Ferris State University does not discriminate on the basis of race, color, religion or creed, national origin, sex, sexual orientation, gender identity, age, marital status, veteran or military status, height, weight, protected disability, genetic information, or any other characteristic protected by applicable state or federal laws or regulations in education, employment, housing, public services, or other University operations, including, but not limited to, admissions, programs, activities, hiring, promotion, discharge, compensation, fringe benefits, job training, classification, referral, or retention. Retaliation against any person making a charge, filing a legitimate complaint, testifying, or participating in any discrimination investigation or proceeding is prohibited.

Students with disabilities requiring assistance or accommodation may contact Educational Counseling & Disabilities Services at (231) 591-3057 in Big Rapids, or the Director of Counseling, Disability & Tutoring Services for Kendall College of Art and Design at (616) 451-2787 ext. 1136 in Grand Rapids. Employees and other members of the University community with disabilities requiring assistance or accommodation may contact the Human Resources Department, 420 Oak St., Big Rapids, MI 49307 or call (231) 591-2150.

Inquiries and complaints of disability discrimination may be addressed to the 504 Coordinator/Educational Counselor, 901 S. State St., Starr 313, Big Rapids, MI 49307 or by telephone at (231) 591-3057. Other inquiries or complaints of discrimination may be addressed to the Director of Equal Opportunity, 120 East Cedar St., Big Rapids, MI 49307 or by telephone at (231) 591-2152; or Title IX Coordinator, 805 Campus Dr., Big Rapids, MI 49307, or by telephone at (231) 591-2088. On the KCAD Grand Rapids campus, contact the Title IX Deputy Coordinator, 17 Fountain St., Grand Rapids, MI, (616) 451-2787 ext. 1113.
CODE OF
Student Community Standards

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Office of Student Conduct Overview
Office of Student Conduct Overview

(231) 591-3619  Ferris OSC Homepage
theosc@ferris.edu http://bit.ly/ferrisoschome
214 Birkam Building

Office of Student Conduct Mission

The mission of the Office of Student Conduct is to enhance student learning, personal development, and a student’s role as a responsible citizen in an ethical community that is conducive to and focused on academic and personal success.

University “Bulldog” Values

Your commitment to being a student at Ferris State University begins with an understanding of and appreciation for the Core Values of the institution which are:

- Collaboration
- Diversity
- Ethical Community
- Excellence
- Learning
- Opportunity

Embodied in the University’s Core Values are certain expectations of you as a member of our learning community, including, but not limited to, the following:

As a Ferris State University student, you will be an active learner.

- It is expected that you attend class. Appropriate class attendance includes being on time, coming prepared and being attentive.
- It is expected that you study. Studying is an intentional, deliberate act requiring hard work. This includes seeking out the various resources designed to help you be academically successful.
- It is expected that you will treat your professors and fellow classmates with courtesy and respect.
- It is expected that you will be ethical in your scholarship and will practice academic integrity. This includes properly crediting others for their ideas that you may find useful.

As a Ferris State University student, you will take responsibility for your health and wellness.

- It is expected that you recognize that eating properly, getting adequate sleep and exercise are all factors in maintaining your health and that good health is conducive to your success.
- It is expected that you recognize that the use/abuse of alcohol and other drugs is detrimental to your health and a potential barrier to your success.
- It is expected that you will be responsible for your wellness and make use of appropriate University resources to assist you as needed.
As a Ferris State University student, you will be an ethical member of the University community.

- It is expected that you respect the rights and property of others, recognizing that this includes the larger community of Big Rapids.
- It is expected that you will discourage bigotry and strive to learn from differences in people, opinions and ideas.
- It is expected that you abide by the Student Code of Community Standards and the laws of the State of Michigan.
- It is expected that you involve yourself in leadership, service and/or personal development opportunities outside of the classroom as part of your comprehensive educational experience.

Educational Philosophy & Priority for Conduct

The Office of Student Conduct at Ferris State University is oriented toward educational goals and outcomes. The conduct process at Ferris is designed to encourage students to consider the impact of their choices and behavior on their life and learning goals, as well as the greater academic and Big Rapids community.

The Office of Student Conduct works collaboratively with a variety of jurisdictions and campus services in and around the Ferris and Big Rapids community to provide a safe, educational and ethical community where respect, responsibility, accountability, dignity, diversity and fundamental fairness are valued.

Student Conduct Learning Outcomes

The Office of Student Conduct believes in providing community education through the conduct process and community programming. As a result of these educational efforts students will be able to...

1. Explain the effect of their behavior on the community and their responsibility to play an important role in creating a positive community for everyone.
2. Recognize the impact of their choices and behavior on their life and learning goals, as well as the greater academic and Big Rapids community.
3. Propose alternative life choices and evaluate those decisions as they relate to their role in the community and their own goals as a member of this community.
4. Demonstrate personal responsibility for actions, take ownership for decisions, and become increasingly invested in their social and educational experiences.
5. Recognize various campus resources that can help them better prepare for success in the educational environment, including their Conduct Case Manager.
Section I: Mission & Definitions
Section I: Mission & Definitions

Educational Mission
Ferris State University exists to afford quality educational programs and experiences for the benefit of the students and communities it serves. In order to operate effectively, the University community requires a system of order in which its members, including the faculty, students, administration, and staff, support the educational functions and objectives of the University. It is the responsibility of each member of the University to promote standards of personal integrity that are in harmony with the educational mission of the institution.

Rights & Freedoms
As a member of the University community, students are expected to respect and value the rights of others, support the academic environment, and encourage the proper use of University facilities. Students are expected to observe national, state, and local laws as well as University rules, regulations, and policies. However, in developing this policy, the University wishes to reaffirm its traditional support of freedom of speech, freedom of inquiry, and freedom to dissent.

Code of Student Community Standards
The Code of Student Community Standards, the “Code” which is the official policy of the University, is comprised of principles and policies on Student Rights, Student Dignity, Misconduct, Victims’ Rights, Alcohol and Other Drug Policies, Disciplinary Procedures, and other principles and procedures.

Definition of Terms in the Code
For the purposes of this code, the following definitions shall apply.

1. The term “University” means Ferris State University.

2. The term “student” includes the following:
   a. A person who has been notified of his/her acceptance for admission to Ferris State University, who is admitted and enrolled in any credit-bearing course or program in any school or division of Ferris State University, or who is a continuing student between academic periods.
   b. A person who resides in Ferris State University housing, whether or not that person is enrolled in any school or division of Ferris State University.
   c. A person who has withdrawn after allegedly violating the policies regarding misconduct, who is not officially enrolled in any credit-bearing course or program but who has a continuing relationship with Ferris State University.

3. The term “faculty member” means any person hired by the University to conduct classroom responsibilities.

4. The term “Director of Student Conduct” means the Director and all designees as assigned, including Conduct Case Manager & the University Committee on Discipline. The Director of Student Conduct has experience and extensive training on issues related to dating violence, domestic violence, sexual assault, and stalking as well as the procedures for conducting investigation and hearing processes that protect the safety of the complainants and promote accountability.

5. The term “Vice President for Student Affairs” means the Vice President and all appropriate designees as assigned.
6. The terms “University official” or “staff member” includes any person employed by the University, performing assigned administrative, professional, or para-professional responsibilities.

7. The term “Responsible Employee” includes any employee who has the authority to take action to redress sexual harassment including sexual violence, or who has a duty to report to appropriate school officials (Title IX Coordinator) sexual harassment including sexual violence or any other misconduct by students or employees; or whom an individual could reasonably believe has this authority or responsibility.

The following officials have been designated as Responsible Employees for complaint reporting purposes: Academic Department and School Chairs and Directors, and other Academic Unit heads, Academic, Education and Career advisors/counselors, Administrative Unit heads, Athletic coaches, assistant coaches, trainers, directors, assistant directors, advisors, associate directors, and managers, Camp Counselors, Deans, Associate Deans and Assistant Deans, Department of Public Safety Officers and Employees (Sergeants, Captains, Chief, Command Staff), Faculty members, part time instructors and adjunct instructors, Housing and Residence Life Staff including Resident Assistants, Human Resources Staff, Office of Diversity and Inclusion employees, President, Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents, and Directors, Student Affairs Staff (with the exception of Birkam Health and Counseling Center Staff), Title IX Coordinator and any Deputy Coordinators, Other Administrators/Employees with supervisory responsibilities and/or who supervise students.1

Note: Not all employees are identified as Responsible Employees in this policy; however, if an individual could reasonably believe an employee has the authority or responsibility to report, they would be considered a Responsible Employee. Given that, all employees should immediately share all known details of an incident of sexual violence (names of the alleged perpetrator(s) and individual(s) involved as well as pertinent facts concerning the alleged occurrence - date, time, and location) with the Title IX Coordinator or designee to help protect students (and employees) and the campus community.

8. The term “Campus Security Authority” is defined as “An official of an institution who has significant responsibility for student and campus activities.”2

Students can report crime to any campus security authority, including, but not limited to, University police, local police, Vice Presidents, Associate Vice Presidents, Deans, Associate Deans, Directors, Assistant Directors, Department Heads, Educational Counselors, Registered Student Organization Advisors, Housing & Residence Life Business Manager, Hall Directors, Residence Hall Advisors, Coordinator of Student Life, Inter Fraternity Council Advisor, Coordinator of Intramurals, PTM Director/Manager Racquet & Fitness Center, PTM Administrative Assistant, Athletic Coaches and Assistant Coaches, Athletic Director, Associate Athletic Director, Williams Auditorium Manager, Director of Student Conduct and Student Conduct Specialist.

9. The term “Title IX” refers to Title IX of the Education Amendment of 1972 and the related regulations and guidance, specifically as it relates to sexual harassment, gender discrimination and harassment, sexual assault and sexual violence. The Office of the Dean of Student Life and the Office of Student Conduct have adopted specific procedures for ending the discrimination, preventing its recurrence, and remedying the effects of the discrimination.

10. The term “Complainant” is defined as any person or group who submits a complaint alleging that a student violated this Student Code of Community Standards. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code of Community Standards as are provided to the complainant, even if another member of the University community submitted the complaint itself.3 Although the term complainant is used throughout the Code, the University

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1 www.ferris.edu/title-ix/policy.htm
2 As defined by the Ferris State University business policy 2013:10, Clery Act Compliance
3 As defined in the “Model Code” by Ed Stoner & John Lowery
recognizes it is not a term that is all-encompassing of individual's experiences, particularly when an act of violence is involved.

11. The term “Respondent” is defined as a student (as previously defined by Ferris State University) who is alleged to have violated the Code of Student Community Standards.

12. The term “Witness” is defined as an individual who has had direct involvement in an incident and/or who was provided with information regarding the incident directly from the respondent, alleged complainants, or both. This also may include individuals, who in their professional capacity, have contributed information which led to allegations and subsequent charges.

13. The term “Advisor” is defined as any individual chosen by the complainant or respondent to provide support before, during and after the conduct conference process. This person may be an attorney, but at no point may this individual represent in place of the individual they are there to support.

14. The term “Conduct Case Manager” is defined as any University official who is authorized by the Director of Student Conduct to meet with students regarding alleged violations of the Code of Student Community Standards, to recommend appropriate charges and sanctions, to serve as a part of the University Committee on Discipline process, and to monitor the completion of assigned educational and/or administrative sanctions.

15. The term “University Committee on Discipline (UCD)” is defined as a panel comprised of faculty, staff and students who are authorized by the Director of Student Conduct to determine, through a conduct conference, whether a student has violated the Code of Student Community Standards and to recommend sanctions in response to a finding of responsibility.

16. The term “Student Conduct Appeals Officer” is the Vice President of Student Affairs or their designee who is authorized to determine the merits of an appeal request, and to uphold, modify or dismiss a decision made by the Office of Student Conduct.

17. The term “day(s)” is defined as all days, unless otherwise noted, excluding those when the University officially is not in session. Non-session days are identified as those that occur between the last day of final examinations of one semester and the first day of classes of the following semester, including official closing days for Thanksgiving, Memorial Day, and the Fourth of July.

Criminal Investigations

The Department of Public Safety shall have the responsibility of the investigation of acts that involve potential violation of federal, state, and local laws or University policies that occur on the Big Rapids campus.

The Vice President for Student Affairs may designate another University official to conduct investigations as well. All cases shall be investigated and the results promptly submitted to the appropriate office for evaluation and/or action.

Time Limitations

1. Time limitations that are specified in the following sections of this code may be extended for a reasonable period of time if an extension is justified by good cause under the totality of circumstances.

   a. A respondent in a conduct conference may make a request for an extension of a specific time limitation.

   b. A request for an extension must be submitted in writing to the Office of Student Conduct.

2. If a time limitation is not specified for a particular action under this code, the action must be taken or conducted promptly or within a reasonable period of time as determined from a consideration of the totality of the circumstances.
a. A respondent in a conduct conference may make an appropriate objection concerning the promptness or reasonableness of the time within which an action is taken or a proceeding is conducted.

b. An objection must be made to the person conducting the conduct conference or the chair of the University Committee on Discipline conduct conference regarding the matter.

Student Rights & Responsibilities

Student Rights

Each Ferris State University student has the right to the following:

1. The freedom to exercise all his or her citizenship rights, without University interference or fear of University disciplinary action for such activity.

2. All the rights guaranteed by the Constitution and laws of the United States and the State of Michigan.

3. Freedom from discrimination or harassment on the basis of race, sex, age, religion, national origin, disability, sexual orientation, or gender identity under federal and state laws.

4. Information pertaining to his or her academic standing, graduation requirements, and course requirements.

5. Confidentiality of his or her records, consistent with federal and state laws, and University policies.

6. Join associations of their common interest(s).

7. Peacefully protest, demonstrate, or picket as long as it does not disturb the functions or operations of the University.

8. Initiate a complaint that may bring about an investigation and/or disciplinary action involving another member of the University academic community.

9. Be provided all pertinent information that may be considered part of his or her conduct conference.

10. Not to be falsely accused of violating policies of the Code of Student Community Standards.

Student Responsibilities

Free Inquiry and Expression

Ferris State University, like all academic institutions, exists for the advancement of knowledge, the pursuit of truth, the development of students, and the promotion of the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. Students are expected to exercise their freedom to learn with responsibility and to respect the general conditions that maintain such freedom. Enjoyment of the freedoms described here depends in part on a student maintaining effective communication with the University.

Maintaining Local and Permanent Address

Ferris State University expects all students to maintain a current local and permanent address. Addresses may be updated at the Timme Center for Student Services.

Responsibility to Regularly Check & Respond to University Notices via Email

It is the student’s responsibility to regularly check his/her Ferris State University email and respond to University notice appropriately. The University has developed general regulations
concerning student conduct, which safeguard the right of every individual student to exercise fully the freedom to learn without undue interference.
Section II: University Disciplinary Procedures
Section II: University Disciplinary Procedures

Due Process & Equal Protection
Ferris State University’s procedures for imposing administrative and educational sanctions are designed to:

1. Provide students the guarantees of due process and procedural fairness,
2. Ensure equal protection for all students,
3. And provide for the imposition of similar sanctions for similar acts of misconduct.

At the same time, the procedures reflect the need to be concerned about the individual student involved in a particular case. The procedures therefore provide that the imposition of disciplinary sanctions must also be based upon a consideration of all the circumstances in a particular case, including a student’s prior record of misconduct, if any.

Jurisdiction

On and Off Campus. The Ferris State University Code of Student Community Standards shall apply to conduct that occurs on Ferris State University property, at Ferris State University sponsored activities, and to off campus conduct that adversely affects the Ferris State University community and/or the pursuit of its objectives.

From Application to Graduation. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment, and even if the conduct is not discovered until after a degree is awarded.

After Withdrawal if Incident Occurred While Student. Additionally, the Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Director of Student Conduct shall decide whether the Code shall be applied to conduct occurring off campus, on a case by case basis, at his/her sole discretion.

Registered Student Organizations. Individuals who are a part of an RSO which violates university policy may be held responsible for their own individual conduct. Information regarding policies and procedures applying to Registered Student Organizations (RSO) may be found in the Registered Student Organization Handbook published by the Center for Leadership, Activities and Career Services (CLACS). Any individual involved with an RSO is encouraged to read the RSO Handbook.

Disciplinary Procedures for Individual Misconduct

Applicability of Procedures

a. Disciplinary proceedings for acts of individual misconduct are governed by the following procedures.

b. Disciplinary proceedings for an act of individual misconduct that is committed simultaneously with an act of academic misconduct are governed by the following procedures unless the Vice President for Student Affairs and the Vice President for Academic Affairs agree otherwise.

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4 For more information about the differences between the Ferris State University student conduct system and the court system, please see Appendix A.
c. The disciplinary procedures in this section do not supersede proceedings involving the alleged violation of campus motor vehicle and Housing and Residence Life contractual provisions, though violations of related policies may be referred for disciplinary action. The procedures likewise do not govern proceedings involving the university’s use of “registration holds” to collect money from students.

Amnesty
For complainants and witnesses
Ferris State University encourages the reporting of prohibited conduct under this policy. It is in the best interest of this community that as many individuals as possible choose to report to University officials, and that witnesses come forward to share what they know. To encourage reporting, individuals who in good faith report conduct prohibited by this policy, either as a complainant or a witness, will not be subject to disciplinary action by the University for their own personal consumption of alcohol, drugs, or other minor policy violations at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk.

