

# GLCC Clery Annual Security Report

v.9.9.2024

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# EMERGENCIES

## Crime Reports:

The Federal Government requires the College to report statistics for crimes committed on our campus. Please report all occurrences to the Dean of Students. Records are kept by the Dean of Students and in Central Files. The Dean of Students will prepare the annual disclosure of crime statistics. Students will be informed of campus security procedures during Welcome Weekend, mandatory dorm meetings, and via email and chapel announcements.

To contact the Eaton County Sheriff Department, dial 911 (or 8911 to dial out of the school phone system). Please report all emergencies (health, safety, power outages, etc.) to the Resident Directors or Dean of Students immediately.

The person receiving the report should record the following information:

Name of person making report.

Date and time.

Nature of report (i.e., crime/emergency).

In case of Medical Emergencies (depending on the severity), contact:

911

Resident Assistant

Resident Director(s)

Dean of Students

## Emergency SMS

All students will receive an SMS message when any emergency situation arises, such as a fire, active shooter, tornado, etc.

## Fire

In case of Fire, residents should evacuate the building immediately and assemble in the parking lot for further instruction.

## Tornado

In the event of a tornado or violent storm, people in the Administration Building should move to one of the interior halls around the classrooms or room 101. Persons in Matthews Hall should move to the laundry room, storage room, and first floor hallway. Those in Hasty Hall and Family Housing should move to the protected areas on the ground floor on the east side of each building.

## Missing Student Notification

Resident Assistants, Resident Directors, and the Dean of Students should be notified should a student be missing for 24 hours. Missing students will be referred immediately to the Eaton County Sheriff's Office. Students may identify a contact person whom GLCC will notify within 24 hours upon a determination that the student is missing.

## Snow Days

“Snow days” (in which classes will be canceled) will be announced via email and SMS.

## **BUILDING HOURS/OPERATIONS AND SECURITY**

Campus buildings are open during the following times:

Woodard Hall (classroom wing): 7:00 a.m. - 9:00 p.m.

Faculty Office wing: 7:00 a.m. – 5:00 p.m.

Student Mall: 7:00 a.m. - 1:00 a.m.

Doty Center: 5:00 a.m. - 12:00 a.m.

Matthews Hall Lounge: (non-residents) Noon – 11:00 p.m.

Matthews Lounge is a co-ed space during the listed hours. Outside those hours, no visiting students are permitted in the lounge areas. The Doty Center is only to be used by students during posted hours. The Administration does not permit guests in the Doty Center unless they have received the necessary approval from the Dean’s office and have filled out a waiver of liability.

### ID Cards

ID cards will open doors to the Admin building, the Doty, the Residence Halls, and must be swiped for meals at the Cafeteria. Doors to all these buildings are locked and require an ID card to open.

## **SEXUAL MISCONDUCT POLICY – TITLE IX – VIOLENCE AGAINST WOMEN ACT**

### **Introduction**

*“No person in the United States shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any educational program or any activity receiving Federal financial assistance.” 20 U.S.C. § 1681(a).*

Great Lakes Christian College is a Christ-centered institution of higher education that is committed to the Biblical principle that all human beings are created in the image of God. Because of that belief, the College is committed to basing judgments concerning the admission, education, and employment of individuals upon their qualification and abilities.

Great Lakes Christian College is also committed to maintaining and strengthening an educational, working, and living environment founded on the Biblical principles of love and mutual respect. The College seeks to provide programs, activities, and an educational environment free from sex discrimination. In accordance with this policy and as delineated by federal and Michigan law, Great Lakes Christian

College does not discriminate on the basis of sex in education programs or activities, including but not limited to recruitment, admissions, housing, athletic and extracurricular activities, discipline, distribution of financial assistance, distribution of institutional resources, hiring practices, employment, promotion, and policies.

The College is committed to promoting respect for the bodily integrity of all persons, the virtues of chastity, and the sacredness of human sexuality. The College affirms that sexual relationships are designed by God to be expressed solely within a marriage between husband and wife. Sexual acts of any kind outside the marriage bond are inconsistent with Biblical principles and are prohibited by College policies.

“Sexual Misconduct”, as that term is used in this policy, means any form of sex discrimination or violence prohibited by Title IX and the Violence Against Women Act. Great Lakes Christian College prohibits any and all forms of *quid pro quo* arrangements, dating violence, domestic violence, sexual assault, and stalking. Great Lakes Christian College recognizes the spiritual, moral, legal, physical, and psychological seriousness of all sexual misconduct, regardless of the level of acquaintance between the perpetrator and the victim. Great Lakes Christian College aims to eradicate sexual misconduct through education, training, clear policies, and serious consequences for violations of these policies.

In addition, the College recognizes that sex discrimination, in any form, is a violation of College regulations and policies. Sex discrimination includes all forms of sexual violence and sexual harassment. Further, the College recognizes that sexual violence is a serious threat to the College community, is prohibited by Title IX, and is a criminal act. Therefore, the College will provide the following to the members of the College community:

1. A statement of expectations for behavior with regard to community standards pertaining to sex discrimination.
2. Resources aimed at reducing the risk of sexual violence, including educational programs for men and women.
3. Procedural intervention to offer support and information following the report of sex discrimination.
4. Student conduct and employee disciplinary procedures that address the needs of complainants and protect the rights of respondents.

