiscriminatory environment for all students, including the Complainant. In considering a Complainant's request for confidentiality that could preclude a meaningful investigation or potential discipline of the alleged perpetrator, the Title IX Coordinator should consider all relevant factors. If consideration of such factors results in a determination that the report must be investigated in order to provide a safe and nondiscriminatory environment for all students, the College may conduct an investigation and pursue disciplinary action, if appropriate, in a manner that discloses the student's identity to the alleged perpetrator.

4.5 Investigation. If the Title IX Coordinator decides upon review to investigate a report of sexual misconduct or retaliation, she will generally forward a report to a Deputy Title IX Coordinator for assignment to an Investigator(s). Upon assignment of a complaint to an Investigator, the Title IX Coordinator, the Deputy Title IX Coordinator and the Investigator shall confer with respect to the investigation. The investigator shall regularly report the progress of the investigation and review the information collected with the Title IX Coordinator and the Deputy Title IX Coordinator.

For complaints against students, the Deputy Title IX Coordinator is Dr. Sue Boyd, Dean of Student Success, 14500 E. Twelve Mile Road, Warren, Michigan 48088, CH 114, (586) 445-7408, (586) 445-7160 (fax), boyds@macomb.edu.

For complaints against employees or others, the Deputy Title IX Coordinator is Ms. Denise Williams, Vice President of Human Resources, 14500 E. Twelve Mile Road, Warren, Michigan 48088, CS 312, (586) 445-7897, (586) 445-7874 (fax), williamsdl@macomb.edu.

The Investigator(s) will conduct an adequate, reliable, impartial and prompt investigation of those reports assigned by the Title IX Coordinator. In most cases, the Investigator(s) will meet separately with the Complainant (if participating), Respondent, Reporter (if applicable), and interview any witnesses identified by Complainant, Respondent or the College. A digital audio recording may be made of any interview if appropriate under the circumstances. The investigator(s) will also review other relevant information gathered during the investigation, including any police investigatory documents and student or personnel records that may be available. Occasionally, a different or less formal response to the report may be warranted depending upon the nature of the report and the circumstances involved.

At any time during the course of an investigation, the Complainant, Respondent, or any witnesses may provide a written statement, other supporting materials, or identify other potential witnesses, regarding the matter under review. The Complainant and Respondent may have an advisor with them at any meeting related to the investigation of the reported misconduct.

Investigations shall be conducted by College employees that receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation in a manner that protects the safety of victims, promotes accountability, and assures adequate due process for victims and respondents.

4.6 Standard of Proof. The Investigator's findings will be made using the preponderance of the evidence standard. This standard requires that the information supporting a finding of responsibility be more convincing than the information in opposition to it. Under this standard, individuals are presumed not to have engaged in sexual misconduct or retaliation unless a preponderance of the evidence supports a finding that sexual misconduct or retaliation occurred.

4.7 Investigation Findings and Outcome Notification. In most cases, the Investigator will report his/her findings in writing to the Deputy Title IX Coordinator at the conclusion of an investigation. The Investigator's written findings will generally include:

1. A summary of the investigation;
2. The Investigator's findings; and
3. A summary of the Investigator's rationale in support of the findings.

The Deputy Title IX Coordinator shall review the investigator's findings and forward them to the Title IX Coordinator.

Upon receipt of the Investigator(s) written findings, the Title IX Coordinator shall, in writing, simultaneously notify Complainant and Respondent of: the Investigator(s)' findings; the sanctions imposed on Respondent, if any; the steps, if any, the College will take to remedy the effects and prevent recurrence of the misconduct, and notice of appeal rights.

4.8 Sanctions. If the Respondent is found responsible for sexual misconduct or retaliation, the College may initiate a process designed to eliminate the misconduct, prevent its recurrence, and remedy its effects, while supporting the College's educational mission and Title IX obligations. Sanctions or interventions may also serve to promote safety or deter students from similar future behavior. Some behavior is so harmful to the Complainant and/or the College community, or so deleterious to the educational process, that it may require more serious sanctions or interventions to benefit the College environment including, but not limited to, removal of the Respondent from specific courses or activities, suspension from the College, or expulsion.