For medical emergencies
In instances in which a student calls Public Safety, contacts a Housing staff, or another health and safety entity for assistance with an alcohol or other drug related emergency, the individual calling, those present in the immediate vicinity or the student in need of assistance, will not be subject to disciplinary action by the University for their own personal consumption of alcohol, drugs, or other minor policy violations at or near the time of the incident. In order to qualify for medical amnesty, medical attention must be received at the time of the incident.

Abuse of amnesty requests can result in a decision by the Director of Student Conduct not to extend amnesty.

Initiation of Proceedings
a. A report that a student has committed an act of individual misconduct may be filed by any person.

b. A report that a student has committed an act of individual misconduct must be submitted in writing to the Director of Student Conduct or appropriate designees.

c. After reviewing a complaint, the Director of Student Conduct has the discretion to decide whether disciplinary proceedings should be instituted.

d. If the Director of Student Conduct decides to initiate proceedings, the case will be assigned to a Conduct Case Manager or University Committee on Discipline.

e. A student may request that the case be or not be assigned to a specific Conduct Case Manager or committee member, with the understanding that the Director of Student Conduct has complete discretion over the eventual assignment.

f. Due process will be afforded to all Ferris State University students when charged with violating University regulations or policies.

Notice of Conduct Conference
a. The Director of Student Conduct shall send notice of the conduct conference to the student’s Ferris email account. In rare circumstances the Director may also send notice of the conduct conference to the student’s local or permanent address as it appears in the official records of the University to be delivered by U.S. postal service or campus mail. The University considers it a student’s responsibility to check their Ferris email regularly and respond to disciplinary notification in a timely manner no later than the date requested in the notification.

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5 For more information, please see Appendix C: What is Proper Due Process

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b. The notice shall inform the student of the following:

1. The **opportunity to read all written reports and findings** from any investigation regarding the circumstances and allegations of the case.

2. The **opportunity to attend a conduct conference**. A student’s conduct conference shall be scheduled minimally three days after the date of the notice. However, a student may waive their right to this three day provision. For conduct conferences scheduled with a University Committee on Discipline (UCD), the conduct conference shall be scheduled minimally five days after the date of notice.

3. The **opportunity to give a response** to the reports and to offer any additional information which might help in the resolution of the case.

4. The **opportunity, during the conduct conference, to review all information and ask questions** (or choose NOT to ask questions) related to the case information that may adversely affect the student.

5. The **opportunity to present witnesses** who may substantiate information related to the incident. The Director of Student Conduct, Conduct Case Manager or UCD Chair reserves the right to limit the number of witnesses based on the relevancy to the facts of the case. Character witnesses are generally not considered relevant.

6. The **opportunity to have an advisor** present during the conduct conference; the advisor may not participate in presenting the case, question witnesses, or make statements during the conduct conference.

7. Lastly, a **student is not required to attend their conduct conference or answer any questions** asked during the conduct conference; the choice to remain silent will not be taken as an admission of responsibility. However, a decision will be made in the student’s absence and based on information available at the scheduled time of the conduct conference.

**Conduct Conference**

A conduct conference shall be conducted before a Conduct Case Manager at the discretion of the Director of Student Conduct, or their designee. Alternatively, in certain circumstances a University Committee on Discipline may be used.

a. Conduct conferences are closed to the public.  

b. A Conduct Case Manager is generally an employee of the University who has received training to act in such capacity.

c. In certain circumstances a second conduct officer may be used because of their expertise or ability to provide insight.

d. The Conduct Case Manager shall maintain necessary order and shall make all rulings necessary for a fair, orderly, and expeditious conduct conference.

e. The Conduct Case Manager may question any witnesses.

f. When it appears necessary to avoid undue hardship, the Conduct Case Manager may, at his/her discretion, grant a reasonable postponement of the conduct conference, especially in circumstances where additional immediate support services are required (i.e. medical or mental health/emotional support).

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6 The NCHERM Group Model Code Project, 2013.
The decision of the Conduct Case Manager shall be based solely upon matters presented
and introduced at the conduct conference and must be based upon a preponderance of the
evidence (A determination whether the violation was more likely to have occurred than not).

h. The Conduct Case Manager shall make a finding as to whether the student has committed
only the violation(s) as charged based on a preponderance of the evidence. If the Conduct
Case Manager or committee reaches a finding of “responsible”, the Conduct Case Manager
or committee shall, after review of any disciplinary record the student may have, require one
or a combination of the disciplinary sanctions (Administrative and Educational) enumerated
under this code.

i. A student will receive written notice of a decision and any applicable sanctions within a
reasonable time frame. Cases requiring additional investigation may require additional time.

j. If the student fails to attend their conduct conference after proper notification by the Office of
Student Conduct, the conduct conference will proceed and a decision may be made in his or
her absence. Or if the accused student withdraws from the institution prior to the adjudication
of his/her case and the former student chooses not to appear, the conduct conference will
proceed and a decision may be made in his or her absence. A representative may not appear
in lieu of the respondent.

University Committee on Discipline
A University Committee on Discipline shall be convened at the discretion of the Director of
Student Conduct, or their designee.

Please Note: the majority of conduct conferences are conducted by an individual Conduct Case
Manager rather than a University Committee on Discipline (UCD). A Conduct Case Manager will
follow the same conduct conference procedures as a UCD in a condensed and non-scripted
format as described below.

a. A University Committee on Discipline (UCD) committee shall consist of three members,
including one student, one faculty member, and one staff member, with the committee
selecting either the faculty or staff member to preside as the committee chair.

b. If any member of a UCD committee is unable to be present or should request to be excused
from serving for any good cause, another committee member shall be selected from the UCD
committee list. If necessary, the conduct conference may be rescheduled at the discretion of
the Director of Student Conduct.

c. The UCD presiding chair, in consultation with any other members, shall maintain necessary
order and shall make all rulings necessary for the fair, orderly, and expeditious conduct
conference. The Conduct Case Manager or committee may question all witnesses. When it
appears necessary to avoid undue hardship, the Conduct Case Manager may, at his/her
discretion, grant a reasonable continuance of the conduct conference.

d. At a University Committee on Discipline conduct conference, the Director of Student Conduct
and the respondent may present and question witnesses, present other evidence, and
question other witnesses. The respondent may respond to the charges but shall not be
ordered to respond, nor shall failure to respond be considered an admission of responsibility.

e. The Conduct Case Manager or committee shall make a finding as to whether the student has
committed only the violation(s) as charged. If the Conduct Case Manager or committee finds
that the student has committed the violation(s), the Conduct Case Manager or committee
shall, after review of any previous disciplinary record, require one or a combination of the
disciplinary sanctions (Administrative and Educational) enumerated under this code.

f. The decision of the UCD committee shall be based solely upon matters presented and
introduced at the conduct conference and must be based upon a preponderance of the
evidence (A determination whether the violation was more like to have occurred than not). A committee decision for each charge shall be made by majority vote.

g. Within a reasonable time frame after the conclusion of the conduct conference, the Office of Student Conduct shall render a written decision and outline any sanctions imposed.

h. The decision of the University Committee on Discipline will serve as a recommendation to be approved and implemented by the Dean of Student Life or their designee.

i. If the student fails to attend the UCD conduct conference after proper notification by the Office of Student Conduct, the conduct conference will proceed and a decision may be made in his or her absence. Or if the accused student withdraws from the institution prior to the adjudication of his/her case and the former student chooses not to appear, the conduct conference will proceed and a decision may be made in his or her absence. A representative may not appear in lieu of the charged student.

j. When an extension of time appears necessary to avoid undue hardship, the conduct case manager or committee may extend the time to enable a student to respond to the allegation and prepare a response.

Rights of the Respondent/Alleged
In the interest of providing a fair and equitable process Ferris State University has policies established to ensure the rights of the respondent/alleged. For cases involving Title IX allegations of sexual violence these policies mirror the rights afforded to the complainant (See Code of Student Community Standards: Section II).

The University has established the following applicable rights for the respondent:

a. The right to be advised of proper channels for support and appropriate resolution.

b. The right of the respondent to have an advisor accompany them throughout disciplinary proceedings. An advisor is any individual chosen by the complainant or respondent to provide support before, during and after the conduct conference process. This person may be an attorney, but at no point may this individual represent in place of the individual they are present to support.

c. The right of the respondent to determine his/her level of involvement in the conduct conference process. However, it is always preferable that the respondent be present during the conduct conference process.

d. The right to challenge any individual serving as a Conduct Case Manager or University Committee on Discipline on the basis of bias.

e. The right not to have irrelevant past conduct discussed during the conduct conference and only considered as part of the sanctioning process, where appropriate.

f. The right to review all reports and relevant information that is to be considered during the conduct conference or conduct conference process. Evidence will be available to the complainant, when required by law

g. The right to receive written notice of a decision and any applicable sanctions within a reasonable time frame. Written notice of a decision will be sent concurrently to the complainant, when required by law.

h. The opportunity to submit an appeal, subject to the conditions of the appeal process, by the deadline date stated in the written outcome of the hearing. The respondent will also be apprised that, when required by law the complainant may appeal the initial decision.

i. The right to be treated with dignity and respect throughout the process.
Notice of Decision & Opportunity for Appeal
a. The respondent will receive written notification of the decision of the conduct conference or UCD conduct conference within a reasonable time frame.

b. The respondent, if found responsible, will have the opportunity to submit an appeal, subject to the conditions of the appeal process, within seven (7) calendar days of receiving the written decision letter provided to the student via Ferris State University student email.

c. For cases involving Title IX sexual violence and others required by law, the complainant will also have the opportunity to submit an appeal, subject to the conditions of the appeal process, within seven (7) calendar days of receiving the written decision.

d. All appeals must be in writing and directed to the Office of Student Conduct via email: theosc@ferris.edu or in person: 214 Birkam Building.

Disciplinary Records
All conduct records are maintained by the University for at least seven (7) years from the time of their creation except those that result in suspension or dismissal and those that fall under Title IX, which are maintained indefinitely.7

Implementation
The 2017-2018 Code of Student Community Standards was implemented on August 15, 2017.

7 The NCHERM Group Model Code Project, 2013.
Sanctions
The Director of Student Conduct or their designee is authorized to impose any one or a combination of the following administrative and educational sanctions for behavior found to be in violation of the Code of Student Community Standards.

The University may impose other sanctions singularly or in combination with any of those listed below. The University recognizes two kinds of sanctions: administrative and educational, and they are often combined in an effort to hold students accountable while also providing resources to aid in a student’s success.

Administrative Sanctions
1. Administrative Warning
   An administrative warning is an official written warning issued by the University. This warning is meant to inform the student that they have been found in violation of the University policy and that they should understand that future violations could result in further sanctions. With an administrative warning, a student should have a clear understanding of the University's expectations for their future behavior.

2. Disciplinary Probation
   Probation is intended to convey to the student that their conduct is unacceptable by University standards. Disciplinary probation is intended to convey to the student that their behavior has seriously impacted the community and should further violations occur, they may face suspension or dismissal from the University.

3. Disciplinary Probation Career
   Disciplinary probation career is the highest administrative sanction a student may be issued and still actively attend the University. Disciplinary probation career will result in probation for the duration of the student's academic career. Further violation of University policies at any point during the probationary period will be viewed not only as a violation based upon the act itself, but also as a violation of the probation. This shall result in further action up to, and including, suspension or dismissal from the University.

4. Suspension
   A student may be prohibited from participating in all aspects of University life for a specified period of time, usually a semester or a full academic year. When a student is suspended from the University, the suspension applies to all campuses of the University and prohibits that student from entering the grounds of all University campuses. When the term of the suspension has ended, the student may apply for readmission. Should a student choose to reapply and be readmitted to the University, the student would be placed on Disciplinary Probation for the remainder of his/her academic career at Ferris.

   A Conduct Case Manager or UCD panel may, in limited cases, decide to defer suspension until the end of the academic year when appropriate.

5. Dismissal
   A student may be prohibited from participating in all aspects of the University permanently. When a student is dismissed from the University, the dismissal applies to all campuses and prohibits that student from entering the grounds of all University campuses. Furthermore, the student may not petition the University for readmission.

Further Note on Suspension or Dismissal
For those individuals who are either suspended or dismissed from Ferris, an AW (Administrative Withdraw) will be placed on the student's transcript if the suspension or dismissal is effective prior to the deadline for withdrawal from classes published by the University. This means that no grades A through F will be issued for that semester in which the student was suspended or dismissed. If the suspension or dismissal is effective after the deadline for withdrawal an AWF (Administrative Withdraw Fail) will be assigned in the same manner as other students who withdraw after the deadline. That is, after the withdrawal deadline, a suspended or dismissed student would receive a grade of F for the semester in which they were suspended or dismissed.
Effective Enforcement of Administrative Sanctions
Administrative sanctions do not become final until the opportunity to appeal has passed (7 calendar days after notification). Students who choose to appeal suspension or dismissal decisions may continue to go to class and engage in customary University activities until an appeal decision is made, unless there is an interim suspension already in force through the Dean of Student Life Office or is otherwise stipulated through the conduct process.

Educational Sanctions
Education and Safety are the two primary priorities for the Office of Student Conduct. To accomplish these goals, the Office of Student conduct provides opportunities for students to reflect on and learn from their past experiences. Educational sanctions include, but are not limited to the following:

1. **Under the Influence**
   Under the Influence is an online alcohol education program that encourages students to consider their choices regarding alcohol use. This program is typically issued for first time violations of the residence hall and University alcohol policy. The goal of this experience is to share with students the risks involved in the misuse of alcohol and assist students in gathering information to make more informed choices about their habits. There is a $100 programming fee for this online program.

2. **Marijuana 101**
   Marijuana 101 is an online drug education course. This program discusses marijuana's effects on the brain, health issues, school and job performance, and the consequences and realities of using marijuana. This intervention course includes a self-assessment and acts as a first response for a marijuana violation. There is a $100 programming fee for this on-line program.

3. **Nicotine 101**
   Nicotine 101 is an online nicotine education course that strives to provide tools for students to make healthy choices about tobacco use. Students will explore their personal use of nicotine and associated behaviors and learn which diseases are associated with tobacco use. This course aims to address the behaviors of those who use nicotine and to provide valuable information on long-term use and adverse health effects. Presented in a motivational interviewing style, it empowers students to make their own decisions about nicotine use. There is an $80 programming fee for this on-line program.

4. **Choices**
   This program is for students who have run into recurrent and/or serious difficulty related to alcohol and other drugs on or off campus. The Choices program's goal is for students to learn a set of practical strategies that reduce negative consequences of alcohol, tobacco, and other drug use. All students are required to attend one (50 minute) individual appointment with a counselor and then four (50 minute) group sessions. The small group format allows for discussion and facilitation by a trained professional. There is a $200 programming fee for this in-person class.

5. **Prime for Life**
   This program is for students to learn a set of practical strategies that reduce negative consequences of alcohol and other drug use. The Prime for Life program is provided by the Ferris State Personal Counseling Center in collaboration with the Mecosta County 1016 Recovery Network. All students are required to attend one (50 minute) individual appointment with a counselor and then eight (50 minute) group sessions. There is a $200 programming fee for the cost of administering this program.

6. **Community Service**
   The student may have the opportunity to choose the type of service he/she would like to perform and have the opportunity to work with staff at the Volunteer Center to find service opportunities that are meaningful to them, or he/she may perform service through in-hall service.
7. **Educational and Career Counseling Referral**  
A student may be in the disciplinary process as a result of academic and personal challenges. Through a discussion with his/her conduct case manager, it may be determined that the student may benefit from participating in a two-part strategies program with an Educational Counselor.

8. **Individual Counseling Assessment**  
In limited circumstances a student may be sanctioned to visit with Ferris State University's Personal Counseling Center for an individual assessment. Generally, students will not be sanctioned to "counseling" as that process requires an individual willing to participate to produce positive outcomes. However, students are often strongly encouraged to seek out support and a referral for voluntary counseling support may be made. These situations are handled confidentially.

9. **Mediation**  
Mediation is an opportunity to appropriately resolve differences with another individual or individuals through the assistance of a trained, unbiased, third-party facilitator. A student or student organization(s) may be encouraged or required to attend mediation in lieu of formal adjudication or as a result of formal adjudication.

10. **Restitution**  
A student may be required to pay the costs for the replacement or repair of any University property damaged by the student (not typically applied for off-campus conduct as restitution is often required through any court proceeding).

11. **Transfer to a Different Housing Unit**  
An on-campus student may be required to transfer to a different residence hall or apartment when there exists a need to ensure the safety or the security of a specific person(s) or location where it does not warrant removal from Housing.

12. **Housing Contract Termination**  
An on-campus student may lose their housing contract due to the severity of the incident and/or community impact. Decisions regarding removal from housing will be made in consultation with Housing & Residence Life.

13. **Parental/Guardian Notification**  
A letter may be sent home to the parents or guardians of any student found in violation of an alcohol or drug policy violation. The intent of this letter is to ensure that the student, parent, and institution are able to work in partnership to foster student success. This letter informs the parent or guardian that future behavior of a similar nature may jeopardize the student's status at the University.

**Parental/Guardian Notification**  
As allowed under exception from the Family Education Right to Privacy Act (FERPA) a letter may be sent home the parents or guardians of any student, under 21, found in violation of any alcohol or drug violation.

The intent of this letter is to ensure that the student, parent, and institution are able to work in partnership regarding individual student success. The parental/guardian notification letter informs the parent or guardian that a student’s relationship with the University is tenuous and may be severed if the student’s behavior is not altered.