The College will take immediate action to address sex discrimination promptly and to equitably investigate complaints to resolve the situation, prevent its reoccurrence, and address its effects by implementing awareness and/or preventative measures.

## **Definitions**

### College

College means Great Lakes Christian College, Lansing, Michigan.

### College Community

For the purposes of this policy, “College Community” includes all students, staff, faculty, administration, trustees, interns, volunteers, and visitors.

### College Student

College Student means any person who is registered or enrolled at the College at the time of the alleged sex discrimination.

### Dating Violence

Dating Violence refers to 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 will be determined based on the reporting party’s statement and with consideration of the length of the relationship, and the frequency of the interaction between the persons involved in the relationship. This includes but is not limited to sexual or physical abuse or the threat of such abuse, psychological and emotional abuse such as public shaming or bullying, keeping someone from friends and family, or posting photos online without consent.

### Domestic Violence

Domestic Violence can be any of the acts that constitute “dating violence” but are regarded as a misdemeanor or felony act. A current or former spouse commits this violence or intimate partner of the victim, by a person the victim shares a child with, who is cohabitating with or has cohabitated with. It also can refer to violence against those living with the victim or in the victim’s care.

### Consent

As a matter of federal and state law, sexual activity requires the consent of both parties. Such consent is defined as clear, unambiguous, and voluntary agreement between the parties.

Consent cannot be obtained from someone who is under 18 years of age, asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other temporary or permanent, physical or mental disability or condition. Consent cannot be obtained by threat, coercion, or force. Agreement given under such conditions does not constitute consent.

### Educational Program or Activity

This policy applies to any educational program or activity of the College. This would include locations, events, or circumstances over which the College exercises substantial control over the respondent and the context in which the alleged sexual harassment occurs, such as residence halls,

dining halls, classrooms, and the gym. Locations, events, or circumstances *without* substantial control would include anything outside the United States, privately-owned off-campus apartments (at which students may reside). Note: foreign nationals in the United States are covered by Title IX as they participate in educational program or activities of the College.

#### Employee

Employee means any person employed by the College, whether as a trustee member, administrator, faculty, adjunct faculty, or staff member, whether full-time, part-time, or volunteer.

#### Fondling

The touching of the private body parts of another person forcibly and/or against that person's will.

#### Force

Force means physical force, violence, threat, intimidation, or coercion.

#### Hostile Environment

When sex harassment is so severe, pervasive, and objectively offensive that it effectively denies a person's equal access to the school's education program or activity or employment.

#### Rape

Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

#### Respondent

A person alleged to have committed a violation of the College Title IX policy. The term may be also used to designate persons with direct responsibility for a particular action or to those persons with supervisory responsibilities for conduct, procedures, or policies in those areas covered by the complaint.

#### Sex Discrimination

For the purposes of this policy, "sex discrimination" shall include, but not be limited to, any acts of sexual violence, sexual assault, and sexual harassment. In compliance with Title IX of the Educational Amendments of 1972, sex discrimination applies to, but is not limited to: recruitment, admissions, housing, athletic and extracurricular activities, rules and regulations, discipline, class enrollment, access to programs, courses and internships, distribution of financial assistance, distribution of institutional resources, hiring practices, employment, promotion, and policies.

#### Sexual Assault

Sexual assault is the commission of sexual contact or a sexual act, whether by an acquaintance or by a stranger that occurs without indication of consent of both individuals or that occurs under threat or coercion.

When there is a lack of mutual consent about sexual activity, or where there is ambiguity about whether consent has been given, or where the victim cannot consent, an individual can be charged with, and found to have committed, sexual assault.

Much sexual misconduct includes nonconsensual sexual contact, but contact is not a necessary component. Threatening speech which is sufficiently serious to constitute sexual harassment, for example, will constitute sexual misconduct. Photographs, videos, or other visual or auditory records of sexual activity made without explicit consent constitute sexual misconduct, even if the activity documented was consensual. Similarly, sharing such recordings without explicit consent is a form of sexual misconduct. For example, forwarding a harassing electronic communication may also constitute an offense.

In addition to being prohibited by federal and Michigan law, including Title IX of the Education Amendments of 1972, sexual assault could result in criminal prosecution or civil liability.

Reports of sexual assault will be reported to local law enforcement for appropriate action, including investigation and prosecution as appropriate. Such criminal prosecution will proceed separately and apart from a College investigation and disciplinary proceeding under the guidelines of the Student Handbook. The College will cooperate to the fullest extent possible, with any criminal investigation or prosecution of sexual assault incidents involving any member of the Great Lakes Christian College community. The College will not ordinarily wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and may take interim measures to protect members of the College community.

All sexual assault reports shall be treated with gravity, dignity, and justice throughout the process. Members of the College community should not do any of the following:

1. Pressure anyone to suppress a report of sexual assault;
2. Cause anyone to believe that he or she is responsible for the commission of any crime against him or her;
3. Communicate to anyone that he or she was negligent or assumed the risk of being assaulted by reason of circumstance, dress, or behavior;  
or
4. Communicate to anyone that the College would incur unwanted publicity as a result of a report of sexual assault.