4.9 Appeal. Complainant or Respondent may appeal the decision of the Title IX Coordinator to the College Disciplinary Panel. Written notice of Appeal shall be filed with the Title IX Coordinator within ten (10) days of the date of the Title IX Coordinator's decision. The Notice of Appeal shall state with specificity why the Title IX Coordinator's decision should not stand.

Complainant or Respondent may seek review only on the following grounds:

- a. A material deviation from the procedures affected the outcome of the case;
- b. There is new and relevant information that was unavailable, with reasonable diligence and effort, at the time of the investigation that could reasonably affect the investigation findings;
- c. The sanctions, interventions and/or remedies are inappropriate or disproportionate to the determined violation(s); or
- d. A review of all available and relevant information indicates that the evidence clearly does not support the finding(s) and provides firm and definite support for modifying the original finding(s).

Upon receipt of a timely filed Notice of Appeal, the Title IX Coordinator shall inform the College Disciplinary Panel of the appeal and notify the Complainant (if participating) and Respondent of the date by which the appeal will be decided. The date by which the appeal will be decided may be adjourned for good cause.

The College Disciplinary Panel shall be composed of a Vice President designated by the President or the Vice President's designee, an academic dean or the Dean's designee, and a faculty member appointed by the Macomb Community College Faculty Senate.

The Disciplinary Panel's decision should be made within ten (10) days of the date Notice of Appeal is filed with the Title IX Coordinator. These timelines are intended as guidelines and may be extended by the Disciplinary Panel if the circumstances of the case justify an extension.

The College Disciplinary Panel will review the matter based on the issues identified in the request for appeal. The College Disciplinary Panel may affirm, modify or reverse the decision of the Title IX Coordinator, or remand the appeal to the Title IX Coordinator for additional investigation. The College Disciplinary Panel will issue its final and unreviewable decision and make it available to the Complainant (if participating), Respondent (if participating), Title IX Coordinator and Deputy Title IX Coordinator in writing, simultaneously.

4.10 Timelines. The College will strive to complete its investigation and the sanction/remedy process, if applicable, and simultaneously share the results of that review with Complainant and Respondent within sixty (60) calendar days after the Title IX Coordinator receives a report of sexual misconduct. There are, however, factors beyond the control of the College that may affect the time needed to conduct a fair, reliable, impartial and prompt investigation of a report of sexual misconduct or retaliation including, but not limited to:

- Availability and cooperation of Complainant (if participating), Respondent (if participating) and/or witnesses
- Illness or injury of College employees conducting or participating in the investigation of the report or appeal
- Weather or other Acts of God that result in the College being closed.

The Title IX Coordinator may extend the time for completing the investigation for good cause. Any such extension shall not exceed thirty (30) calendar days.

If Complainant or Respondent appeals the Title IX Coordinator's decision to the College Disciplinary Panel, the timelines are extended to accommodate the time necessary for appeal provided in Section 4.9.

5.0 Student Expectations and Rights. Certain student protections and expectations pertain to the process for resolving student sexual misconduct and retaliation allegations. Complainants and Respondents participating in this process may expect the following:

5.1 Respect for Privacy. Information regarding sexual misconduct and retaliation reports, and any investigation or review of those reports, including any sanction determinations, may be shared with College employees with a legitimate educational interest or with external individuals or entities on a need-to-know basis and only as permitted under College policy and applicable law.

5.2 Notice of Rights. Any student or employee who reports an incident of sexual misconduct, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as

provided for under this policy. If a formal investigation is warranted, both the Complainant and Respondent shall be notified.

5.3 Participation in Process. Complainants, Respondents, Reporters or witnesses may choose to participate or decline to participate in the investigation. However, even if a Complainant or Respondent declines to participate the College may continue to investigate the matter and issue findings based on available information.