**Failure to Comply with Sanction/Registration Hold**  
Students who have failed to complete their assigned sanction(s) by the assigned deadline will receive notice of failure to comply. This communication will serve as notification that a registration hold may be placed on their account pending completion of assigned sanction. The registration hold will not be lifted until the student has successfully completed their outstanding assigned sanction(s).
Housing Contract Termination
An on-campus student may be removed from University Housing, rescinding the student’s contract with Housing. A student removed from University Housing may be banned from entering any University Housing facilities.

Appeal Procedures
A student found responsible through the conduct process may appeal the outcome of the conduct conference by submitting a written notice of appeal within seven (7) calendar days of receiving notification of the decision. Only the student may submit an appeal on their behalf. Appeals submitted by any other party will not be considered.

- **Appeals of Suspension or Dismissal**: Reviewed by the Vice President of Student Affairs or his/her designee.
- **Appeals of LESS than Suspension or Dismissal**: Reviewed by the Dean of Student Life or his/her designee.
- **All appeals should be directed to the Office of Student Conduct for administration**.

Criteria for Appeal:
The appeal must be filed in writing by the appeal deadline date stated in the written outcome of the conduct conference. **Appeals must meet one of the following criteria:**

a. Failure by the conduct case manager or committee to afford the student due process, or a procedural error in the conduct conference which may have been substantial enough to change the case outcome; and/or

b. The discovery of substantive new evidence which was unknown to the conduct case manager at the time of the conduct conference that could have a significant effect on the case outcome.

c. The severity of the sanction (ONLY in cases that result in suspension or dismissal from the University).

**Please Note**: Not wanting to receive or complete an assigned sanction is NOT a valid reason for appeal.

Procedure for when appeal is received
a. An appellate officer or board shall adjudicate appeals as designated by the Vice President for Student Affairs or designee.

b. Upon review of the written appeal material, the appellate officer or board may recommend one of the following options for approval by the Vice President for Student Affairs or his/her designee.

c. If the grounds for appeal have been sufficiently satisfied and the appeal is accepted, one of the following will occur:

1. The case shall be remanded back to the original Conduct Case Manager or committee with specific instructions to correct a procedural error and reconsider the case.

2. The case shall be remanded back to the Office of Student Conduct for a new conduct conference before a different Conduct Case Manager or committee; or

3. The sanction may be modified.
d. If the grounds for appeal have not been sufficiently satisfied, the original decision is upheld and sanctions are enforced.

e. In unique circumstances, there may be times in which the appellate officer and/or board, in conjunction with the Vice President of Student Affairs or their designee, may adjust or amend a sanction outcome.

f. Each student shall be limited to one appeal and shall not be entitled to appeal their case from one appellate officer to another. The decision of the appellate officer shall be final.

g. In cases where suspension or dismissal is applied, if a student has submitted an appeal, they may continue to go to class and engage in customary University activities (unless otherwise stipulated, typically by order of an interim suspension instituted by the Office of the Dean of Student Life) until an appeal decision is made.

Interim Suspension

a. Authority for Interim Suspension: The Vice President or their designee may act immediately without following the conduct process procedures established by the University and impose interim measures if it is determined that the student’s or organization’s continued presence on the campus constitutes a direct threat to others, or property. Interim suspensions are a temporary and immediate suspension pending a student’s conduct conference.

The Office of Housing and Residence Life, may act immediately to remove an individual from their housing location when deemed necessary to safeguard the community in cases where an interim suspension is not warranted.

b. Notice of Interim Suspension: A student who is issued an interim suspension and excluded from the University shall be required to leave the property of the University immediately and shall be notified that they will thereafter be treated as a trespasser if they return to University property without proper authorization. Written notice will be sent to the student informing the student of the following:

1. That the student has been issued an interim suspension from the University;

2. That the student has been excluded from being on University property;

3. That the student will be considered a trespasser if he or she returns to University property without proper authorization;

4. The reasons for the interim suspension from the University and the exclusion from University property; and

5. Instructions on how to appeal the interim suspension; and

6. That the Director of Student Conduct will be initiating disciplinary action against the student.

c. Disciplinary Process after Interim Measures: The Director of Student Conduct shall initiate the disciplinary process for a student who has been issued an interim suspension and excluded from the University. The disciplinary process is the formal set of procedures the University has in place for allegations of student misconduct and occurs after the interim suspension has been issued and reviewed. The notification for the conduct conference will be issued separately of the interim suspension and exclusion from University property
1. The student shall thereafter be permitted to enter the University campus only for the limited purpose of participating in the disciplinary proceedings conducted under this section.

2. The Director of Student Conduct may require that the student be escorted to and from the disciplinary proceedings by members of the University police department.

3. Every attempt will be made to act expeditiously with the disciplinary proceedings.

d. **Appeal of Interim Suspension.** Within seven (7) days after a student has been notified of the interim suspension and exclusion from University property, the student may request an interim suspension review meeting to determine whether the interim suspension should continue or whether the student should be reinstated and allowed to return to University property, pending their conduct conference. Exceptions to this timeline may be made in circumstances where a student is unable to respond (i.e. incarceration).

   1. The request must be submitted in writing to the Vice President for Student Affairs or his/her designee.

   2. Appeals must meet one of the following criteria:

      a. The reliability of the information concerning the student’s alleged misconduct including the matter of his or her identity,

      b. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on University premises poses a direct threat to other people, or property.

   3. The Vice President for Student Affairs or their designee shall select an appeals officer or committee as provided by University policy.

   4. The designated appeals officer or committee shall hold a review meeting within seven (7) days after the University receives the appeal.

      a. At the review meeting the respondent has the right to have an advisor accompany them throughout disciplinary proceedings. An advisor is any individual chosen by the complainant or respondent to provide support before, during and after the conduct conference process. This person may be an attorney, but at no point may this individual represent in place of the individual they are present to support.

   5. The appeals officer or committee will review the information upon which the interim action was based and recommend any further action.

   6. If a student’s conduct conference is scheduled before an appeal decision is made on their interim suspension, the decision of the conduct conference will supersede the interim suspension appeal.

   7. The student shall be permitted to enter the University campus for the limited purpose of this meeting in accordance with the provisions in this code.

   8. The appeals officer or committee will make a decision and Vice President for Student Affairs or his/her designee concerning the recommendation.

   9. The Vice President for Student Affairs or his/her designee will consider the recommendation of the appeals officer or committee but is not bound by the recommendation. The Vice President for Student Affairs or his/her designee shall thereafter notify the student that the student is reinstated or that the interim
suspension and temporary exclusion are to be continued pending the outcome of the disciplinary proceedings. This communication will occur within five (5) days of the review meeting.

Portions of the Ferris State Code of Student Community Standards is adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.
Section III: Sexual Misconduct Procedures (Title IX)
Code of Student Community Standards

Section III: Sexual Misconduct Procedures
(Title IX)

Definition of Sexual Misconduct
Sexual misconduct is an umbrella term covering various forms of sexual and gender-based violence. Sexual misconduct includes but is not limited to dating violence, domestic violence, sexual assault, sexual harassment, and stalking. Sexual misconduct violates the dignity of individuals, and is antithetical to the Ferris State University community.

Finding Support as a Survivor of Sexual Violence
To meet the immediate needs of survivors of sexual violence crisis intervention and/or medical treatment is available on campus through the Birkam Health Center/Personal Counseling Center, or near campus at the Spectrum Big Rapids medical facility. 24 hour Crisis intervention services is also available through the Women’s Information Service (WISE).

Personal Counseling Center (Confidential) Phone: (231) 591-5968
Birkam Health Center (Confidential) Phone: (231) 591-2614
KCAD Director of Counseling (Confidential) Phone: (616) 451-2787 (ext. 1136)
W.I.S.E. (Confidential) Phone: 1(800) 374-WISE (9473)

Title IX Coordinator Phone: (231) 591-2088
GENDER
Ferris State Department of Public Safety Phone: (231) 591-5000
Crime Hotline: (231) 591-5900
Office of the Dean of Student Life Phone: (231) 591-5916
KCAD Dean of Student Success Phone: 616-451-2787 (ext. 1113)
Housing & Residence Life Phone: (231) 591-3745
Office of Student Conduct Phone: (231) 591-3619

Gender-based Discrimination Law

Title IX Prohibition of Gender-based Discrimination
Title IX of the Education Amendment of 1972 prohibits discrimination based on gender. Sexual violence in all its forms is harassment based on gender and a violation of federal law under Title IX. The University has adopted specific procedures for ending discrimination, preventing its recurrence, and seeking to remedy the effects of the discrimination.

Michigan Law on Sexual Violence
Sexual assault is a violation of Michigan Law and may result in criminal charges and sanctions being pursued against the perpetrator in addition to sanctions imposed under the University conduct process.
Ferris State University Non-Discrimination Grievance Procedure
Ferris State University takes seriously its responsibility to provide an educational environment free from unlawful discrimination. To that end the University has established policies prohibiting discriminatory conduct within the University community. The Policy on Non-Discrimination expressly prohibits unlawful discrimination in connection with any aspect of Ferris State University's educational programs or opportunities, services to the public, or employment. The Employee and Student Dignity Policy expressly prohibits harassment and disrespectful conduct within the University community. The University has also established equal opportunity policies pertaining to employment, education, and services to the public, nondiscrimination policies for persons with disabilities and policies prohibiting sexual violence, dating violence, domestic violence, stalking, harassment, assault, and other forms of misconduct.

The process outlined in the Code of Student Community Standards mirrors that of the Ferris State University Non-Discrimination Grievance Procedure. Should changes be made to the Ferris State University Non-Discrimination Grievance Procedure, those changes will supersede all prior reporting and investigatory protocols pertaining to matters of discrimination within the University community.

Ferris Prohibition Statement on Sexual Violence

Prohibition Statement
Ferris State University does not tolerate sexual violence in any form. Student and employee dignity policies demand all University community members to act with dignity and treat each other with respect. Sexual violence is a violation of the dignity and respect policies, as well as other policies and criminal law, and the university will strongly pursue disciplinary action and sanctions against all employee and student perpetrators, up to and including termination of employment or dismissal from the University.

Employee and Student Dignity
The University expects all students and employees to conduct themselves with dignity and respect for students, employees and others. It is each individual's responsibility to behave in a civil manner and to make responsible choices about the manner in which they conduct themselves.

Harassment of any kind, including sexual or racial harassment, is not acceptable at the University. The University does not condone or allow harassment of others, whether engaged in by students, employees, or by vendors of others doing business with the University.

Harassment is the creation of a hostile or intimidating environment in which verbal or physical conduct, because of its severity or persistence, is likely to significantly interfere with an individual’s work or education, or adversely affect a person’s living conditions. It is the responsibility of the President, or his/her designee, to establish and administer University policy to support this principle.

Definitions of Sexual Violence & Effective Consent

University definitions of Consent and Sexual Violence
If physical contact occurs and there is lack of consent (or a person is not able to consent) or force is involved, a sexual assault most likely has occurred. Lack of consent is a crucial factor. Where force, threat of force, or coercion is involved, the victim has not consented. Furthermore, persons under the influence of drugs or alcohol may lose their ability to consent. While use of alcohol or drugs may render the victim of sexual assault legally unable to consent, use of alcohol or drugs by the perpetrator does not diminish the perpetrator’s personal responsibility or exposure to sanctions imposed through the University conduct process. (*Please refer to the FAQ at the end of this section for more information).

Other Prohibited Gender-Based Offenses
- Endangerment of another based on gender
- Discrimination of another based on gender
- Intimidation (fear of harm) based on gender
- Hazing based on gender
- Bullying based on gender
- Relationship violence based on gender
• Stalking (repetitive or menacing pursuit) based on gender

Reporting, Confidentiality & Privacy Policies

Reporting Requirements under Title IX
The University has designated that anyone at Ferris State University who has the authority to address harassment, has the duty to report harassment or other student or employee misconduct to appropriate school officials; and/or anyone at Ferris State University who may be an individual whom a student could reasonably believe has such authority or responsibility as a Responsible Employee. Responsible Employees who become aware either through direct disclosure, or through the application of reasonable care of an act of discrimination, will report the matter to the appropriate University official. Responsible Employees may also have crime reporting requirements pursuant to Clery, state mandatory reporting laws, or other University policy.

When receiving notice of a concern for harassment, Responsible Employees shall remind complainants of the availability of resources for confidential reporting and support within the University community, while advising complainants of their obligations as Responsible Employees for notifying the University of any complaints received. Responsible Employees shall neither encourage nor discourage use of confidential reporting resources. Responsible employees shall provide complainants and other affected parties with information about confidential reporting resources, respecting the decisions of those individuals regarding their use of confidential resources and/or participation in University investigations.8

Reporting Requirements under the Clery Act
Who on campus is required to Report?
The following, in addition to the Ferris State University department of Public Safety, have been designated as “Mandated Reporting Officials” for sexual violence: All Deans, Directors, Department heads and chairs, The Office of Student Conduct, any Vice President or Vice President Office and Academic Affairs administrators. All coaches, Advisors of student organizations, University Center or extra-curricular activities’ advisors or directors, all residence hall staff, and all employee supervisors are also reporting officials.

Confidential Support Options
Ferris State University encourages survivors of sexual violence to seek support and talk to someone about what occurred. Confidential support and assistance related to concerns for discriminatory conduct are available to Ferris State University students. The Personal Counseling Center is a confidential resource available to assist complainants, respondents, and others affected by discriminatory conduct occurring within the University community. Licensed counselors in these offices are able to provide students’ confidential support, except in instances where there is an imminent threat of further harm or danger to the University community for which they have a duty to warn University administration and/or law enforcement authorities.

The Personal Counseling Centers are located at 1019 Campus Drive, Big Rapids, MI 49307, phone (231) 591-5968; and inside the Activities and Resource Center on the first floor of the 17 Fountain Building on the KCAD Campus, phone (616) 451-2787.

Reporting Options that Maintain Privacy
Any responsible employee who has the authority to confront and address sexual violence must report all information provided to them to the Title IX coordinator (see contact information below). When reporting to any responsible employee there should be an assurance that the highest degree of privacy will be maintained. ONLY those responsible for directly responding to the incident will be notified.

Reporting the Incident to Law Enforcement
All victims of sexual violence will be made aware of their right to report the incident to law enforcement. The victim will be informed, at the time of the report, of all options available for resolution of their complaint through both criminal and university processes.

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Reporting the Incident to the University Title IX Coordinator
Title IX Coordinator: Kevin Carmody
Office Location: University Center, 129A, Dean of Student Life Office
Phone: (231) 591-2088
Email: kevincarmody@ferris.edu

Reporting the Incident to the Michigan Office of Civil Rights (OCR)
Another option for resolution of discrimination is to file a complaint with the Michigan Department of Civil Rights. Contact information for the Michigan office can be found below:
Phone: 313-456-3700
Toll-Free: 800-482-3604
TTY: 877-878-8464
Email: MDCRServiceCenter@michigan.gov

Interim Measures
When the University knows or reasonably should know of conduct alleged to violate non-discrimination policies, it will take appropriate, immediate steps to investigate or otherwise determine what occurred. As determined necessary to assist and/or protect parties during the investigation process, the University will take interim measures designed to assure safety, support, and equity to individuals involved in matters addressed under these procedures.

For students, interim measures may include arranging for changes in class schedules or living arrangements, issuing no-contact and/or non-trespass orders, obtaining counseling, modifying test schedules and/or other class requirements temporarily, arranging for alternative forms of access to University services and/or facilities, or other forms of remission deemed appropriate. For employees, interim measures may include temporary reassignments, administrative leaves, issuing no-contact and/or non-trespass orders, arranging for changes in class schedules and/or other working conditions, obtaining counseling or arranging for alternative forms of access to University services and/or facilities. For other University community members, interim measures may include issuing non-contact and/or non-trespass orders, arranging for alternate forms of access to University services and/or facilities, or provision of other forms of remission determined necessary to the University's facilitation of a prompt and equitable investigation. The University will provide, in writing, notification to parties affected by discrimination information about community services available to provide counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other related services. Notice shall also be provided to individuals affected by discrimination of options for requesting assistance or change to academic, living, or working conditions, as well as transportation services and protective measures or accommodations. A copy of these procedures, including notification of the rights articulated therein, shall be provided to complainants, respondents, and others affected by discrimination within the University community.

Interim measures are provided at the discretion of the University and may be initiated, altered, or revoked at any time. In all cases, the University will notify affected parties of their rights under applicable state and federal laws, including Title IX and those statutes referenced and identify resources available to provide assistance on and off campus. 9

Investigation Procedures
The University takes all complaints of discriminatory conduct seriously and is committed to prompt, thorough, and appropriate review of allegations made or known to the administration. Individuals who believe that they have been the victims of conduct prohibited by the University’s non-discrimination policies or who believe that they have witnessed or otherwise have information about such conduct should promptly report complaints to the University as described in Section II of this procedure. Notice of conduct alleged to violate University policy may be reported at any time. As timely reporting of incidents allows for thorough and accurate University review, it is expected that concerns and complaints of conduct alleged to violate University policies be reported within a proximate time of the occurrence of the alleged conduct or the date upon which the alleged conduct became known to the reporting party. Timeliness for reporting a complaint can vary according to the circumstances alleged. Untimely notice to

9 Ferris State University Non-Discrimination Grievance Procedure
the University of complaints may limit the ability of the University to gather relevant evidence and/or effectively remediate those circumstances. Complainants and other University community members with knowledge of discriminatory conduct are encouraged to notify appropriate University administrators.