### Sexual Contact

Sexual contact means the deliberate touching of a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas) for the purpose of sexual gratification, or using force to cause a person to touch his or her own or another person's intimate parts.

### Sexual Harassment

Sexual harassment is a matter of particular concern to an academic community in which students, faculty, and staff are related by strong bonds of intellectual and spiritual interdependence and trust. Accordingly, if the College has actual knowledge of sexual harassment in its educational programs or activities against a person in the United States, it must respond in a manner that is not deliberately indifferent.

Sexual harassment consists of nonconsensual sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when one of the following is true:

1. [Quid pro quo] An employee, agent, or other person authorized by the recipient explicitly or implicitly conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct; or
2. [Hostile environment] Unwelcome conduct determined by a reasonable person to be sufficiently severe or pervasive, that it effectively denies a person equal access to the recipient's education program or activity; or
3. [Clery crimes] Sexual assault, dating violence, domestic violence, or stalking.

Sexual harassment may be found in a single episode as well as persistent behavior. Conduct that occurs in the process of application for admission to a program or during selection for employment, and conduct directed toward a member of the College Community is covered by the policy. In addition, conduct by third parties (i.e. individuals who are neither students nor employees, including but not limited to invited guests and consultants) is covered by this policy if the College exercises substantial control over that individual and over the context in which they interacted with the College community.

### Sexual Violence

Sexual violence is a form of sexual harassment prohibited by Title IX. Sexual violence includes any physical sexual act perpetuated against a person's will or where the person is incapable of giving consent. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion.

### Stalking



Stalking means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a persons' property.

#### Standards of Conduct

Standards of conduct means the College's standards of conduct as approved by the College's Administrators and/or Board of Trustees and published in the appropriate College handbooks.

#### Statutory Rape

Non-Forcible sexual intercourse with a person who is under the statutory age of consent.

#### Third Party

Third party means any individual, including a contractor or invited guest, who is alleged to have committed sexual misconduct against a College community member.

### **Teacher – Student Consensual Relations**

The integrity of the teacher-student relationship is the foundation of the College's educational mission. This relationship vests considerable trust in the teacher, who in turn, bears authority and accountability as a mentor, educator, and evaluator. The unequal institutional power inherent in this relationship heightens the vulnerability of the student and the potential for coercion. The pedagogical relationship between teacher and student must be protected from influences or activities that can interfere with learning and personal development.

Whenever a teacher is [or in the future might reasonably become] responsible for teaching, advising, or directly supervising a student, an amorous relationship between them is inappropriate and should be avoided. In addition to creating the potential for coercion, any such relationship jeopardizes the integrity of the educational process by creating a conflict of interest and may impair the learning environment for other students. Finally, such situations may expose the College and the teacher to liability for violation of laws against sexual harassment and sex discrimination.

For purposes of this policy, "direct supervision" includes the following activities (on or off campus): course teaching, examining, grading, advising, research, supervising other academic and social activities, and recommending for admissions, employment, internships, or awards.

"Teachers" includes, but is not limited to, all full-time, part-time, and adjunct faculty of the College. It also refers to those serving as guest or substitute instructors.

“Students” refers to those enrolled in any and all educational and training programs of the College.

Additionally, this policy applies to members of the College Community who are not teachers as defined above, but have authority over or mentoring relationships with students, including athletic coaches, supervisors of student employees, advisors, directors of student organizations, residential advisors, as well as others who advise, mentor, or evaluate students.

Teachers or students with questions about this policy are advised to consult with the College’s Title IX Coordinator, the Dean of Students, or their supervising Vice President.

### **Other Related Misconduct**

In accordance with this policy, the College is empowered to investigate allegations of, and to impose sanctions for, sex discrimination, sexual harassment, or any other violations of the College’s standards of conduct directly related to the allegations brought under this policy. Such related misconduct may include, without limitation, incidents of domestic violence, dating violence, and stalking as those terms are defined by state and federal laws. Violations of the rules of confidentiality as articulated herein, violations of any interim measures imposed under this policy, and/or violations of other Standards of Conduct that occur in connection with the alleged sexual misconduct may also implicate the use of this policy.

The College cannot impose disciplinary action against a Complainant or witness of his or her improper use of alcohol or drugs, provided that such person is acting in good faith as a Complainant or witness to the events of the alleged sexual misconduct.

### **Title IX Staff**

- A. The Title IX Coordinator is the individual designated by the College to coordinate the College’s efforts to comply with and enforce the responsibilities of the College under this policy in accordance with pertinent Title IX regulations. The College’s Title IX Coordinator is Dr. Brian Baldwin, Dean of Students. 6211 West Willow Highway, Lansing MI 48917, phone (517) 321-0242, ext. 400. email [bbaldwin@glcc.edu](mailto:bbaldwin@glcc.edu). The College has designated the duties and responsibilities of the Title IX Coordinator to:
  - a. Ensure coordination with appropriate staff with relevant responsibilities for such activities on campus as housing, counseling services, and campus safety.