5.4 Protection from Retaliation and Assurance of Fair Treatment. The College will take appropriate steps to ensure that a person who in good faith reports, complains about, or participates in a sexual misconduct investigation will not be subjected to retaliation by the Respondent or by others with knowledge of the underlying report. Anyone who believes they are experiencing retaliation is strongly encouraged to report that concern using the same procedure for reporting possible sexual misconduct under this policy. A retaliation concern will be reviewed as a separate offense under this policy; that is, a person can be found responsible for retaliation even if not found to be responsible for the underlying reported sexual misconduct.

The College also will take appropriate steps to ensure that Respondents accused of sexual misconduct or retaliation is treated fairly throughout the College's review.

5.5 Coordination with Legal Proceedings. Students may simultaneously engage criminal prosecution procedures and/or civil litigation in connection with the same behavior that forms the basis of a sexual misconduct report under this policy. In such cases, the College is committed to appropriate coordination with the College Police Department and local law enforcement and may, if requested and appropriate, share information with those agencies. The College will fulfill its obligation to take immediate and appropriate action to investigate possible sexual misconduct even if there are other external processes or procedures pending in connection with that same sexual misconduct report. Similarly, if the College finds sexual misconduct has occurred, the College will take effective steps to end it, prevent its recurrence, and address its effects, and sanction the Respondent regardless of what external proceedings may also be pending.

Standards for criminal investigations are different than the standards for a violation of this Policy, and therefore the College will not base its decisions under this policy solely on law enforcement reports and/or actions. Accordingly, the College will not normally wait for the conclusion of a criminal investigation or other proceedings before implementing its review of reported sexual misconduct under this policy.

5.6 Protection Orders. The College is committed to ensuring that orders of protection issued by courts are fully enforced on College property. Therefore, if a student or employee obtains a Personal Protection Order or Restraining Order, he or she should promptly inform the College Police Department and provide the College Police Department with a copy of that order, so that the College can enforce it. The College is also committed to protecting victims from any further harm, and if the College Police Department determines that an individual's presence on campus poses a danger to one or more members of the College community, it can issue an institutional No Trespass letter barring that individual from College property.

6.0 Definitions. For purposes of this policy, the following terms have the definitions provided below.

Complainant: An individual who reportedly experienced sexual misconduct, regardless of whether that individual participates in the disclosure or review of that report by the College at any point.

Investigator: An appropriately trained individual, who may be a College employee, who reviews and investigates reports of sexual misconduct under this policy.

Reporter: An individual who reports to the College a concern regarding possible sexual misconduct. A Reporter need not be a Complainant.

Respondent: A College student or participant in a College Program, an employee of Macomb Community College or an individual for whom the College is or may be responsible (e.g. independent contractors or vendors) who is reported to have engaged in sexual misconduct. This term also includes individuals whose identities are unknown if (a) there is reason to believe that individual may be a College student or participant in a College Program or (b) the Complainant or Reporter is a student.

Sexual Misconduct: Sexual assault (including rape and acquaintance rape), domestic/dating violence, stalking and sexual harassment, if that conduct is sufficiently serious to limit or deny a student's ability to participate in or benefit from the College's educational program, *i.e.* creates a hostile environment. Sexual misconduct may occur between people of the same sex or between people of different sexes. Sexual misconduct can include both intentional conduct and conduct that results in negative effects, even if those negative effects were unintended. Sexual misconduct can also include retaliation in connection with a Complainant's or Reporter's allegations under this policy. Sexual misconduct includes the following:

Sexual Assault: Criminal Sexual Conduct as defined in the Michigan Penal Code. Criminal Sexual Conduct includes sexual penetration or sexual contact by the actor with another person by force or coercion or under circumstances where the actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

Sexual penetration: 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.

Sexual contact: 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, or out of anger.

Mentally disabled: A person that has a mental illness, is intellectually disabled, or has a developmental disability.

Mentally incapable: A person that suffers from a mental disease or defect that renders that person temporarily or permanently incapable of appraising the nature of his or her conduct.

Mentally incapacitated: A person rendered temporarily incapable of appraising or controlling his or her conduct due to the influence of a narcotic, anesthetic, or other substance administered to that person without his or her consent, or due to any other act committed upon that person without his or her consent.

Physically helpless: A person that is unconscious, asleep, or for any other reason is physically unable to communicate unwillingness to an act.