As used in this procedure, the term "investigation" refers to the process that the University uses to review and respond to conduct alleged to violate its non-discrimination policies. This includes the fact finding process and any hearing or other decision-making process the University uses to determine: (1) whether or not conduct in violation of University policy occurred; and (2) if the conduct occurred, what actions the University will take to respond, remediate, eliminate, and prevent recurrence of prohibited conduct within the University community, which may include imposing disciplinary or corrective action and/or provision of remedies to affected parties and/or the University community. University investigations are conducted in accord with provisions of applicable collective bargaining agreements and in compliance with applicable state and federal laws.

In all cases, the University's investigation will be thorough, reliable, impartial, and prompt. The investigation will include the opportunity for affected parties to provide statements, identify witnesses, and produce evidence. Complainant(s) and respondent(s) shall have the same opportunities to participate in the investigatory process and will be notified, in writing, of the outcome of the complaint and any appeal(s). The University will notify the complainant(s), respondent(s), and other affected parties of resources available to provide academic and personal support available on and off campus, including counseling services, academic advising, and resources for pursuing complaint resolution.

When investigating a complaint or other allegation of conduct under this procedure, the University will appropriately coordinate with any other ongoing University or criminal investigations of the incident/matter. The University recognizes its obligation to promptly and thoroughly review allegations of conduct under these procedures and at no time shall investigations conducted under these procedures be unreasonably impeded, disrupted, or delayed by any other investigatory processes occurring with regard to the matters alleged.

Upon receipt of a complaint, University administrators defined in Section II of this procedure, or their designee, may conduct a preliminary review of the complaint to determine that this procedure is appropriate for addressing the matter, or to otherwise determine whether a formal investigation is warranted. As appropriate, the University may utilize an ad hoc or standing team/committee to assure that appropriate services and education are provided to the parties and broader University community. Where the University determines that an allegation of conduct in violation of University policy requires investigation, the University will assign an investigator to review the matter. Investigators will work with complaint coordinators identified in Section II of these procedures to conduct the investigatory processes, provision of support services, and remediation of conduct found to violate University policy.

Assigned investigators shall begin investigation promptly upon receiving notice of a complaint. At the start of the investigatory process, the investigator shall determine from the allegations made and/or other available evidence, the information necessary to an appropriate review of the alleged policy violation(s). Investigations of allegations of discriminatory conduct may include review of related physical evidence and/or materials, review of electronic transmissions, records, and/or other documentation, interviews, and other fact finding activities which would assist the investigator to determine whether a violation of University policy occurred. The investigator shall interview individuals involved, witnesses, and any other persons determined to have relevant knowledge of the circumstances and/or deemed necessary to the completion of a thorough and accurate investigation. The right to be accompanied by a non-participatory advisor or other representative shall be applied equally for complainants and respondents. Parties interviewed by the investigator shall be invited to provide written statements and/or other relevant documentation for consideration of the investigator. Except for circumstances where the University determines that informal resolution may be appropriate and the parties have agreed to participate in such a process as explained below, the investigator shall not concurrently interview the complainant(s) and respondent(s), and/or require the parties to meet to discuss, mediate, and/or otherwise resolve the complaint. The University will respect determinations made by the complainant(s) and respondent(s) regarding their level of participation in an investigation. However, parties shall be advised that non-participation in the investigatory process shall not preclude the University from appropriate remediation of complaints, including completion of its fact finding and engagement in corrective or disciplinary action determined appropriate.
The investigator may require the provision of additional records, documentation, and/or other materials necessary to the review of the conduct alleged. University community members are expected to comply with reasonable investigator requests for records, documentation, and/or other materials and to cooperate in the investigatory process, including the timely arrangement of meetings, evidence production, and following of investigator directives. An adverse inference, factual finding, and/or appropriate corrective or disciplinary action may be taken against University community members who disrupt, obstruct, and/or otherwise fail to cooperate in University investigatory processes. In conducting the investigation, the investigator may consider, among other things: the severity, pervasiveness, and chronology of alleged conduct, the relationship, if any, existing between parties prior to and after the alleged conduct, patterns of conduct complained of, consent and co-involvement of parties, effects of drug or alcohol use, effect of intervening measures taken by the University, credibility, truthfulness, and cooperation of University community members, and other factors deemed relevant to the investigator’s findings and conclusions.

The investigator will make every attempt to complete the investigation in a timely manner. Where parties, witnesses, and evidence needed by the investigator are readily available for review, the investigator will attempt to conclude the investigatory process within 60 calendar days from the date that the investigator receives the complaint. This timeframe does not include any appeal processes or dates by which support services, educational responses, and/or final corrective or disciplinary actions or other dispositions must be completed. The 60 calendar day investigatory guideline is applicable only where parties, witnesses, and all evidence needed by the investigator are readily available for review. Where parties, witnesses, and/or evidence needed by the investigator is delayed, temporarily unavailable, and/or otherwise withheld, the investigator may extend the timeframe of the investigatory process as necessary to complete a thorough and appropriate review of the matter.

In most cases, the investigator will formally review complaints and other allegations for conduct alleged to violate University policy (Formal investigation and review is required for all complaints of sex discrimination, sexual violence, sexual assault, sexual harassment, domestic violence, dating violence, stalking, and other allegations of conduct of a violent or threatening nature occurring within the University community). In circumstances where there is little dispute about the facts and/or circumstances related to a complaint and the alleged conduct did not severely impact a party or the broader University community, matters may be resolved informally, outside of this investigatory process. In such cases, the complaint coordinators of this procedure and/or assigned investigator will work with the parties to resolve the issue in a mutually agreeable manner, assuring that the conduct complained of does not persist, its effects have been remediated, and the risk of retaliation, hostility, and/or other adverse impact within the University community resulting from this concern is mitigated. The investigator is responsible for assuring due process. In all cases, the University’s investigation shall be prompt, fair, and impartial. The investigation shall culminate in the investigator’s finding of related facts and conclusions regarding questions of policy violation. In cases involving student respondents, the investigator will defer to the Office of Student Conduct for a determination if there is a violation of policy. University officials who are involved in the discrimination grievance process shall promptly disclose any potential conflict of interest they might have in a particular case to the investigator and Director of Equal Opportunity/Staff Attorney.10

Confidentiality of the Investigation Process
The University recognizes that, to the extent possible, confidentiality of investigatory process and investigation materials is of benefit to the institution’s fact finding efforts; to the reduction of trauma, hostility, and/or discomfort of parties continuing their engagement with the University; and to continuation of University business. During the investigation, the University shall maintain confidentiality of the process, to the extent possible, by limiting its disclosure of complaint information to parties necessary to the effective review and/or remediation. The University shall also ask that the complainant(s), respondent(s), witnesses, and other University community members with knowledge of the matter refrain from unnecessary disclosure of investigatory details and/or other complaint-related information. Restraining disclosure regarding details of the University’s investigation provides the best opportunity for the University to obtain accurate, unbiased, uninfluenced recollections of events and/or otherwise known information from parties, witnesses, and others with knowledge of the matter. The University recognizes, however, the right of community members to discuss matters of public or personal concern, particularly as it may relate to receipt of external support or complaint resolution assistance by the parties. University community members are expected to use prudent judgment regarding disclosure of complaint and/or

10 Ferris State University Non-Discrimination Grievance Procedure
investigation information. Disclosure of complaint and/or investigation information for the purpose of
influencing and/or obstructing the University’s investigation is prohibited and shall incur appropriate
disciplinary action, up to and including expulsion, termination, and/or other restricted access to the
University community.\footnote{Ferris State University Non-Discrimination Grievance Procedure}

**Student Conduct Conference**

a) If the Title IX investigation or the Office of Student Conduct determine there is insufficient
information to implement a formal conduct process, both complainant and respondent will be
notified. This is not a formal determination of responsibility, and does not preclude the possibility
of future conduct proceedings if new relevant information is provided.

b) If it is determined there is enough information to implement a formal conduct process, the Office
of Student Conduct will notify the complainant that a conduct conference is to be scheduled. The
complainant may provide additional information, including a victim impact statement. A victim
impact statement will only be reviewed if a respondent is held responsible for violating a
University policy related to Title IX and prior to sanctioning by the conduct conference with a
conduct case manager.

c) If a formal conduct process is appropriate, the respondent will be notified and scheduled. The
respondent will be provided at least three days to review all relevant information which will be
utilized during the conduct conference.

d) At the conclusion of the conduct conference the conduct case manager (and secondary conduct
case manager, if present) will make a determination on level of responsibility based on the totality
of information available at the time of the conduct conference. Both complainant and respondent
will receive simultaneous notification of the outcome.

**Conduct Process Outcomes**

If found responsible, the Code of Student Community Standards allows the flexibility of sanctioning to
include a range from an administrative warning to permanent dismissal from the institution. In cases
involving sexual violence, the University cannot tolerate violence in its community and therefore it is
common for those found responsible to be separated from the University. Ultimately, the goal is to
eliminate the hostile environment, address the effects of the behavior and seek to prevent any
recurrence. Regardless of outcome, both complainant and respondent will be provided resources and
support as appropriate.

**Title IX Appeals Process**

a. Once a determination of responsibility has been reached. BOTH complainant and respondent will
have equal opportunity to appeal, subject to standard appeal eligibility requirements. Appeals are
typically heard based on alleged failure to provide adequate due process, substantive new
evidence not available at the time of the initial investigation/hearing, or based on the severity (or
lack of severity) of the sanction applied.

b. Appeals should be directed to the Office of Student Conduct for processing. Appeals will be
reviewed by the Vice President of Student affairs or his/her designee. Both respondent and
complainant will be notified that the appeal has been received, if the appeal has been accepted,
and if applicable, any amendments to the charges or sanctions. Once an appeal has been
processed by the appellate officer, the decision is final and there will be no further opportunity for
appeal.

**Title IX Rights of the Complainant**

Although the term complainant is used in the following, the University recognizes it is not a term that is all-
encapsuring of individual’s experiences, particularly when an act of violence is involved.
The complainant may request alternative accommodations to participate at any point in the process without being required to come in contact with the accused.

Ferris State University has policies established to preserve the rights of complainants of harassment and violent crimes, including complainants of sexual misconduct, in the disciplinary process. In addition to those listed here, complainant’s rights for sexual misconduct are listed in the Sexual Assault Policy in Section IV of the Code of Student Community Standards.

The University has established the following applicable rights for the complainant:

a. The right to be advised of proper channels for support and appropriate resolution. Additionally, the right not to be discouraged from proceeding with the appropriate conduct process.

b. The right of the complainant to have an advisor accompany them throughout disciplinary proceedings. An advisor will not represent the complainant nor will they speak during a conduct conference, other than to the individual they are there to support. An advisor may not and should not act as legal counsel as this is not a legal proceeding.

c. The right of the complainant to determine his/her level of involvement in the conduct conference process. The complainant may be present during the conduct conference process. The complainant may choose to be only involved as any other witness; in which case the complainant may submit a list of questions prior to the conduct conference. If they are deemed relevant by the Conduct Case Manager or committee chair, the questions will be asked during the conduct conference.

d. The right not to have irrelevant past conduct discussed during the conduct conference.

e. The right to challenge any individual serving as a Conduct Case Manager or University Committee on Discipline on the basis of bias.

f. The right to review all case evidence/documentation that is to be admitted during the conduct conference process. Evidence/documentation will be available consistently to both the complainant and the accused. Documentation may also include an impact statement provided by the complainant which may be used in the determination of administrative and/or educational sanctions.

g. The right to be informed of the outcome of the conduct conference within constraints established under applicable confidentiality statutes. The respondent and the complainant will be notified in writing concurrently. The complainant will also be apprised that the respondent may appeal the initial decision.

h. The right to be treated with dignity and respect throughout the process.

Title IX Rights of the Respondent

In the interest of providing a fair and equitable process Ferris State University has policies established to ensure the rights of the respondent/alleged. These policies mirror the rights afforded to the complainant.

The University has established the following applicable rights for the Respondent:

j. The right to be advised of proper channels for support and appropriate resolution.

k. The right of the respondent to have an advisor accompany them throughout disciplinary proceedings. An advisor is any individual chosen by the complainant or respondent to provide support before, during and after the formal conduct process. This person may be an attorney, but at no point may this individual represent in place of the individual they are present to support.

l. The right of the respondent to determine his/her level of involvement in the conduct process. However, it is always preferable that the respondent be present during the conduct process.

m. The right to challenge any individual serving as a Conduct Case Manager or University Committee on Discipline on the basis of bias.
n. The right not to have irrelevant past conduct discussed during the conduct process and only considered as part of the sanctioning process, where appropriate.

o. The right to review all case evidence/documentation that is to be admitted during the conduct conference process. Evidence/documentation will be available consistently to both the complainants and the respondent. Documentation may also include an impact statement provided by the complainant which may be used in the determination of administrative and/or educational sanctions.

p. The respondent and complainant will be notified in writing concurrently. The respondent will also be apprised that the complainant may appeal the initial decision.

q. The right to be treated with dignity and respect throughout the process.

Sexual Violence Education & Awareness
Ferris State University has established a sexual violence taskforce, in part, to address sexual violence education and awareness. The University will engage the educational community to create awareness for increasing bystander intervention and other prevention strategies. The Office of Student Conduct and the Personal Counseling Center collaborate to promote awareness of sexual violence during sexual violence awareness month each April. Additionally, the University seeks to partner with its students whenever possible to promote student groups who want to engage their peers in dialogue and education around sexual violence and community prevention efforts.

Frequently Asked Questions

How do I know if I have achieved consent?
- Consent must be freely given for EACH act of sexual contact.
- Consent IS informed, freely given, mutually understandable words or actions that clearly indicate an agreement to engage in mutually agreed upon sexual activity.
- No means NO!, but silence also means NO
- There is NO requirement for the complainant to show resistance to indicate NON-consent
- Consent is ALWAYS invalid if achieved through force, threat, intimidation, coercion, when given by someone mentally or physically incapacitated, or when given by a minor.
- Consent can be withdrawn at ANY time, as long as it is clearly communicated.

What behavior, when consent is NOT achieved, may constitute sexual misconduct?
Prohibited behavior includes, but is not limited to the following:
- Any unwanted or unwelcome touching
- Displaying intimate parts of one’s own body before an unwilling individual (exhibitionism).
- Non-consensual penetration of another’s body with an object or digit.
- Non-consensual oral sex
- Non-consensual sexual intercourse
- Non-consensual confinement or restraint for sexual purposes
- Engaging in any sexual activity with anyone under the legal age of consent for the State of Michigan (16 years of age)
- Attempting to secretly view others for sexual gratification.

Does Information about a complaint remain private?
- We seek to maintain privacy of all parties to a complaint. In some cases it may be required for the institution to make a public announcement regarding the incident WITHOUT using names or personally identifiable information. If a report/complaint is made to a responsible employee, only individuals who are tasked with responding specifically to Title IX complaints will be made aware of the incident details.

Will my parents be contacted?
- No, not unless you contact them yourself directly. However, students are strongly encouraged to inform their parents. University officials will contact parents when requested to do so by a student or in a life-threatening situation.
Will I have to name the perpetrator of the assault?
- If it is the intention of the survivor to pursue a formal conduct process through the University, details on the incident and the name of the alleged will need to be provided. A sexual violence survivor will not be required to provide the name of the alleged, but if the identity of the alleged is not provided it may limit the institution’s ability to respond.

What do I do if I am accused of sexual misconduct?
- DO NOT contact the complainant.
- You may contact an individual who you want to serve in a support capacity through the process. This is any individual of your choosing (i.e. parent, faculty member, staff member lawyer, etc.).
- You may contact the Office of Student Conduct to be provided more information about the conduct process in general.
- You may speak confidentially with a counselor at the Personal Counseling Center on campus.

Will I have to pay for counseling?
- Counseling is provided at no charge to the student (complainant & respondent) through the Personal Counseling Center at Ferris State University.

I live on campus, can I change my housing accommodation?
- Room changes under these circumstances are considered an emergency relocation. Accommodations can be requested confidentially through the Personal Counseling Center. Sexual violence survivors may also work through the Title IX coordinator to seek accommodations that preserve student privacy.

Do I need an attorney?
- This in no way constitutes legal advice. Furthermore, the formal conduct process is not a legal proceeding, but rather an educational process through the University. An attorney may serve in the capacity of an advisor for either the complainant or respondent, however they may not “represent” either at any point in the conduct process.

What should I do about preserving evidence of a sexual assault?
- Police are specially trained to secure evidence of a crime.
- If you believe you have been a victim of a sexual assault, you should consider going to the Spectrum Big Rapids emergency medical center prior to washing self or clothing. An advocate from the University or from WISE can accompany you to the hospital.
- If you go to the hospital, local police will be notified, but you are not obligated to file a report.
- Having evidence collected will keep all your options open.
- If you choose to have evidence collected, bring a change of clothes, as the clothes you are wearing may be requested for evidence.

Will a victim be sanctioned when reporting sexual misconduct where he/she used drugs or alcohol illegally?
- No. The seriousness of sexual misconduct is a major concern and the university does not want any of the circumstances (e.g. drug or alcohol use) to inhibit the reporting of sexual misconduct.