- b. Prepare and arrange for a preventative education program. Such a program will include information designed to encourage students to report incidents of sexual violence to the appropriate College and law enforcement authorities.
- c. Develop specific sexual violence materials that include the College's policy, rules, and resources for students, faculty, coaches, and administrators and arrange for such materials to be included in all appropriate handbooks. These materials would include:
  - i. What constitutes sexual harassment or violence;
  - ii. What to do if a student has been the victim of sexual harassment or violence;
  - iii. Contact information for counseling and victim services on and off College grounds;
  - iv. How to file a complaint with the College;
  - v. How to contact the College's Title IX Coordinator(s);
  - vi. What the College will do to respond to allegations of sexual harassment or violence, including interim measures that can be taken as outlined in the Grievance Procedure.
- d. Analyze periodically any trends or patterns of sexual misconduct on campus and assess the efficacy of campus-wide response to sexual misconduct.
- e. Disseminate to members of the College community information regarding Title IX protections, the College's Title IX policy, including the Complaint Resolution Process therein, and assistance for all persons who have been subjected to sexual harassment or violence.
- f. Conduct an annual review of all Title IX complaints brought to the College Title IX Coordinator.
- g. Communicate with students, staff, and faculty regarding the College's obligations under Title IX and serve as a resource regarding Title IX matters.
- h. Develop the protocols and regulations of the College's Title IX Policy.
- i. Annually assess the College's overall Title IX compliance efforts. In addition, the Title IX Coordinator will arrange for and conduct training (at least annually) for the College administration, faculty, and staff.
- j. Ensure that the Title IX Process is followed from the time of initial notice until the investigation is completed and the decision is rendered. The Coordinator shall give notice of the decision to all parties and their advisors simultaneously.

- B. The College's two Title IX Investigators are: Simon Phelps (siphelps@glcc.edu), Men's Resident Director and Kristin Dorris (krdorris@glcc.edu), Women's Resident Director - 6211 West Willow Highway, Lansing, MI 48917. The duties of the Title Investigator include, but are not necessarily limited to,
  - a. Perform the initial intake of a Title IX Complaint.
  - b. Obtain evidence that may be relevant to a Title IX investigation.
  - c. Interview the complainant, respondent, and potential witnesses.
  - d. Write Title IX Investigative Reports.
  - e. Assist students and staff in navigating the Title IX process outlined below.
- C. The College's Title IX Decision-Maker is Dr. Brian Baldwin, Dean of Students. 6211 West Willow Highway, Lansing MI 48917, phone (517) 321-0242, ext. 400. email [bbaldwin@glcc.edu](mailto:bbaldwin@glcc.edu). The duties of the Decision-Maker include, but are not necessarily limited to,
  - a. Conduct Title IX Cross-Examination Hearings, and instruct advisors in their duties
  - b. Determine relevance of all questions (in hearings), evidence, and testimony and use that material in a written decision on the matter should it be within the Title IX jurisdiction of the College.
  - c. Appoint Deputy Title IX Coordinators as needed
  - d. Recommend sanctions or termination for Staff/Faculty found to have violated this Title IX Policy

## **Grievance Process**

### Conditions and Definitions

- I. Confidentiality
  - A. The College shall protect the privacy of individuals involved in a report of sex discrimination to the extent allowed by law and College policy. Communications to health and counseling professionals may be privileged and confidential. Because the content of discussions with confidential resources is not reported to the College office of record, such discussions do not serve as notice to the College to address the alleged discrimination or sexual misconduct.
  - B. In the event of a report of sex discrimination being received by other College officials including administration, faculty and staff, such officials are required by law to relay such reports to the Title IX Coordinator and, in some instances, to law enforcement officials. In such cases, the College will balance the needs of the parties for privacy with the

College's responsibility to ensure a safe educational environment and workplace. In some cases, strict confidentiality may not be possible or appropriate. An individual's request regarding the confidentiality of reports of discrimination or sexual misconduct will be considered in determining an appropriate response; however, such request will be considered in the dual context of the College's legal obligation to ensure a working and learning environment that is free from discrimination or sexual misconduct and the rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation.

i. Definitions of Parties

1. Complainant: A student (including a former student if the alleged discrimination occurred while enrolled at the College), employee, or other member of the College community defined above, who contemplates filing or actually files a complaint based on sex discrimination.
2. Respondent: A person alleged to have committed a violation of the College Title IX policy. The term may be also used to designate persons with direct responsibility for a particular action or to those persons with supervisory responsibilities for conduct, procedures, or policies in those areas covered by the complaint.

ii. Timeline.

1. The College is obligated to complete the Grievance Process promptly in a manner that is not deliberately indifferent. Typically (but not always), investigations are completed within four to six weeks.