Force or coercion: Includes but is not limited to:

- When the actor overcomes the victim through the actual application of physical force or physical violence.
- When the actor coerces the victim to submit by threatening to use force or violence on the victim, and the victim believes that the actor has the present ability to execute these threats.
- When the actor coerces the victim to submit by threatening to retaliate in the future against the victim, or any other person, and the victim believes that the actor has the ability to execute this threat. As used in this subdivision, “to retaliate” includes threats of physical punishment, kidnapping, or extortion.
- When the actor engages in the medical treatment or examination of the victim in a manner or for purposes that are medically recognized as unethical or unacceptable.
- When the actor, through concealment or by the element of surprise, is able to overcome the victim.

Consent: a willing, non-coerced act of sexual contact or sexual penetration between persons of sufficient age who are not mentally incapable, mentally incapacitated, nor physically helpless.

Acquaintance Rape: Sexual assault on a person by an actor known to the person assaulted.

Domestic/Dating Violence: An assault or assault and battery upon a spouse or former spouse, an individual with whom a person has or has had a dating relationship, an individual with whom a person has had a child in common, or a resident or former resident of a person’s household.

Assault: An attempted battery or an unlawful act which places another in reasonable apprehension of receiving an immediate battery.

Battery: An intentional, unconsented and harmful or offensive touching of the person of another.

Dating relationship: Frequent, intimate associations primarily characterized by the expectation of affectional involvement. This term does not include a casual relationship or an ordinary fraternization between 2 individuals in a business or social context.

Stalking: 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.

Victim: An individual who is the target of a willful course of conduct involving repeated or continuing harassment.

Course of conduct: A pattern of conduct composed of a series of 2 or more separate noncontinuous acts evidencing a continuity of purpose.

Harassment: 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.

Emotional distress: Significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.

Unconsented contact: 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:

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

Sexual Harassment: Unlawful Harassment as defined in the College's [Unlawful Harassment Policy](#).

Advisor: An individual chosen by a Complainant or Respondent to provide advice at in-person meetings with College employees reviewing a report of possible sexual misconduct under this policy. The person

chosen as Advisor shall not be the Complainant, Respondent, a witness, or Reporter with respect to the report under review, and shall not speak on behalf of the person they are advising.

Title IX: Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. § 1681 et seq.; 34 C.F.R. Part 106) (as amended) is a federal law that prohibits sex-based discrimination, including sexual harassment, sexual assault, and retaliation in education programs that receive federal financial assistance.

Title IX Coordinator: The College official charged with ensuring the College’s overall compliance with Title IX and related College policy.

College Program: A College-sponsored activity that primarily includes elementary, secondary, or postsecondary student participants.

7.0 Awareness and Prevention Programs. The College provides primary prevention and awareness programs for student’s registering for classes for the first time and for all new employees in order to promote the prevention and awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. The College also offers ongoing prevention and awareness campaigns for students and College employees.

8.0 Resources.

Macomb County Turning Point, Inc.
586.463.4430
586.463.1771 (fax)

Macomb County Crisis Center
586.307.9100

Oakland County HAVEN
248.334.1274
877.922.1274 (toll free)
248.334.1290 TTY

Common Ground Sanctuary
24 hour crisis hotline
248.456.0909
800.231.1127

YWCA Interim House
313.861.5300

National Domestic Violence Helpline
800.799.SAFE (toll free)
800.787.3224 TTY (toll free)

National Sexual Assault Hotline
800.656.HOPE (4673)

Child Abuse/Neglect
Macomb: 877.412.6109 (toll free)
Oakland: 866.975.5010 (toll free)
Wayne: 800.716.2234

Vulnerable Adult Abuse/Neglect
Macomb: 877.412.6109 (toll free)
Oakland: 866.975.5010 (toll free)
Wayne: 800.716.2234

A person who believes a violation has occurred may also file a complaint with the Michigan Department of Civil Rights, 110 West Michigan Avenue, Suite 800, Lansing, Michigan 48913, or with the Office of Civil Rights, U.S. Department of Education, 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115.

Approved by President’s Council
August 20, 2014

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