Will drugs or alcohol affect the outcome of a sexual misconduct complaint?
- The use of alcohol and/or drugs by either party will not diminish the accused individual's responsibility.

What should I do if I am uncertain about what occurred?
- If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of the institution’s sexual misconduct policy, you should contact the institution’s Student Conduct Office. You may also choose to contact the Personal Counseling Center to speak with a counselor to confidentially discuss the circumstances of the incident.
Section IV: General University Conduct Policies
Code of Student Community Standards

Section IV: General University Conduct Policies

A. Academic Integrity Violations

Academic misconduct is managed in part through the conduct process in collaboration with faculty at Ferris State University. In most cases, students are referred to the Office of Student Conduct by their faculty for allegations of academic misconduct. It is under the purview of each faculty member, in collaboration with their respective department and college, to spell out in their syllabus and enforce an academic sanction for academic integrity violations.

Additionally, upon review of the allegation, the Office of Student Conduct may schedule the student for a conduct conference relating to the allegation of academic misconduct, which is defined as any activity that tends to undermine the academic integrity of the institution. A violation of the University policy on academic integrity includes, but is not limited to, the following:

1. Cheating/Copying/Unauthorized Collaboration
   A student may not use, or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise, nor should a student give assistance, materials, information, or study aids to another student in any academic exercise.

2. Fabrication
   A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations of the sources of information.

3. Facilitating Academic Dishonesty
   A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.

   Additionally, each student is responsible for taking reasonable precautions to ensure his or her work is not accessed by or transferred to another individual wherein it may then be used to commit a violation of the University academic integrity policy.

4. Interference
   a. A student must not steal, change, destroy, or impede another student’s work. Impeding another student’s work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

   b. A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

5. Plagiarism
   a. Proper Acknowledgement. A student must not adopt or reproduce ideas, words, or statements of another person, including previous work of their own submitted for previous course credit, without appropriate acknowledgment.

   b. Requirement for Acknowledgement v. Common Knowledge. A student must give credit to the originality of others and acknowledge indebtedness whenever he or she quotes or paraphrases another person’s words, either oral or written and whenever he or she borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

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12 (Adapted from Indiana University’s Code of Student Rights, Responsibilities, and Conduct and The Pennsylvania State University Code of Conduct)
c. *Sources used Verbatim.* In instances where students are using content directly quoted from a source, that content MUST be indicated through the use of quotations AND properly cited both in-text and at the end of the document.

6. **Violation of Course Rules**
   A student must not violate course rules as contained in a course syllabus which are rationally related to the content of the course or to the enhancement of the learning process in the course.

7. **Violation of Professional Standards and Ethics**
   A student must not violate the professional standards or ethical code related to one’s intended profession as defined by the academic program or department.
B. Individual Misconduct On or Off University Property

On-Campus Misconduct
The University may discipline a student for the following acts of reported individual misconduct which occur on University property or at a University-sponsored function.

Off-Campus Misconduct
Additionally, the University may discipline a student for the following acts of reported individual misconduct that are not committed on University property or acts that arise from University activities that are being conducted off the University campus or if the misconduct:

a. Undermines the security of the University community,

b. Adversely affects the Ferris State University community and/or the pursuit of its objectives, or

c. Compromises the integrity of the educational process. Such acts include, but are not limited to, the following:

1. Acting as an Accessory
Acting as an accessory to any unlawful act or the violation of any University policy. Threatening or attempting to engage in any unlawful act or violation of any University policy or being present when a violation of policy occurs.

2. Advertising/Solicitation
   a. Any posting of advertising materials must be done by authorized University staff only. For any posting of advertising materials within Ferris’ Housing facilities approval must be given by the Center for Leadership, Activities, and Career Services (CLACS), with the final approval authority resting with the Housing and Residence Life Office. See the CLACS for posting policy procedures. The stuffing of mailboxes is not permitted.

   b. Solicitation is not permitted in University buildings and/or grounds, excluding any approved University sponsored charity fundraiser programs. University Housing reserves the right to individually approve or deny activities. University housing may not be used for business purposes.

3. Actions That Endanger
   Actions that endanger the student, the University community, or the academic process. These actions include, but are not limited to the following:

   a. Attempts to cause fear or alarm: Behavior that causes fear or alarm.

   b. Direct threat to others: Verbal or physical behavior that represents a direct threat of harm others.

   c. Creating a condition that endangers: Engaging in behavior that creates a condition that endangers others.

4. Computer and Information System Misuse
   Unauthorized and/or inappropriate use of computers is prohibited. Such use includes, but is not limited to: damaging or altering records or programs, furnishing false information or invading the privacy of another user by using files, programs, or data without permission, engaging in disruptive and annoying behavior, or engaging in any unauthorized use of or access to computer hardware, software, accounts, or passwords. Additionally, any and all actions in violation of the Digital Millennium Copyright Act are prohibited.

5. Damage To or Destruction of Property
   Damage to, destruction, or misuse of property belonging to the University or others.
6. Dating Violence
Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

7. Dishonest Conduct
   a. False Accusation: Knowingly presenting a false accusation of misconduct toward another student or individual.
   b. Misrepresentation: Intentionally misrepresenting the truth to a university official including providing false information or statements.
   c. Forgery: Producing, using or possessing any falsified university or official document, identification, or form of monetary payment.
   d. Altered Parking Pass: Producing, using or possessing any falsified pass used to obtain parking privileges at Ferris State University.
   e. Altered Identification: Producing, using or possessing any falsified document for the purpose of gaining entry or access, or undue benefits.
   f. Alteration, or Misuse of any University Document, Record: Abuse of the disciplinary system; and giving to a University official information known to be false.

8. Disorderly Conduct
Behavior that unreasonably disturbs the peace of the university or local community. Behavior that interferes with teaching, research, administration, or other University or University-authorized activity or that disrupts the University environment either during an event or incident or as a result of an event or incident. This includes, but is not limited to the following:
   a. Physical or verbal behavior without injury: Individual action that causes disruption.
   b. Mutual fights without injury: Mutual physical behavior that does not include injury.
   c. Excessive Noise or Community Disruption: Personally creating excessive noise or creating a condition that produces excessive noise.
   d. Urinating in Public: Urinating in a public place, such as on private property or on a public building.
   e. Throwing Objects: Throwing objects with the potential for disruption or danger.

9. Disruption of Operations (Disruptive Behavior)
Behavior that obstructs or disrupts the normal operations of the university and/or academic process or infringes on the rights of others to freely participate in its programs or services. This includes instances of classroom disruption that go beyond mere verbalization of dissent

10. Domestic violence
Violence committed by the victim’s current or former spouse, current or former cohabitant, or a person similarly situated under domestic or family violence law, or anyone else protected under Michigan’s domestic violence laws.

Michigan Domestic Violence Law (MCL 750.81):
“Domestic violence” means the occurrence of any of the following acts by a person that is not an act of self-defense:
(i) Causing or attempting to cause physical or mental harm to a family or household member.
(ii) Placing a family or household member in fear of physical or mental harm.
(iii) Causing or attempting to cause a family or household member to engage in involuntary sexual activity by force, threat of force, or duress.
(iv) Engaging in activity toward a family or household member that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested.
“Family or household member” includes any of the following:
(i) A spouse or former spouse.
(ii) An individual with whom the person resides or has resided.
(iii) An individual with whom the person has or has had a dating relationship.
(iv) An individual with whom the person is or has engaged in a sexual relationship.
(v) An individual to whom the person is related or was formerly related by marriage.
(vi) An individual with whom the person has a child in common.
(vii) The minor child of an individual described in subparagraphs (i) to (vi).

11. Failure to Comply
   a. Failure to comply with the directions of authorized University officials in the performance of their duties.
   b. Failure to comply with the directions of authorized community safety officials in the performance of their duties (i.e. Law Enforcement Personnel, Emergency Medical Personnel, Fire Department Personnel, Emergency Management, etc.)
   c. Failure to identify oneself when requested to do so.
   d. Failure to comply with reasonable requests of other students.
   e. Failure to comply with an assigned sanction.

12. Processing and/or Butchering of Animals/Game
    Individuals are not permitted to process (butcher/clean/hang) animals/game (deer, rabbits, fish, goat, etc.) or hides anywhere in or near the residence halls, University apartments/suites, or elsewhere on any property controlled by Ferris State University.

13. Guests
    Students are responsible for the actions of their guests and are responsible for ensuring their guests adhere to all University policies.

14. Harassment
    Behavior that creates a hostile or intimidating environment in which verbal or physical conduct, because of its severity or persistence, is likely to unreasonably interfere with an individual’s work environment, education environment, or environment for participation in an University activities.

15. Hazing
    Hazing is defined as any conduct which subjects another person (whether physically, mentally, emotionally, or psychologically) to anything that may endanger, abuse, degrade, or intimidate the person due to an affiliation with a group or organization, regardless of the person’s consent.

16. Initiating or Circulating a Report
    Initiating or circulating a report or warning concerning an impending bombing, fire, or other emergency or catastrophe, knowing that the report is false; making a false report or threat concerning a fire or that a bomb or other explosive has been or may be placed in any University building or elsewhere on University property; or transmitting such a report to an official agency, students, or others.

17. Intoxication/Excessive Consumption of Alcohol
    Intoxication is defined as being under the influence of alcohol or other drugs, regardless of age, where such behavior causes a disturbance or other concern to the University.

18. Lewd, indecent, or obscene conduct
    Behavior that can reasonably be deemed as lewd, indecent or obscene is not permitted on or off-campus.

19. Personal Identification and Key Security
    a. Failure to Provide ID on Request: Ferris students are required to carry their student ID at all times. All students (and their guests) are required to provide identification upon request of a University official, including student staff members.
b. **Duplicate or Disseminate Student ID:** A student may not duplicate and/or disseminate his/her student ID or University housing key. It is expected that students will take proper precautions to ensure the safety of their student ID, University housing key, and residence hall room, suite or apartment.

c. **Another’s ID or Key:** A student may not use or possess another student’s ID or key.

**20. Physical Harm/Abuse of any Person, Including the Following:**

a. **Physical behavior or violence:** Physical behavior directed toward another person(s) that endangers the health or safety of another person.

b. **Behavior Restricts Freedom:** The use of physical force or violence to restrict the freedom of action or movement of another person.

c. **Direct Threat:** Physical behavior that involves an expressed or implied threat to interfere with an individual’s personal safety, academic efforts, employment, or participation in University sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur.

d. **Causes Fear:** Physical behavior that has the purpose or reasonably foreseeable effect of interfering with an individual’s personal safety, academic efforts, employment, or participation in University sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur.

**21. Possession of Firearms, Explosives or other Weapons**

A weapon, for the purpose of policy, is defined as: (1) a loaded or unloaded firearm, whether operable or inoperable, (2) a knife, stabbing instrument, brass knuckles, blackjack, club, or other object specifically designed or customarily carried or possessed for use as a weapon, (3) an object that is likely to cause death or bodily injury when used as a weapon and that is used as a weapon or carried or possessed for use as a weapon, (4) an object or device that is used or fashioned in a manner to lead a person to believe the object or devices is a firearm or an object which is likely to cause death or bodily injury, (5) 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.\(^{13}\)

For purposes of this policy, a firearm is defined as any weapon which will, is designed to, or may readily be converted to expel a projectile by action of an explosive.

a. No individual may possess a weapon, except as provided by the Ferris State University business policy on weapons, including individuals who hold a concealed weapon permit.

b. No individual may possess an explosive device, or materials used on the construction of an explosive device.

c. No individual may possess chemical or other dangerous substances or compounds.

d. No individual may possess any item that could reasonably be viewed as or mistaken for a weapon, such as airsoft guns.

Answers to questions or issues related to firearms or other weapons may be located in the University’s Campus Violence and Weapons Prohibition policy.

**22. Release of Access Codes**

Release of access codes for University computer and duplicating systems and other University equipment to unauthorized persons; use of an access code for a purpose other than that for which the code was originally authorized and/or intended.

**23. Retaliation**

a. Taking or implying adverse action (verbal or physical) against any individual on the basis of a good faith report/allegation made by such individual is prohibited.

b. Taking or implying adverse action (verbal or physical) resulting from an individual’s (real or perceived) participation in an investigation, hearing, conduct conference, or inquiry by the

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\(^{13}\) 2016:04 Campus Violence and Weapons Prohibition Business Policy
university or other appropriate authority, or the individual’s participation in a court proceeding relating to alleged misconduct is prohibited.

24. Rioting
Rioting is defined as acting with violence and/or aiding, encouraging, and/or participating in a riot.

25. Sexual Misconduct/Harassment/Assault
Ferris State University does not tolerate sexual assault in any form, including instances of acquaintance or date rape. Sexual assault is a violation of the dignity and respect policies of Ferris State University, as well as other policies, local, state and federal law. The university will strongly pursue disciplinary action, up to and including dismissal from the University. Additionally, the university will never employ mediation as a means of resolution for sexual assault complaints.

Effective Consent

Effective consent must be achieved for EACH act of sexual contact between two adults. Consent IS (1) informed; (2) freely and actively given; (3) mutually understandable words or actions and (4) indicating an agreement to engage in mutually agreed upon (sexual) activity.

Points to remember:
   a. Every individual has the right to NOT be acted upon by someone else in a sexual manner unless clear permission is given.
   b. Consent to one form of sexual activity never can imply consent to other forms of sexual activity.
   c. Consent may be given verbally or nonverbally, but must be clear and free of coercion. No means no, but silence ALSO means NO!
   d. Effective consent completely rules out the need for the victim to show resistance to indicate non-consent. There is no duty of the alleged victim to fight off or stop the sexual aggressor.
   e. Consent is invalid if achieved through force, threat, intimidation, coercion, when given by a mentally or physically incapacitated person, or when given by a minor.
   f. Consent can be withdrawn at ANY time as long as that is communicated clearly.

Sexual misconduct, as defined by the University Sexual Assault policy in Section V of this code book, includes but is not limited to the following:
   a. Non-consensual/unwelcome/unwanted touching: Unwelcome, unwanted touching or fondling of a sexual nature without effective consent
   b. Exhibitionism: Displaying intimate parts of one’s own body before an unwilling individual, including masturbation, etc.
   c. Non-consensual penetration: Penetration of another individual’s body with an inanimate object or digit.
   d. Non-consensual oral sex
   e. Non-consensual Sexual Intercourse
   f. Non-consensual Confinement or Restraint
   g. Statutory Sexual Misconduct: Engaging in sexual activities with anyone who is under the legal age of consent for the state of Michigan (16 years old).
   h. Voyeurism: Attempting to secretly view others for sexual gratification.

26. Stalking
A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress (a course of conduct means two
or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils,threatens, or communicates to or about a person, or interferes with a person’s property)\(^{15}\).

27. Unauthorized Entry
   a. Unauthorized entry, use, or occupancy of University facilities including, but not limited to, residence hall space, suite, or apartment.
   b. Refusal to vacate a University facility when directed to do so by an authorized official of the University.
   c. Unauthorized entry into a residential private property, house, or apartment.
   d. Trespassing on private property

28. Unauthorized Fireworks
   Unauthorized possession, use, manufacture, distribution, or sale of fireworks, incendiary devices, flammable or combustible materials, or other dangerous explosives on University Property is prohibited.
   *See also, Ferris State University weapons policy

29. Unauthorized Possession/Use or Distribution of Alcoholic Beverages
   The use or possession of alcoholic beverages is prohibited by Ferris State University when the following applies:
   a. Contrary to Law: On or off University property, or in the course of a University activity or student organization activity, when the possession or use is contrary to law and/or University policy.
   b. Creates Danger: On or off University property, when possession or use creates a danger to self or others, including, but not limited to, driving while under the influence of alcohol.
   c. Supplying to Minors: The sale, gift, or transfer of alcohol to minors. Or where a party is hosted where underage consumption occurs.
   d. In Public/Unauthorized area: In or on any property of the University frequented by the public, except in areas specifically designated by the President of the University.
   Please note: Excessive consumption of alcohol is also prohibited by Ferris State University regardless of age. This includes instances where an individual receives any type of medical treatment relating to consumption alcohol.

30. Unauthorized Possession or Use of Illegal Drugs, Controlled Substances and/or Misuse of Over-the-counter substances (real or implied)
   The term “controlled substance” is defined by Michigan law, and includes, but is not limited to, substances such as marijuana, cocaine, narcotics, certain stimulants and depressants, and hallucinogens. The following actions are prohibited by Ferris State University:

   Medical Marijuana: The Michigan Medical Marijuana Act (MMMA) conflicts with federal criminal laws governing controlled substances, as well as federal laws requiring institutions receiving federal funds, by grant or contract, to maintain drug-free campuses and workplaces. Ferris State University receives federal funding that would be in jeopardy if those federal laws did not take precedence over state law. Thus the use, possession, cultivation or distribution of marijuana in any form and for any purpose continues to violate the Ferris State University drug policy and is prohibited at Ferris State University.\(^{16}\)

\(^{15}\) Adapted from The Handbook for Campus Safety and Security Reporting 2016 Edition
\(^{16}\) Adapted from the University of Michigan Alcohol and Other Drug Policy: www.alcohol-drug-policy.umich.edu
a. **Contrary to Law**: Use or possession of any drug, controlled substance, or drug paraphernalia on or off University property or in the course of a University activity or student organization activity, contrary to law or without a valid and legal prescription for such drugs or controlled substances (this includes possession/use of marijuana regardless of medical marijuana card possession).

b. **Creates Danger**: On or off University property, when possession or use creates a danger to self or others, including, but not limited to, driving while under the influence of drugs that impair one’s ability to operate a motor vehicle.

c. **Use of Facilities**: Use of University facilities to manufacture, process, or distribute any drugs or controlled substance contrary to law.

d. **Distribution**: Sale, attempted sale, gift, transfer, or attempted transfer of drugs, controlled substances, or drug paraphernalia, whether or not such sale, gift, or transfer occurs on or off University property or in the course of a University activity or student organization activity.

e. **Manufacture**: Possession, production, manufacture or use of any substance that is used as a drug on or off University property.

f. **Prescription Misuse**: Abuse or misuse of any prescription drug, the unauthorized possession of prescription medication or the sale or attempted sale of a prescription drug.

g. **Present**: Students may not be present where illegal drugs or controlled substances are present or being used.

h. **Medical Purposes**: The use, possession, or cultivation of marijuana for medical purposes is not allowed in any University housing or on any University property.