**Steps in the Grievance Process**

iii. Preliminary Stage

1. A member of the College Community who believes that he or she has experienced or is experiencing sex harassment may initially wish to discuss the situation with a trusted friend, advisor, colleague, or the College official to whom the alleged Respondent reports or is responsible. The College strongly recommends that the potential Complainant not contact the Respondent without being accompanied by another person, ideally a member of the Title IX staff.

iv. Report to the Title IX Coordinator

1. Any member of the College community who believes that he or she has experienced or is experiencing sexual harassment should immediately contact the College Title IX Coordinator to report the alleged act or acts of sex discrimination.
2. Only a complainant can create a complaint.

v. Response of the Title IX Coordinator

1. Should the Title IX Coordinator determine that a reasonable request to investigate and make a determination about alleged sexual discrimination has been made, the Title IX Coordinator will begin the grievance procedures outlined below:
  - a. Create a Title IX Complaint File including the ID of parties, place(s) and time(s) of the alleged Title IX policy violation, and a timeline of the investigation. This may include a written complaint should the complainant request one.
  - b. Notice of allegation: must include ID of parties, place, and time of the alleged Title IX policy violation.
  - c. Meet with the Complainant in order to provide the Complainant a general understanding of this policy (and a copy of the policy) and to identify the range of supportive measures available to the Complainant, such as health services, mental health services, crime victim services, or services of a local rape crisis center.
  - d. Advise the Complainant of his or her rights. These rights include:
    - i. The right to contact the appropriate law enforcement personnel to pursue criminal charges under state, local, or federal law, concurrent with or after the College's Title IX investigation. The College investigation will not be suspended or delayed in the event of an investigation of possible criminal charges by law enforcement personnel.
    - ii. The right to file a civil action against the alleged Respondent.
    - iii. The right to file a complaint with the Equal Employment Opportunity Commission and/or the Michigan Civil Rights Commission.
    - iv. The right to an advisor of choice.

- v. The right to timely communication from the Title IX Coordinator.
- e. Notify the Respondent of the Title IX complaint. At this time, the Respondent will also be advised of his or her rights. These rights include:
  - i. The right to due process and following this Grievance process in an orderly and timely manner.
  - ii. The right to not be presumed responsible for the alleged conduct until a determination regarding responsibility is made through the grievance process.
  - iii. The right to an advisor of choice.
  - iv. The right to timely communication from the Title IX Coordinator.
- f. Provide a range of supportive measures in order to preserve the educational access of both parties as appropriate, at any stage of the process. The full range of these measures could include:
  - i. Providing a “no contact” order, which will typically direct that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means.
  - ii. Altering the student’s academic, housing, or employment arrangements, such as switching sections of a class or designating mealtimes for both parties.
  - iii. Procuring needed medical or hospital treatment, counseling, and plans to protect the personal safety of either party, such as a security escort.

vi. Optional Pre-Complaint Meeting

1. Following contact with the Title IX Coordinator, but prior to the beginning of a formal grievance procedure, the Complainant may request a meeting with the Respondent or with the person who has immediate supervisory authority related to the complaint (such as a Coach). Such a meeting shall be in the presence of the Title IX Coordinator.
2. Respondents may discuss the allegations of the Complainant with the Title IX Coordinator or the Title IX Investigator.

3. The purpose of any pre-complaint contact will be for the Complainant to request a proposed course of action in order to resolve the matter in a manner consistent with Biblical principles of dispute resolution. Such pre-complaint meetings shall be solely at the option of the Complainant.
4. At no time will the Complainant be required to confront the Respondent. If the matter cannot be resolved as the result of any pre-complaint meeting, then the Complainant may submit to the Title IX Coordinator a formal, written complaint.
5. If it is alleged that the Title IX Coordinator is involved in any potential violation of this Title IX policy, then the complaint shall be submitted to a Deputy Title IX Coordinator or another individual appointed by the Title IX Decision-Maker.
6. No pre-complaint meeting shall take place under the following conditions:
  - a. In cases involving sexual assault, such a meeting shall not occur.
  - b. In cases where the contact is (or is seen to be) a condition for the submission of a written complaint to the Title IX Coordinator.

vii. Written Complaint

1. Complainant shall have the right to file a written complaint with the Title IX Coordinator which shall contain the following information:
  - a. The name and address of the Complainant.
  - b. The name or names of the person or persons alleged to be responsible for the act of discrimination, if known.
  - c. Specific acts of discrimination alleged including the dates, times, and locations.
  - d. Names, addresses, and telephone numbers of potential witnesses who may be called in support of the complaint.
  - e. A description of any actions taken by any party in an effort to address the alleged discrimination.
  - f. The complaint shall be signed and dated by the Complainant. Such date shall be the “date of the complaint.”



viii. Informal resolution process

1. At any time after (and only after) a Formal Title IX complaint has been lodged, the Title IX Coordinator may inquire of the parties if they wish to participate in an informal resolution of the grievance.
2. If both the complainant and the respondent agree to do so, the Title IX Coordinator will meet with them to attempt to resolve the grievance.
3. If a resolution of the grievance is reached between the parties, the agreement shall be reduced to writing and signed by the complainant and the respondent, the grievance will be considered resolved and no further disciplinary action will be taken in regard to the complaint.

ix. Dismissal of Complaints

1. The Title IX Coordinator, in conjunction with the Investigators, may determine that the alleged behavior *even if true* does not meet *all* of the following conditions for Title IX violations under the 2020 Federal guidelines.
  - a. The alleged behavior occurred on U.S. soil
  - b. The alleged behavior occurred through the educational program or activity of the College over which the College exercises substantial control
  - c. The alleged behavior if true would constitute sexual harassment.
2. The complaint may be dismissed at this point if the complaint does not satisfy any one of these three requirements

x. Title IX Investigation

1. The Title IX Investigators will gather evidence and interview witnesses as necessary. They may request documentation from the appropriate departments and offices at the College, as needed.
2. The Title IX Coordinator will direct the Respondent to provide a written response to the complaint. The Complainant shall be entitled to receive and review such response.
3. If the Respondent or any witness refuses or fails to respond to the Title IX Coordinator's request for a response to the complaint, request for information, or otherwise fails to cooperate, the Title IX Coordinator may nevertheless continue the investigation.

xi. Cross Examination Hearing

1. Goals of Cross-Examination (For the parties)

- a. Obtain factual admissions helpful to your party's case.
- b. Corroborate the testimony of your party's witnesses.
- c. Minimize the other party's case by impeachment of witness being questioned.
- d. Minimize the other party's case by impeachment of other witnesses through the witnesses being questioned.
- e. Reduce confusion and seek truth.

2. Process for Cross-Examination Hearing

- a. Each party will have to opportunity to propose questions to the Decision-Maker for either party or their witnesses. Questions are to be submitted in writing three days prior to the hearing.
- b. Each party's advisor will have the opportunity to propose questions to either party or their witnesses. Questions are to be submitted in writing three days prior to the hearing.
- c. The Decision-Maker will preside and must evaluate each question for *relevance* before the hearing party being questioned will be allowed to respond. Only relevant cross-examination and other questions may be asked of a party or witness. Only the Decision-Maker will be permitted to ask questions during the hearing.
- d. The Decision-Maker has the right to decide on all matters of decorum and may ask parties to leave, schedule breaks, etc.
- e. The hearing will be recorded
- f. Questions of relevancy for Decision-Maker:
  - i. Does this help me in deciding if there was more likely than not a violation?
  - ii. Does it make it more or less likely?
  - iii. Why or why not?
- g. Examples of non-relevant questions

- i. Questions about the sexual behavior or predisposition of any party
- ii. Questions about information protected by a legal privilege (such as medical records) that have not already been waived by the party

xii. A Title IX Decision

1. After the hearing and investigation is complete, the Title IX Decision-Maker will render a decision to whether, *by a preponderance of the evidence*, it has been determined that a violation of this Title IX policy has or has not occurred. Such a decision shall be supported by a written report containing findings of fact, along with a recommendation by the Decision-Maker of the remedial and/or disciplinary action(s) to be taken.
2. Within five (5) days of the date of the decision, the Title IX Coordinator or Decision-Maker shall notify in writing the Complainant, the Respondent, and the Vice President of Enrollment Management of that decision.
3. What factors go into a Title IX decision:
  - a. Identifying consistency, accuracy, memory, and credibility (50%)
  - b. Identifying implausibility, inconsistency, unreliability, ulterior motives, and lack of credibility (50%)
4. The Title IX Decision-Maker must determine:
  - a. What evidence to believe
  - b. The importance of the evidence
  - c. Conclusions to draw from that evidence

xiii. Appeal of Findings of Investigation

1. All parties to the complaint may appeal the findings and recommendation of the Title IX Coordinator. All grounds for appeal should be based on the emergence of new evidence that was previously unavailable, on the grounds that some aspect of this policy or procedure was not adequately followed or evidence of bias on the part of the Title IX Team.
2. The final appeal shall be the impartial review and decision by the Administrative Cabinet, provided that no member was involved as a party or witness to the investigation, in which case the appeal shall be reviewed by the Chairman of the Board of Trustees.

3. Any appeal must be filed within ten (10) days of the Title IX Decision-maker's decision. The Cabinet shall render a decision on the appeal within ten (10) days of receipt of the appeal.

xiv. Determination of Disciplinary Action

- ii. In the event the Title IX Coordinator finds that the Respondent has committed an act of sex discrimination as defined by this policy the matter will proceed as follows:
  1. Students: If the Respondent is a student, the Dean of Students or Title IX Coordinator will determine and administer the appropriate disciplinary action. If the College student is found to have committed sexual assault the Dean or Title IX Coordinator may initiate expulsion proceedings pursuant to the Student Handbook.
  2. Staff: If the Respondent is a staff member, the Title IX Coordinator will recommend the appropriate disciplinary action to the Vice President of Finance and Operations. If a staff member is found to have committed a policy violation, then his or her employment may be terminated in accordance with the Employee Handbook.
  3. Faculty: If the Respondent is a faculty member and his or her conduct warrants discipline that is less severe than discharge or suspension, the Title IX Decision-Maker will recommend sanctions to the Vice President of Academic Affairs. In cases where the faculty member's actions warrant discharge or termination of employment, the Title IX Decision-Maker will recommend to the President that termination proceedings be initiated. If the President accepts the recommendation, the matter will proceed in accordance with the terms of the College's Faculty Handbook providing for "Dismissal for Cause."
  4. Administration: If the Respondent is a member of the administration (and not the President) the matter will be referred to the President for appropriate action. If the Respondent is the President, the matter will be referred to the Chairman of the Board of Trustees for appropriate action.
  5. Trustees: If the Respondent is a member of the Board of Trustees (and not the Chairman) the matter will be referred to the Chairman of the Board. If the Respondent is the Chairman of the Board, a committee of the Board of Trustees will be called by the Vice Chairman of the Board for appropriate action.