31. **Unauthorized Recording**\(^\text{17}\)
Making, attempting to make, transmitting, or attempting to transmit audio or video of any person(s) on or off campus in bathrooms, showers, bedrooms, or other premises where there is an explicit expectation of privacy with respect to nudity (full or partial) and/or sexual activity, without the knowledge and consent of all participants subject to such recordings.

32. **Unauthorized Taking or Possession**
   a. Unauthorized taking or possession of University property or services (including University Recreation or Dining Services).
   
   b. Unauthorized taking or possession of the property or services of others.

33. **Violation of other published University regulations, policies, or rules**

34. **Any violation of any local, state, or federal law is against University Policy**

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\(^{17}\) Policy adapted with permission from Rutgers University
C. General Residence Hall & East Campus Suite Policies

The following is a list of Housing policies. Knowing these policies and following them are the responsibility of each person from the time he or she becomes a resident of University Housing.

**Housing/Campus Policies**

Individuals/groups who fail to comply with and/or violate these policies may find themselves subject to university discipline. Students are responsible for their room and suite and any activities that occur therein, including the behavior of their guests. The assigned resident does not need to be present, actively involved, or even aware that an incident involving his/her guests has taken place to be held accountable for that incident.

**Taking Responsibility for Confronting Noise and Disruptive Behaviors**

Living in the residence halls and university suites helps solidify the educational experience and contributes to the growth of an individual. Thus, students are asked to assume initial responsibility in addressing complaints on their own.

If you have a problem with the noise/behavior of another student, you are expected to ask that student to reasonably change his/her behavior. If that student is uncooperative, you should then request assistance from a Housing staff member.

**Disclaimer**

Ferris State University reserves the right to amend or develop additional policies or procedures as necessary to ensure the promotion of safety for the community. University officials will make every attempt to communicate changes in a timely manner to those affected.

**Community Standards**

In order to meet the educational and social needs of students, the University has established a set of community standards for each residence community. These standards are based upon four (4) fundamental rights of all University Housing students:

- Sleep and study in one’s own living space
- Live in a clean and sanitary environment
- Have a means of addressing concerns
- Be free of fear from intimidation and physical or emotional harm

It is important to note that living on campus is a privilege, not a right. The information in this section is intended to communicate clear expectations regarding individual conduct, contractual obligations, and community responsibilities. Students may be charged with violations of these policies through the University’s student conduct process.

Housing staff members may convene community meetings periodically throughout the semester. These meetings provide important information, help students perform essential administrative tasks, and help residents learn to balance their rights, responsibilities, and privileges. Students are responsible for all information discussed at their community meetings and should contact a staff member if they are unable to attend.

1. **Access Panels**

   Students may not open, tamper with, or otherwise manipulate pipe chase access doors and panels, or open or gain access to similar spaces of any kind.

2. **Activities Resulting in Disturbance, Distress, or Damage**

   Individual or group activities that may result in a disturbance or distress to others or that cause or may reasonably cause damage or destruction to self or property are prohibited. When individual responsibility cannot be determined, the residents of a unit, floor, or wing may become collectively responsible for restoration costs. Examples of behavior covered by this policy include, but are not limited to, damage to building, graffiti, etc.
3. Air Conditioners
Air conditioners (including window and floor units) are generally not permitted. Such units may be permitted in residence halls if a medical necessity is verified by the Birkam Health Center and approval is granted by Housing and Residence Life. Air conditioner units must be provided by the student and may be installed only by the University staff. A fee is charged for such services.

4. Alcohol Policy
In order to support legal and responsible drinking habits, the use or possession of alcoholic beverages is defined in the following areas, students of legal drinking age living in Cramer Hall should refer to Responsible Alcohol Usage in Cramer Hall on page 74:

a. Consumption of alcohol may only occur in a residence hall room where ALL residents present are 21 years of age or older and ALL guests present are also 21 years of age or older.

b. Students under the age of 21 may not be present in a residence hall room or common space where alcohol is present or being consumed.

c. Residents under the age of 21 may not possess or display empty alcohol containers. Empty containers may be considered evidence of possession, consumption, or both.

d. Under no circumstances are kegs or other types of “common sources” of alcohol allowed in University housing regardless of age.

e. Drinking games are prohibited. Games, such as beer pong, are prohibited regardless of what is being consumed (i.e. water, soda, etc.).

5. Child/Day Care
It is not permissible for any resident to provide child/day care in the residence halls or suites.

6. Escorts
Students and visitors may not enter or roam a hall or living unit where they do not live without an escort who is a resident of that hall or living unit. Allowing unescorted non-residents access to a building or living area, including walking through the residence halls or suites unescorted, is a violation of this policy.

7. Gambling
Gambling of any kind in any form with monetary consequences is prohibited.

8. Guests
Residents are responsible for the actions of their guests and are responsible for ensuring that their guests adhere to all University policies. Guests must be escorted by a resident of the building at all times. A guest is defined as anyone not assigned to the room, apartment, or suite.

9. Hallway or Lobby Area Usage
Hall Directors must approve any usage of residence hall or suite facilities by residents, students, recognized student organizations, and/or any other person or group. Generally, residence hall and suites common area spaces are reserved for the exclusive use of the staff and residents of that building.

10. Health Hazards
Situations or items such as piled, soiled clothing, open food containers, exposed food items, vomit or bodily fluids, unkempt bathroom or kitchen facilities (dirt, mold, pools of algae water), and the noxious odors emanating from such pose serious health hazards in the community and are prohibited.

11. Keys
Residents are expected to carry their student ID and key at all times. It is expected that students will take proper precautions to ensure the safe keeping of their student ID, University housing key, and residence hall room, suite or apartment. The Housing staff should not be expected to key residents into their room. For safety and security issues, a resident should report a lost or missing key or ID immediately.
12. **Laundry Facilities Abuse**
Abuse of another’s possessions or damage to equipment in the laundry room is not permitted. Any use of the equipment by or for a non-resident of that building is not permitted.

13. **Lobby Furniture**
Public area (lobby, study room, lounge) furniture is not permitted to leave the building or designated space. Such furniture is not permitted in suites or in student rooms.

14. **Painting**
The painting of residence hall rooms or suites is prohibited. The University paints on a regular rotating schedule. Similarly, students are not permitted to decorate walls, ceilings or furniture with paint, highlighter, pencils, pens, washable paints, acrylics, laundry detergent, or any other substances.

15. **Pets**
Pets, unless allowed by law, are not permitted with the exception of fish. Fish tanks may be no larger than 30-gallon total capacity per room. It is not the responsibility of housing staff to feed fish in a student’s absence. University staff may confiscate any other pets found in a residence hall or suite. *For further information, please see Confiscation in Section VI: Housing Regulations and Standards.*

16. **Public Property**
Possession or use as decoration or possession of stolen property including city, county, or state government property, such as road signs, is not permitted. Possession of stolen property is a violation of state law and University policy. Stolen or unauthorized property is subject to confiscation.

17. **Quiet Hours/Courtesy Hours and Noise**
Residents have the right to sleep and study in their rooms at any time. When asked by someone to respect this right, residents are expected to demonstrate courtesy and consideration by complying with the request. This policy applies to noise that can be heard from both inside and outside a residence hall. Alleged violations of this policy may result in the confiscation of items or devices creating the disturbance.

   a. Courtesy hours are in effect 24 hours a day, 7 days a week. As a general rule, at no time should noise be heard from a resident’s room more than 2 doors away, from another floor, or outside the building.

   b. Quiet hours are in effect from 11:00 PM until 8:00 AM weekdays, 1:00 AM until 10:00 AM weekends (Saturday and Sunday) unless otherwise officially established by an individual community. Quiet hours means that sound must not be audible beyond the limits of any individual room, suite, hallway, or lounge.

   c. During finals week, 24-hour quiet hours will be in effect. Any student removing a loft at the end of a semester or academic year must do so before 24-hour quiet hours begin or wait until the final examination period is completed. *During finals week, students in violation of this policy may be asked to vacate their residence hall room prior to the end of the semester.*

18. **Rights and Freedoms**
Actions that infringe upon the rights and freedoms of others are prohibited, regardless of the intentions behind the act.

19. **Satellite Dishes and Antennas**
Satellite dishes, antennas, or similar devices are not permitted in the residence halls, suites, or apartments.

20. **Smoking**
Smoking, including the use of electronic cigarettes or similar items, is prohibited in residence halls or East Campus Suites. Students must stand well away (minimum of 25 feet) from all buildings while smoking outside and ensure that smoke is not bothering building residents. The use of any smoking device or any simulated smoking device is prohibited.
21. **Sports in the Halls and Suites**
Running, hackey sack, Frisbee throwing, hockey, in-line skating, skate boarding, bouncing balls, riding bikes, and other similar activities are prohibited in the residence halls and suites. No remote control toys are to be operated in the hallways. Staff members reserve the right to confiscate equipment used in violation of this policy.

22. **Trash Removal**
Students are responsible for taking out their own trash. Trash must be taken to and deposited in the nearest available industrial dumpster outside the building. Students found to have disposed of any waste inappropriately will receive a fine, face disciplinary action, or both. All trash must be removed from all rooms regularly and before all break periods. Trash bags are available at the residence hall desks for residents’ use. **NOTE: Medical waste must be disposed of strictly in accordance with the Health and Safety Policy concerning Medical Waste outlined in Section VI: Housing Regulations and Standards.**

23. **Waterbeds**
Waterbeds are prohibited.

24. **Weapons**
Firearms and other weapons or explosives are prohibited on campus. Firearms are not permitted, regardless of permit. Weapons include rifles, shotguns, hand guns, paint guns, laser lights, BB and pellet pistols, rifles which are spring, gas, or air propulsion, sling shots, whips, hunting knives, knives with blades longer than 2.5 inches, bows and/or arrows, ammunition, ammunition loading devices, etc. This includes any other item that is used as a weapon. Weapons will be confiscated and may not be returned to the owner. Ammunition of any kind may not be stored in the buildings.

Answers to questions or issues related to firearms or other weapons may be located in the University’s Campus Violence and Weapons Prohibition policy.

25. **Windows and Screens**
For safety purposes, window screens may not be opened or removed at any time. Removing or opening a window screen for other than emergency purposes may result in a fine. Throwing any object from a window or using a window as an entry or non-emergency exit is a serious safety concern.

26. **Visitation Policy**

   a. **Overnight Visitation Program:** roommates and suitemates must prearrange rules concerning guests and overnight visitors. The overnight visitation program permits not more than two overnight guests per room per night. Guests include anyone not assigned to the room or suite. All guests must adhere to the escort policy and all rules and regulations of Ferris State University. Residents are responsible for guests and guest behavior and may receive a student conduct referral for policy violations. Unruly guest behavior may result in the guest’s immediate removal and ban from campus housing. The University reserves the right to limit frequency of visits when the rights of the roommates or suitemates are compromised. Guests may not stay more than 2 consecutive nights and/or more than 10 nights per semester without prior approval from the Office of Housing and Residence Life.

   b. **Child Visitation:** All guests under the age of 18 must have a letter signed by a parent granting permission to visit and stay on campus. Children under the age of six (6) are not permitted as overnight guests. Visitation for children under the age of six is from 8:00 a.m. to 9:00 p.m. daily. A parent or guardian must accompany children under the age of six at all times.
D. West Campus Apartment Policies

Taking Responsibility for Confronting Noise and Disruptive Behaviors
Living in West Campus apartments helps solidify the educational experience and contributes to the growth of an individual. Thus, students are asked to assume initial responsibility in addressing complaints on their own.

If you have a problem with the noise or behavior of another student, you are expected to ask that student to reasonably change their behavior. If that student is uncooperative, you should then request assistance from a Housing staff member.

Health and Safety checks
Health and Safety checks are performed one or more times per semester. These are done to help assure healthy and safe living environments for all residents.

1. Activities Resulting in Disturbance, Distress or Damage
Individual or group activities that may result in a disturbance or distress to others, or that cause or may reasonably cause damage or destruction to self or property, are prohibited.

2. Advertising/Solicitation
   a. Any posting of advertising materials must be done by authorized Housing Staff only. For any posting of advertising materials in or around Ferris State’s Housing facilities, approval must be given by the Center for Leadership, Activities, and Career Services (CLACS), with the final approval authority resting with the Office of Housing and Residence Life. See the CLACS for posting policy procedures. The stuffing of mailboxes is not permitted.
   b. Solicitation is not permitted in the University Apartments nor is it permissible for any student to operate a business from any University apartment. Individuals or student organizations found in non-compliance with this policy are subject to disciplinary action.

3. Air Conditioners
Air conditioners are permitted upon approval granted by the Office of Housing and Residence Life. Air conditioner units must be provided by the student and may only be installed by University staff. There is a limit of one air conditioner per apartment. There is a fee charged for the installation and removal of air conditioners from the University apartments. Approval may be requested through the West Campus Community Center or by emailing westcampusapartments@ferris.edu.

4. Alcohol
   a. Residents under the age of 21 may not possess or display empty alcohol containers. Empty containers may be considered evidence of possession, consumption, or both.
   b. Under no circumstances are kegs or other types of “common sources” of alcohol allowed in University housing regardless of age.
   c. Drinking games are prohibited. Games, such as beer pong, are prohibited regardless of what is being consumed (i.e. water, soda, etc.).

5. Daycare
The Office of Housing and Residence Life recognizes the challenge to find quality day care while attending college. To help relieve this burden the “No Business” policy excludes Licensed Day Care, with the following stipulations:
   a. Daycare must be licensed through the State of Michigan and providers must comply with all state licensing regulations
   b. Daycare is only allowed in the townhouse apartments
   c. Daycare providers may only care for the children of students living in the University Apartments
   d. Number of children being cared for shall not exceed 4 (including their own children)
6. Disposal of Garbage
All garbage must be properly bagged and placed directly into University dumpsters. In the townhouse apartments, garbage is only allowed on the back patio if it is maintained in a trashcan with a tight fitting lid.

7. Gambling
Gambling of any kind in any form with monetary consequences is prohibited.

8. Apartments Guest Policy
Residents are responsible for the actions of their guests and are responsible for ensuring that their guests adhere to all University policies. All guests must be accompanied by the lease holder of the apartment they are visiting. A guest may not be left alone in an apartment without the presence of an official lease holder without prior permission from West Campus housing staff. A guest is defined as anyone not assigned to the room, apartment, or suite.

Guests visiting for more than 3 consecutive days must be registered with the Office of Housing and Residence Life at least one (1) week prior to such visit. Requests may be directed to the Director of Housing and Residence Life and sent to westcampusapartments@ferris.edu. Requests for exception to this policy may be denied at the sole discretion of the Office of Housing and Residence Life. Persons not identified as residents or resident’s guests may be considered trespassers at the University’s discretion.

Residents who permit guests to reside in their apartment for more than 3 consecutive days or more than 10 days out of any month constitutes a violation of the housing contract. Residents found violating this policy may be subject to eviction.

Full cooperation is expected from the resident if a guest is asked to leave. Guests must obtain a parking permit from DPS and may only park in the area designated on the parking permit.

9. Courtyard Maintenance
a. All residents are responsible for keeping their area clean and picked up, including the courtyard outside their apartment. Residents are strongly encouraged to work together to maintain a clean community living area.

b. Concerns with neighbors should be addressed directly. If inappropriate behaviors continue after such an attempt, the community adviser may then be contacted for assistance.

c. Toys, including swimming pools, must be emptied and removed from the grass areas nightly. Pools should be kept on the patio areas. All outdoor toys shall be marked with name and apartment number.

10. Health Hazards
Situations or items such as piled, soiled clothing, open food containers, exposed food items, vomit or bodily fluids, unkempt bathroom or kitchen facilities (dirt, mold, pools of algae water), and the noxious odors emanating from such pose serious health hazards in the community and are prohibited.

11. Keys
Residents are expected to carry their student ID and key at all times. It is expected that students will take proper precautions to ensure the safe keeping of their student ID, University housing key, and residence hall room, suite or apartment. The Housing Staff should not be expected to key residents into their room. For safety and security issues, a resident should report a lost or missing key or ID immediately.

12. Medical Waste
This policy applies to residents who self-administer medication including, but not limited to, insulin shots or clotting factors. Students are required to dispose of all needles and syringes in a medical waste container, provided at no charge by the Birkam Health Center. Medical waste containers must
be returned to the Health Center by the student when it becomes full, and/or at the end of each term (whichever comes first).