- iii. Any appeal of the Title IX Coordinator's decision and recommendation shall stay the imposition of disciplinary action under this section but only during the pendency of the appeal. If the disposition of the appeal does not alter the recommended sanction, disciplinary action pursuant to this section shall proceed.
- xv. Complaints Initiated by Administration
  - iv. The College President, Vice Presidents, Deans, or supervisors may request the Title IX Coordinator investigate allegations of sex discrimination with or without the consent of the alleged victim. Such administrator requesting the investigation will act as the Complainant and must specify the person or persons responsible for exhibiting the alleged discriminatory conduct. The Title IX Coordinator will use the same notification and procedural guidelines outlined in the foregoing complaint process.

### **Retaliation; false complaints**

- A. Retaliation

It is a violation of this policy to retaliate against a person making a complaint alleging a violation under this policy or against any person cooperating or participating in an investigation under this policy. Retaliation should be reported promptly to the Title IX Coordinator and may result in appropriate disciplinary action independent of other sanctions or interim measures administered under this policy.
- B. Filing a False Complaint

Any Complainant who knowingly makes false charges alleging violations of this policy may be subjected to disciplinary action.

## **ALCOHOL AND OTHER DRUGS (AOD) POLICY**

Great Lakes Christian College prohibits the unlawful possession, use, or distribution of drugs and alcohol by faculty, staff, and students on College property or at any College activity. In addition, GLCC is a cannabis odor-free campus. This means that using or consuming drugs or cannabis (regardless of location) and then returning to your campus under the influence of, or carrying the smell of the drug/cannabis is also a violation of the policy. Any student who remains in the presence of someone violating this drug policy may be subject to conduct sanctions.

Great Lakes Christian College will adopt and implement a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. This program will incorporate the certification requirements of the Drug-Free Schools and Communities Act (DFSCA) of 1989, as articulated in the Education Department General Administrative Regulations (EDGAR) Part 86.

### Health Risks

The use of illicit drugs and the abuse of alcohol present major health risks, such as addiction, acute and chronic illness, and death. Other risks associated with alcohol and drug use include impaired learning, violence, injuries, accidents, drunk driving, acquaintance rape, unplanned pregnancies, and sexually transmitted diseases.

### Marijuana (Medical and otherwise)

Medical marijuana, which is prescribed for healing purposes, is prohibited at Great Lakes Christian College. The use of marijuana for any other reason is also prohibited. Great Lakes Christian College receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs). As a condition of accepting this money, Great Lakes Christian College is required to certify that it complies with the Drug-Free Schools, and Communities Act (DFSCA) of 1989, as articulated in the Education Department General Administrative Regulations (EDGAR) Part 86. The federal government regulates drugs through the Controlled Substances Act (CSA) (21 U.S.C. A 811) which does not recognize the difference between medical and recreational use of marijuana. Thus, to comply with the Federal Drug Free School and Communities Act and avoid losing federal funding, Great Lakes Christian College must prohibit all marijuana use, including medical marijuana, and provide sanctions for its use.

### Medical Amnesty Law

To better ensure that minors at medical risk as a result of alcohol intoxication will receive prompt and appropriate medical attention, in 2012 the State of Michigan adopted a medical amnesty law to remove perceived barriers to calling for or seeking help.

Michigan law continues to prohibit a minor from purchasing, consuming, or possessing, or attempting to purchase, consume, or possess, alcoholic liquor and from having any bodily alcohol content. The new law that was passed creates an exemption from prosecution for the following:

- A minor (under the age of 21) who, after consuming alcohol, voluntarily presents himself or herself to a health facility or agency for treatment or observation, including medical examination and treatment for any condition as a result of sexual assault (as defined in Michigan law).
- Any minor (under the age of 21) who accompanied a minor (under the age of 21) who, after consuming alcohol, voluntarily presented himself or herself to a health facility or agency for treatment or observation, including medical examination and treatment for any condition as a result of sexual assault (as defined in

Michigan law).

- Any minor (under the age of 21) who initiated contact with law enforcement or emergency medical services personnel for the purpose of obtaining medical assistance in connection with a legitimate health care concern.
- Great Lakes Christian College maintains the discretion to refer the individual for appropriate educational intervention(s).

*In cases where it may be in the best interest of the student and/or the College community, parents/guardians may be notified of alcohol and drug use. Discipline records are not covered by FERPA.*

### Primary Prevention Plan

As part of its Environmental Management plan, GLCC will provide

Drug-free social gatherings and service opportunities.