13. Motor Vehicle Repair
No type of major automotive repair is permitted in any University housing parking lot. This includes changing oil. Public Safety may be contacted to identify a lot that is appropriate for such use.

14. Occupancy
The single-student one-bedroom apartment may house a single student. The family housing apartment’s two-bedroom unit may house no more than three (3) children and a three-bedroom unit may house no more than four (4) children. In the single student two- or three-bedroom apartment, the maximum occupancy is one tenant per bedroom. Only those people listed on the contract may occupy apartments.

15. Painting
The painting of University Apartments is not permitted. The University paints the apartments on a regular, rotating schedule. Similarly, students are not permitted to decorate walls, ceilings or furniture with paints, highlighter, pencils, pens, acrylics, washable paints, laundry detergent, or any other substances.

16. Parental/Guardian Responsibility for Behavior of Children
Parents are responsible for the behavior and actions of their children. Residents are required to supervise the behavior of their children closely, and shall not leave young children unsupervised in or about the apartment complex, community center, or playground.

Children may not be left for any period of time without supervision. All cases of suspected child neglect or abuse are turned over to the local state agency. Suspicion of neglect or abuse should be promptly reported to the community advisor or the Department of Public Safety. The curfew for children under the age of 14 is 9:00 PM (10:00 PM in the summer). Children 14 years and younger must be in their apartment by 9:00 PM (10:00 PM in the summer) unless in the company of their parent(s).

17. Parking
a. Off Street Parking: Driving on or parking on the sidewalk or grass for any reason is prohibited. Motorized vehicles may not be parked on sidewalks, in courtyards, patios, or stairwells, or any campus building or facility. Parking in fire lanes is prohibited.

b. Curbside Parking: Residents living in West Campus and who have two vehicles registered with Public Safety may only park one car next to the building; the second vehicle may only be parked on the island or in an overflow lot.

c. Recreational Vehicles: Trailers/campers/etc. must be registered with Public Safety and may only be parked in a space designated by Public Safety. No motorized vehicles may be parked in stairwells, hallways, or on patios. Residents may only register one car per legal age driver, with a limit of two cars per household.

18. Pets
Pets, unless allowed by law, are not permitted in University apartments or surrounding areas with the exception of fish in tanks or aquariums, which may be no larger than 30-gallon total capacity per apartment.

19. Playground Policies
a. Play area hours are from 8:00 AM until 9:00 PM (10:00 PM in the summer). This includes the playground, basketball courts, and volleyball courts.

b. Young children must have adult supervision at all times.

c. No fighting, pushing, punching, shoving, kicking, or other forms of violence.

d. No swearing, use of racial or ethnic slurs, or any other form of harassment.

e. No littering.

f. Personal belongings must be taken home when leaving the play area.

g. Residents are ultimately responsible for their guests’ and children’s behavior. The playground is intended for the exclusive use of the apartment residents and their children.
20. Quiet Hours/Courtesy Hours
Residents have the right to sleep and study in their apartments at any time. When asked by someone to respect this right, residents are expected to demonstrate courtesy and consideration by complying with the request. Courtesy hours are in effect 24 hours a day, 7 days a week. As a general rule, at no time should noise be heard outside a resident’s apartment. Quiet hours are from 9:00 PM until 8:00 AM seven days a week.

21. Rights and Freedoms
Actions that infringe upon the rights and freedoms of others are prohibited, regardless of the intentions behind the act.

22. Satellite Dishes and Antennas
Satellite dishes, antennas, or similar devices are not permitted.

23. Screens and Doors
Screens must remain closed at all times. Blankets, sheets, and similar items may not be shut in doors as a means of hanging curtains. Doors must remain properly functional, closing completely at all times.

24. Smoking
Smoking is not permitted in the apartments. Students must stand well away (minimum of 25 feet) from all buildings while smoking outside.

25. Waterbeds
Waterbeds are not permitted.

26. Weapons
Firearms and other weapons or explosives are prohibited on campus. Firearms are not permitted, regardless of permit. Weapons include rifles, shotguns, hand guns, paint guns, laser lights, BB and pellet pistols, rifles which are spring, gas, or air propulsion, sling shots, whips, hunting knives, knives with blades longer than 2.5 inches, bows and/or arrows, ammunition, ammunition loading devices, etc. This includes any other item that is used as a weapon. Weapons will be confiscated and may not be returned to the owner. Ammunition of any kind may not be stored in the buildings.

Answers to questions or issues related to firearms or other weapons may be located in the University’s Campus Violence and Weapons Prohibition policy.

27. Unregistered Gatherings
All apartment residents are required to register any gatherings of more than eight individuals (with or without student status) on University property, specifically at or in the University Apartments. Gatherings may be registered through the West Campus Community Center.

28. Violation of Lease
Apartment residents are subject to disciplinary action as well as administrative action for violating the terms and conditions of the apartment contract.
E. Fire Safety & Security

The University is committed to maintaining a healthy and safe environment in our residential communities while respecting and preserving individual rights. In order to manage this delicate balance, the University has developed policies and procedures to which all residents should comply.

Included below are the expectations regarding the use of personal and University facilities as they relate to fire safety issues. The University recognizes that these policies may cause individual inconvenience. The policies are intended to protect the health and welfare of the larger community. Any activity that could potentially compromise fire safety is a violation of policy. Withholding information/evidence concerning a fire is a serious offense.

1. Appliances
   a. **Prohibited Items:** Those appliances with exposed elements such as toasters, toaster ovens, pizza ovens, slow cookers, waffle makers, electric pans or griddles, or those that heat oil such as deep fryers, pose a safety hazard and are not permitted in residence halls. Common household appliances are permitted in the kitchen area of East Campus Suites and West Campus Apartments.
   b. **Coffee Makers:** Coffee makers with exposed heating and warming elements are not permitted in residence halls.
   c. **Microwaves:** The University restricts the size to a maximum of 750 watts per residence hall room or suite.
   d. **Refrigerators:** The University restricts the size to a maximum of 4.6 cubic feet per room. The East Campus Suites and apartments are provided with the acceptable refrigerator.
   e. **Space Heaters:** Space heaters of any size or style are prohibited.

2. Electrical/Lighting
   a. **Extension Cords/Surge Protectors:** To help protect equipment and prevent electrical fires, all electrical cords must be kept visible and out of walkways. Electrical cords may not be run under rugs or over doorways, and wires may not be hung from the ceiling or pipes.
   b. **Lamps:** Halogen lamps, lava lamps, and medusa style lamps (lamps with 3 or more bulbs) are not permitted due to fire risk.
   c. **Overhead Lighting:** Students are prohibited from installing a black light into the overhead light fixture or otherwise tampering with, altering or covering the light fixtures in any way.

3. Flammable Materials and Incendiary Devices
   a. **Candles, candle warmers, incense, or open flames:** Candles, decorative or otherwise are not permitted in any campus housing unit. Incense and other items that generate open flame are prohibited. Melted wax, burned wicks, etc., may be considered a violation of this policy. Behaviors that create or present the possibility of creating a fire such as burning candles, incense, igniting door decorations, posters or other materials regardless of intention, is considered a serious offense that could result in suspension or dismissal from the University. Candle warmers are also prohibited.
   b. **Fireworks:** All fireworks are prohibited on campus.
   c. **Flammable Materials:** Possession of materials or containers holding fluids used for igniting fires is prohibited. Prohibited fluids include, but are not limited to, charcoal lighter, gasoline, propane, and cigarette lighter refueling containers. Possession or storage of motorcycles, motor bikes, or other motorized vehicles is strictly prohibited in University Housing.
   d. **Grills and Outdoor Cooking Appliances:** Are allowed to be possessed and used by West Campus apartment residents provided they are kept outside of the apartment. All lighter fluid and other flammable materials must also remain outside of the apartment space and away from the building.

4. Room/Building Safety
   a. **Hanging Objects:** Objects hung from any ceiling, ceiling light fixture, smoke detector, or any exposed pipe are prohibited.
b. **Obstruction of Egress:** Students are prohibited from blocking or otherwise obstructing internal or external access to room doors or windows for safety reasons and emergency evacuation needs.

c. **Obstruction of Heating/Ventilation Systems:** Students are prohibited from blocking or otherwise obstructing access to heating or ventilation systems. Furniture must be at least 12 inches away from all heaters or vents and must not block access to either heater or vents.

d. **Pipes:** Students are not permitted to tamper with or hang any items from pipes in their rooms. Stress on pipes may cause structural damage resulting in severe water leakage.

e. **Modification of Water Supply Lines:** Residents are not permitted to make any modifications to the water supply lines in any of the residential spaces. A resident, however, may request accommodations to meet their personal or religious needs by directing their request to the Director of Housing and Residence Life at westcampusapartments@ferris.edu.

f. **Propping Doors:** Residents may not prop any residence hall or suite door intended to remain closed and/or locked for safety and security reasons. Propped doors compromise the safety and security measures they are designed to meet, including fire safety.

g. **Room Door Decorations:** Students are not permitted to decorate their doors in any way (inside or out). Materials hung on the door constitute a fire hazard. Artwork on doors, such as painting, drawing, or etching will be considered destruction/damage of property.

- Residence Hall decorations that can be affixed by masking tape will be permitted only on the concrete area surrounding the doorframe.
- Weather stripping is not permitted.
- Residents are responsible for any damage that may result from putting tape or other adhesives on walls or doorframes.
- Excessive decorations, as determined by Housing staff, are not permitted, as this may constitute a fire hazard.

5. **Fire Safety**

a. **Fire Safety and Fire Safety Equipment**

- Fire Safety equipment is provided to help ensure everyone’s safety. Tampering with alarms, extinguishers, or smoke detectors is a violation of local, state, and federal laws, as well as a violation of University policies.
- Students will be billed a minimum of $200 for any damages found through annual inspections of the smoke detectors.
- Covering or otherwise obstructing a smoke detector is prohibited.
- Any activity that could potentially compromise fire safety is a violation of policy.
- Withholding information/evidence concerning a fire is a serious offense.

b. **Fire Evacuation:** When fire alarms are activated, including during scheduled fire drills, all occupants must evacuate the building. Residents must wait outside the building until a member of the staff indicates they may return. Failure to evacuate during a fire alarm is a serious violation of University policy.

c. **Smoke Detectors:** To enhance the safety and well-being of all students, the University has installed smoke detectors in each room, suite, and apartment.

d. **Smoking:** Smoking is not permitted in University Housing. Students must stand well away (minimum of 25 feet) from all buildings while smoking outside.
Section V: Administrative Policies
Consensual relationships between university employees and students.

Consensual relationships of an amorous or sexual nature, that might be appropriate in other circumstances, are deemed inappropriate when they occur between an employee of the University and a student for whom he or she has a professional responsibility. For example, such a relationship would be inappropriate between a faculty member, administrator, supervisor, advisor, coach, or residential staff member and a student for whom he or she has professional responsibility. Even when both parties have consented to the development of such a relationship, the relationship can raise serious concerns about the validity of consent, conflicts of interest, and unfair treatment for others and may result in serious consequences. Employees and students of the University are expected to make responsible choices.

It is the policy of the University that any University employee, who has professional responsibility for students, shall not assume or maintain professional responsibility for any student with whom the University employee has engaged in an amorous or sexual relationship. Whether the relationship predated the assumption of professional responsibility or arose out of the professional association, the University employee shall immediately disclose the relationship to the relevant unit administrator. The unit administrator shall immediately arrange a meeting of the parties to the relationship to discuss alternative oversight of the student, and to attempt to reach cooperatively, agreement on changes that will move professional responsibility for the student to another University employee. If no agreement is reached, the unit administrator shall determine and direct the best method to deal with the situation.

Ferris State University Policy on Alcohol and Drugs & Statement Supporting Drug-Free Schools and Communities

Statement of Purpose
This policy is designed to communicate a comprehensive approach to dealing with issues related to alcohol and other drugs. The policy will assist all members of the Ferris State University community, as it provides an educational context for these issues, identifies resources available, and enunciates specific policies that relate directly to faculty, staff, and students. The foundations for this policy reflect the University’s core values:

- **Collaboration:** Ferris contributes to the advancement of society by building partnerships with students, alumni, business and industry, government bodies, accrediting agencies, and the communities the University serves.
- **Diversity:** By providing a campus which is supportive, safe, and welcoming, Ferris embraces a diversity of ideas, beliefs, and cultures.
- **Ethical Community:** Ferris recognizes the inherent dignity of each member of the University community and treats everyone with respect. Our actions are guided by fairness, honesty, and integrity.
- **Excellence:** Committed to innovation and creativity, Ferris strives to produce the highest quality outcomes in all its endeavors.
Learning: Ferris State University values education that is career-oriented, balances theory and practice, develops critical thinking, emphasizes active learning, and fosters responsibility and the desire for the lifelong pursuit of knowledge.

Opportunity: Ferris, with a focus on developing career skills and knowledge, provides opportunities for civic engagement, leadership development, advancement, and success.

Commitments and Values
By fulfilling these commitments, Ferris is teaching these values. However, values cannot be taught in the abstract; they must be lived in the concrete world of the everyday tasks at the University. Therefore, every member of the Ferris community must be committed to:

- **Behave ethically** - to be honest, forthright, loyal, trustworthy, and compassionate
- **Act civilly** - to treat everyone with respect and courtesy; to resolve disputes openly and without rancor
- **Be productive** - to fully engage each person’s intelligence, talents, and energy in fulfilling the mission and achieving the goals of the University
- **Be responsible** - to be accountable for individual performance and behavior

Applicability of this Policy on Alcohol and Other Drugs
This policy on Alcohol and Other Drugs pertains to all activities on University property. This policy also pertains to off-campus, University-sponsored activities and to off-campus activities (social or otherwise) sponsored by students, organizations or individuals associated with the University.

Ferris State University, like all other institutes of higher education, supports the Drug Free Schools and Community Act Amendments of 1989. This legislation promotes the adoption and implementation of a program to prevent the abuse of alcohol and illicit use of alcohol and other drugs by employees and students. This program has given us direction to compile and distribute annually this educational material to each employee and student affiliated with our University.

One purpose of this material is to make all of us more aware of the health risks involved with alcohol abuse and illicit alcohol and other drug use, as well as to be aware of the resources available should we determine that we would like or need assistance. In addition, it is important for each of us to be aware of legal consequences and University sanctions indicated by violations of local, state and federal laws and University policies and procedures.

Health Concerns and Health Risks
Any individual choosing to abuse alcohol or illicitly use alcohol and other drugs needs to be more aware that there may be a wide variety of health risks associated with this behavior. Chemical dependency, or addiction to alcohol and other drugs, is a chronic progressive illness that, if untreated, can be fatal.

Long term effects of alcohol abuse or alcoholism may include liver damage, especially cirrhosis (scarring of the liver); heart disease, including congestive heart failure; ulcers and gastritis; malnutrition; cancer of the mouth, esophagus or stomach; brain damage and possible psychosis; and fetal alcohol effect and fetal alcohol syndrome in infants of drinking mothers.

Use of other illicit drugs may pose some of the following hazards:
- Cocaine results in changes in blood pressure, heart and breathing rates, severe weight loss and liver damage, and it may cause seizures, coma and possibly death.
- Marijuana can affect coordination, short-term memory, visual tracking and heart rate. Regular use can produce reproductive system changes, damage to the respiratory system (lungs) and the immune system.
- Depressants in large doses can cause altered perception, blurred speech and a staggering gait. Very large doses can cause respiratory depression, coma and possibly death. In combination with alcohol, another depressant, these effects can be intensified and this multiplies the risk.
- Hallucinogens, like phencyclidine (PCP), can produce a range of effects that include slowed time and body movement, worsened muscular coordination and dulled senses. Speech can be blocked and often incoherent. Violent PCP episodes may result in self-inflicted injury. Increasing use may produce persistent memory problems and speech difficulties, depression, anxiety and
violent behavior. Large doses may result in convulsions, coma, heart and lung failure and possible stroke.

- Narcotics (codeine, heroin, and a variety of prescription medications) will produce an initial feeling of euphoria followed by drowsiness, nausea and vomiting, constricted (shrinking) pupils, watery eyes and itching. Overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possible death. Due to frequent use of needles with this class of drugs, infectious diseases, including AIDS are a major concern.

- Inhalants, volatile breathable substances, which are abused by sniffing or inhaling, may interfere diversely with breathing or produce irregular heartbeats that can lead to heart failure and death. Long-term use has resulted in bone marrow damage, drastic weight loss, impairment of vision and memory, and the ability to think clearly.

It is not necessary to become addicted to or dependent upon any of these drugs to experience a wide variety of personal and/or family problems. "Harmful involvement" with any of the drugs mentioned here may show up in a number of different ways. Use of alcohol and/or the other drugs may result in poor judgment; poor coordination; lessened concentration; slower reaction times; impaired eyesight; slips and falls; self-induced burns due to fire; injuries from improper use of hazardous materials, tools or shop machinery on the job or in class; and motor vehicle crashes. In addition, personal motivation and productivity may decline. Quality of work and cooperation with others may also be jeopardized.

The impact of alcohol abuse and illicit alcohol and other drug use is also seen in both family and social circles. Continued use and abuse often times may increase problems in existing dysfunctional family/social systems or may give rise to the development of dysfunctional family/social systems impacting on significant others, spouses, children, parents, and friends. Friendships and work relationships may suffer and personal relationships, including marriages, very often become strained to the point of separation or divorce. The incidence of alcohol and other drug use involved in car crashes, violent and petty crime, and domestic violence and sexual assault is well documented and very high.