GLCC's Department of Student Development is committed to providing weekly floor events, large on-campus events each month, and trips throughout each semester that provide an opportunity for students to create friendships and build a sense of belonging without the consumption of alcohol.

Health-Conscious Living

Using a variety of programs including Men's and Women's health months, Residence Hall fitness challenges, provided Healthy Vending, and intramural sports. Great Lakes Christian College works to encourage students to live an active life and make wise choices in regards to their personal health.

As part of its Preventative Education plan, GLCC will sponsor

Student Orientation

As part of orientation, we communicate the value we place on the responsible consumption of alcohol and prohibiting the consumption of alcohol by minors.

All-Hall meetings

At the beginning and end of each semester, students living on-campus are required to attend an all-Hall meeting. One of the purposes of these meetings is to discuss the expectations Residence Life personnel have for our on-campus student community. All Hall meetings provide an opportunity to explain to students why we are an alcohol-free campus and the risks associated with consuming alcohol. It also offers

to remind students of the staff who are always willing to support them if they need assistance in dealing with addiction or abuse of alcohol.

## Men's and Women's Health month programming

Great Lakes Christian College will provide programming in October and November to focus on health issues such as Breast Cancer and Testicular Cancer. The programming includes: lectures from visiting doctors, health challenges, daily health facts, panel discussions on current health issues, and fundraisers for foundations related to specific health causes. The programs include all aspects of personal health including the damage of alcohol and drug addiction and abuse.

## Student Support

A peer counseling intern with the Counseling Center of Great Lakes (an independent center on campus) is willing to meet free of charge with any student who desires it. The Dean of Students, Resident Directors, and other staff and faculty are also willing to meet with students to provide counsel, accountability, and guidance.

## Special Sanctions for Controlled Substances

Great Lakes Christian College holds a zero-tolerance policy for the abuse of controlled substances (in line with the Drug Free Schools and Communities Act and the Department of Education's supporting regulations (EDGAR Part 86 Subpart A 86.3). Most importantly, the intellectual, spiritual, and personal growth and well-being of both the individual and community is best served by holding everyone accountable for the use of such substances. • Zero tolerance means that the on-campus use of a controlled substance, including but

- not limited to carrying the smell of cannabis or any other controlled substance, will result in sanctions and/or automatic dismissal.
- Students suspected of intoxication or carrying the smell of cannabis may be subject to sanctions including but not limited to:
  - o First offense: \$75 fine and immediate removal from the area. Clothes carrying the smell may be required to be washed immediately. Visitors may be escorted off campus.
  - o Second offense: \$150 fine and immediate drug test. The student will be placed on social probation until test results are confirmed. A negative result will remove social probation. A positive result will result in
    - Continuation of social probation.
    - A Student Conduct Meeting to develop a Management Plan

## Treatment Programs

Alcohol and drug information, referral, counseling, treatment, and rehabilitation programs are available to faculty, staff, and students through a variety of on- and off-campus resources. Some of these services and programs are without charge; others are covered by insurance or based on ability to pay. Students may obtain further information about available services by calling Sparrow Intensive Outpatient Substance Abuse Program at 517-364-7700.



All faculty, staff, and students with questions, concerns, or problems related to the use of illicit drugs or the abuse of alcohol are urged to take immediate advantage of the help that is available. All members of the College community, however, must clearly understand that they jeopardize their education, their jobs, their health, and their future if they unlawfully possess, use, or distribute drugs or alcohol at Great Lakes Christian College.

Tobacco Policy

Great Lakes Christian College is a tobacco-free campus (including chewing tobacco, vaping, and any other form). The possession and use of tobacco (cigars, cigarettes, vapes, e-pens, etc.) is prohibited while on campus or at a College-sponsored event or trip.

## GLCC CRIME STATISTICS

GLCC Crime Statistics	2023-2024	2022-2023	2021-2022
<b>Criminal Offenses</b>			
Murder	0	0	0
Sexual Assault	0	0	0
Sexual Abuse	0	0	0
Stalking	0	1	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Simple Assault	0	2	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Latency	0	0	0
Arson	0	0	0
Sex Offenses-Forcible	0	1	0
Sex Offenses-Non -Forcible	0	0	0
Crimes of Prejudice	0	0	0
Vandalism	0	0	0
<b>Arrests</b>			
Liquor Law Violation	0	0	0
Drug Law Violation	0	0	0
Weapon Law Violation	0	0	0
<b>Disciplinary Actions/Referrals</b>			

Liquor Law Violation	2	0	0
Drug Law Violation	0	0	0
Weapon Law Violation	0	0	0
<b>GLCC Fire Safety Statistics</b>	<b>2023-2024</b>	<b>2022-2023</b>	<b>2021-2022</b>
<b>Hasty Hall</b>			
Fires	0	0	0
Injury	0	0	0
Death	0	0	0
Property Damage	0	0	0
<b>Matthews Hall</b>			
Fires	0	0	0
Injury	0	0	0
Death	0	0	0
Property Damage	0	0	0
<b>Family Housing</b>			
Fires	0	0	0
Injury	0	0	0
Death	0	0	0
Property Damage	0	0	0