It is important to note that while we as individuals may not be personally affected by the behaviors and consequences noted above, each of us at one time during our lives will probably have to deal with a friend, family member, or co-worker who is struggling with his or her use/abuse of alcohol and/or other drugs. It is therefore important for all of us to know how we can access available resources in our community.

As a community, we encourage individual members to reach their full potential as persons and citizens, unencumbered by destructive or counterproductive patterns of behavior.

**Alcohol and Other Drug Helping Resources**

Campus and/or community resources are available to employees and students seeking assistance when alcohol and other drug use/abuse becomes a personal concern or problem. University students can take advantage of the assistance and referral services of the Personal Counseling Center’s counseling staff, including the services of an alcohol and other drug counselor. The Personal Counseling Center is located in the Birkam Health Center, Room 210. This office is open from 8:00 AM to 5:00 PM, Monday through Friday. The telephone number is (231) 591-5968. Employees can get referral assistance, including a list of alcohol and other drug counseling service providers available in the Big Rapids area, from the Counseling Center or the Office of Human Resources, Prakken Building, Room 150. In addition, the Counseling Center maintains a statewide directory of alcohol and other drug service providers for those seeking assistance outside of the Big Rapids area.

Counseling services, individual and/or group, provided to students at the Personal Counseling Center are completely confidential and are provided at no charge. Off-campus service provider fees can vary and payment arrangements, many times, can be flexible from a sliding fee scale for those with little or no ability to pay, to fees for those with health insurance coverage. Employees and students with insurance should be advised that all health insurance policies written in Michigan are required by state law to provide at least some coverage for alcohol and other drug services.
In addition to providing or directing individuals to counseling services, the Personal Counseling Center maintains a list of campus-based and Big Rapids area self-help, support groups (e.g. Alcoholics Anonymous or Al Anon). These programs have often provided a good first step for those struggling with alcohol and other drug problems, concern about a loved one or as an additional support for those involved with a counseling program.

**Standards for Conduct at Ferris State University**

The possession, use or distribution of illicit drugs and the unlawful use of alcohol (e.g. underage use, distribution to minors, or operating a University vehicle while under the influence) by employees or students on University property, or as part of University activity is specifically prohibited by Ferris State University regulations, and/or by state or federal law. Those University regulations governing the use of alcohol and other drugs are so noted below for your information:

Consistent with state and federal law, Ferris State University will maintain a workplace and an educational environment free from the unlawful manufacturing, distribution, dispensation, possession or use of a controlled substance, (as defined under the Controlled Substances Act, 21 U.S.C. 812 and the Drug Free Schools and Communities Act, as may be amended from time to time). The unlawful manufacture, distribution, dispensation, possession or use of alcohol and other drugs, including narcotics by employees and students, is prohibited on any property under the control of and governed by the Board of Trustees of Ferris State University, or on any site where work or student activity is performed by individuals on behalf of the University.

The Ferris State University Student Community Standards Administrative Policies and Procedures include specific sections related to alcohol and other drug use or abuse.

**Summary of Certain Applicable Laws and Legal Sanctions**

**Limited Scope and Purpose of Summary**

This summary is not intended to be an exhaustive review of all alcohol-related laws and legal sanctions. Not all laws which may apply to a particular situation are included here. This summary is intended only to inform and educate and should not be construed as legal advice.

**Big Rapids Ordinances**

**Consumption on Street or Parking Lot [Section 131.04 (as amended)]**

It shall be unlawful to consume any alcoholic beverage on any street, sidewalk, parkway, alley or parking lot open to the public.

**Possessing Open Alcoholic Beverage [Section 131.05 (as amended)]**

No person shall transport or possess any alcoholic beverage in a container which is open or uncapped, or upon which the seal is broken, on any street, sidewalk, parkway, alley or parking lot open to the public.

**Sale to Minors Prohibited [Section 131.07]**

Alcoholic liquor shall not be sold or furnished to a person unless the person has attained 21 years of age. A person who knowingly sells or furnishes alcoholic liquor to a person who is less than 21 years of age, or who fails to make diligent inquiry as to whether the person is less than 21 years of age, is guilty of a misdemeanor.

**Purchase, Consumption, and Possession by Minors Prohibited [Section 131.08]**

Except as otherwise permitted in the ordinance, a person less than 21 years of age shall not purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, or possess or attempt to possess alcoholic liquor.

**Furnishing or Using Fraudulent Identification [Section 131.09]**

A person who furnishes fraudulent identification to a person less than 21 years of age is guilty of a misdemeanor. A person, who uses fraudulent identification to purchase alcoholic liquor, or to enter a business where alcoholic liquor is sold, is guilty of a misdemeanor.

**Michigan State Laws**
Driving Under the Influence
A person shall not operate a vehicle upon a highway or other place open to the general public or generally accessible to motor vehicles, including an area designated for the parking of vehicles, nor shall the owner of a vehicle authorize the operation of a vehicle upon a highway or other place open to the general public or generally accessible to motor vehicles, including an area designated for the parking of vehicles if either . . . (a) the person is under the influence of intoxicating liquor or controlled substance . . . (b) the person has an alcohol content of 0.08 grams or more per 100 milliliters of blood, per 210 liters of breath, or per 67 milliliters of urine.

Driving While Impaired
A person shall not operate a vehicle upon a highway or other place open to the general public or generally accessible to motor vehicles, including an area designated for the parking of vehicles, when, due to the consumption of an intoxicating liquor or a controlled substance, the person’s ability to operate the vehicle is visibly impaired.

Minor Driving With Any Bodily Alcohol Content
A person who is less than 21 years of age shall not operate a vehicle upon a highway or other place open to the general public or generally accessible to motor vehicles, including an area designated for the parking of vehicles if the person has any bodily alcohol content. A person found in violation shall be guilty of a misdemeanor punishable by community service for not more than 45 days and/or a fine of not more than $250.

Legal Sanctions
There are legal sanctions under the state and federal law, for the unlawful possession, use or distribution of alcohol and other drugs. Sanctions for violations of state and federal law may result in punishment for a misdemeanor or felony, depending on the nature of the crime. In the State of Michigan, the Michigan Controlled Substances Act #368 of 1978 lists a range of sanctions from up to six months in jail and up to $500 in fines or both for misdemeanor convictions, to up to mandatory life in prison and up to $75,000 in fines for felony convictions. Under the Federal Narcotics, Penalties and Enforcement’s Act of 1986 Federal trafficking penalties range from not more than one year in jail or $100,000 in fines for first offense violations, and up to life imprisonment with fines of not more than $4,000,000 for repeat offenders or more serious violations.

Summaries detailing both Michigan law and Federal trafficking penalties will be available for employee or student review in the Office of Human Resource Development, the Personal Counseling Center, the Office of Public Safety, the Office of Student Conduct, and FLITE.

Student Policies and University Sanctions
Individual Students
Consistent with State and Federal Law, the University prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol and other drugs. The University also places limitations on the use and possession of alcohol on campus, above and beyond legal standards. Individual students who are found in violation of University policies, guidelines, or expectations with regard to alcohol and other drugs are subject to discipline, pursuant to established University procedures.

Student Groups
Student organizations are expected to follow all guidelines outlined in the Registered Student Organization Handbook. A violation of University policies, guidelines or expectations can result in both individual and group discipline, pursuant to established University procedures.

University Sanctions
Ferris State University will impose sanctions on employees and students (consistent with local, state and federal law, and within applicable collective bargaining agreements) for violations of the standards of conduct, as expressed in any University regulations. Sanctions resulting from employee or student violations of these standards of conduct will result in disciplinary action up to and including termination for employees and dismissal for students. In addition, for both
employees and students, the sanctions may include referral to appropriate authorities for prosecution of violations of stated policies.

Student sanctions in the Ferris State University Code of Community Standards Administrative Policies and Procedures specifically include administrative warnings, behavioral contracts, disciplinary probation, suspension from the University, or dismissal from the University without opportunity to enroll in the future. In addition, these include the opportunity for other sanctions to be imposed, such as the requirement of reimbursement for damages, loss of special privileges, or participation in campus provided educational programs.

The University considers involvement in the student disciplinary process to be part of a student’s learning experience. Through a system of progressive discipline, it is anticipated that a student will realize the importance of functioning within the University’s policies, procedures, and regulations. Though every case involving the violation of University policies or procedures is considered on the basis of the merits in that case, there are some categories of violations for which the anticipated sanction would be suspension or dismissal from the University. Such serious infractions include, but are not limited to, the distribution of alcohol to minors, distribution of illegal drugs or the use, possession, or distribution of alcohol or illegal drugs that result in a serious safety or health matter for any member of the campus or local community.

Policy Distribution
This Policy on Alcohol and Other Drugs shall be distributed to students through the Code of Community Standards and through the Ferris State University home page ferris.edu.

Campus Crime Hotline
The Ferris State Department of Public Safety has a Campus Crime Hotline to make it easier to report crime or suspicious activity on our campus. Callers may remain anonymous and have a simple code number for their own reference. This gives the community of law-abiding citizens the opportunity to anonymously report any information they have about criminal or suspicious activity.

For more information or to report an alcohol or other drug related crime or suspicious activity, call the Campus Crime Hotline at (231) 591-5900.

Freedom on the Campus and Uniform Regulations of Campus Activity/Facility

Statement of Principles
The University recognizes, endorses, and abides by the principles of free speech that flow from the First Amendment to the United States Constitution. Protected speech cannot be completely suppressed solely because of the audiences’ approval or disapproval of its content. Yet, there is no absolute right to assemble or to make or hear a speech, at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech. In addition, the First Amendment will not protect expression where reasonable content-neutral University rules and regulations have not been followed.

Rights Reserved to the University
The University reserves the right to deny permission to University organizations or units and/or community groups that may wish to sponsor lecturers, entertainers, groups, or exhibitions that may be in conflict with the University’s policies or local ordinances. The University’s Division of Student Affairs shall be responsible for administering policies and procedures to regulate campus activities and to control the use of University facilities in order to, amongst other legitimate purposes, maintain order on campus, avoid disruption of the educational mission, promote an educational atmosphere, and promote safety and security. Such policy shall be issued by the Vice President for Student Affairs and approved by the President.

All events and activities that may be sponsored on the University campus must be pre-registered with the Center for Leadership, Activities and Career Services; and the Administration will determine if the activity or event is appropriate and in the best interests of the University. The sponsoring
organization, unit, or community group is responsible to provide adequate provision for the health, safety and welfare of the general public. If the sponsoring agency fails to insure the proper behavior and conduct of its audiences, the sponsoring agency may be subject to penalty or discipline where applicable, if damages or mishap occur during the course of its sponsored activity. The University must insist on proper conduct and proper use of its facilities in accordance with University policy.

Uniform Regulation of Campus Activity and Facility Use
The University regulates and controls the use of its facilities in order to, amongst other legitimate purposes, maintain order on campus, avoid disruption of the educational mission, promote an educational atmosphere, and promote safety and security. Consistent with these purposes and the requirements of the First Amendment, campus activity and facility use are subject to the following requirements and limitations:

1. The University may place reasonable time, place, and manner restrictions on campus activity/facility use to the extent the restrictions are not based on the content of the presentation, are narrowly tailored to serve a significant institutional interest, and leave open ample alternative channels of communication. Such restrictions may relate to advance notice, security, parking, advertising, indemnification, insurance, health and safety, as well as other areas.

2. A request for a campus activity/facility use may be denied by the University, after proper inquiry, where the activity/event will constitute a clear and present danger to the University’s orderly operation because of the speaker’s advocacy of such actions as:

   a. The violent overthrow of the government of the United States, the State of Michigan, or any political subdivision thereof;

   b. The willful damage to, destruction of, or seizure and subversion of the University’s buildings or other property;

   c. The forcible disruption of, impairment of, or interference with, the University’s regularly-scheduled classes or other educational functions;

   d. The physical harm, coercion, intimidation, or other invasion of lawful rights of the University’s officials, faculty members, or students; or

   e. Other campus disorders of a violent nature.

For purposes of this subpart, “advocacy” means preparing the group addressed for imminent action and steeling it to such action, as opposed to the abstract espousal of the moral propriety of a course of action by resort to force; and there must be not only advocacy to action but also a reasonable apprehension of imminent danger to the essential functions and purpose of the University.

3. Expression that does not constitute protected speech is not protected by the First Amendment and may be regulated or suppressed. Where it is patently clear, after investigation, that the activity/event will result in such unprotected expression, the University may restrict or exclude the event. Such unprotected expression includes the following (these are terms of art that must be applied according to the definitions established by the United States Supreme Court):

   a. Defamation: Oral or written falsehoods communicated to third parties that would harm the reputation of another.

   b. Fighting Words: Insulting or fighting words – those which by their very utterance inflict injury or tend to incite an immediate breach of the peace.

   c. Obscenity: The material in question is patently offensive, appeals to prurient interests, and taken as a whole, lacks serious literary, artistic, political or scientific value.
4. Where a request for a campus activity or facility use is denied by the University, the sponsoring organization will be given notification of the reason(s) for the denial. Any aggrieved sponsoring organization may appeal the denial in writing within five (5) working days to the Vice President for Student Affairs. If requested, the Vice President for Student Affairs, or his or her designee, will provide an informal hearing within three (3) working days of the filing of the appeal. No later than five (5) working days after the filing or after the hearing, whichever is later, the Vice President for Student Affairs will decide the appeal and notify the sponsoring organization of his or her decision and the reason(s) for that decision. The decision of the Vice President for Student Affairs is final.

Prohibition of Certain Conduct by Campus Speakers
A speaker must not urge the audience to take action which is prohibited by the rules of the University or which is illegal under federal or Michigan law. Advocating or urging the modification of the government of the United States or of the State of Michigan by violence or sabotage is specifically prohibited. It is the responsibility of the sponsoring student organization to inform speakers of these prohibitions.

Sponsorship of Campus Speakers
Sponsorship of a campus speaker must be by a student organization which has been recognized under the general regulations approved by the appropriate University authorities.

Responsibilities of the Sponsoring Organization
For purposes of preserving a record of all such public meetings and of coordinating them with the business of other activities taking place on University property, the sponsoring organization must (a) make all arrangements for reservation of space with the appropriate University officials, and (b) complete a form to be furnished by the appropriate University office indicating, among other things, the subject to be discussed, the names of all speakers and the time and place of the meeting, and the form is to be certified by the signature of a faculty advisor. All rules for administration of requests from recognized student organizations must conform to the requirements of this subpart. It shall be the responsibility of the institutional officer under whom the program is administered to certify that all appropriate steps have been taken before the event is officially scheduled.

Violation of this Policy
Any student organization violating this policy is subject only to the procedures and penalties applicable to students and student organizations that violate other University rules.

Football Tailgate Policy
This policy was amended and the modifications to this policy became effective September 2011.

1. Entrance to parking lots will be allowed three hours prior to the game start time. Parking lots may be opened four (4) hours prior to game time for Homecoming activities. Such activity will not start before 5:00 p.m. on a weekday.

2. Tailgating (with and without alcohol) is permitted three hours prior to the game and at half time only. Tailgating is permitted four hours prior to the game for Homecoming. Game attendees are expected to behave in a responsible and civil manner at all times.

3. Tailgating (with alcohol) is permitted in the following parking lots only: Lots 34, 35, 36, and 37 (lots immediately west of the stadium).

4. Glass containers and kegs are prohibited.

5. Consumption of alcohol is prohibited when use or possession creates a danger to self or others.

6. Drinking games and devices that promote binge drinking are prohibited. All such items will be confiscated and destroyed.

7. Underage drinking is not permitted; all local and state laws must be obeyed.
8. Parking Lots 2, 3, 16, 27, 34, 35, 36 and 37 will be utilized for game parking; a fee for parking will be charged. Lot 17 is reserved for individuals utilizing the Student Recreation Center.

9. Parking spaces will not be allowed to be reserved; vehicles will be parked as they arrive on a first-come, first serve basis. Vehicles may not be parked in a fashion that obstructs the free flow of vehicular and pedestrian traffic. The Athletic Director is authorized to reserve portions of parking lots at home football games for special events and groups.

10. A vehicle must occupy a parking space; grills, tables, furniture and other items are permitted as long as they are of size to occupy the same space.

11. Oversized vehicles that require more than one space will be charged accordingly.

12. Only tents authorized by the Athletic Director will be allowed.

13. Any deviation from this policy must be approved by the Vice President for Administration and Finance.

Alcohol Social Host REMINDER:
It is risky to serve alcoholic beverages to anyone other than yourself and your immediate party. Michigan law requires a license before a person can sell, trade or give away alcoholic beverages. A violation of this law is a felony. A social host does not need a license to serve his/her invited guests who fall within the usual understanding of friends and personal visitors. A social host may be legally and civilly liable to guests and others for injuries resulting from serving alcohol, especially to a minor.
Parking Policies and Procedures

1. Motor vehicles shall be parked only in lot(s) assigned by the parking permit they were issued by the Department of Public Safety. A complete set of parking rules and regulations are printed on the back of the campus map.

2. Only faculty, staff and guests with permits will be allowed to park in faculty/staff lots between 7 a.m. and 5 p.m. Students with a valid permit may park in faculty/staff lots on Monday through Friday between 5 p.m. and 2 a.m., and on Saturday, Sunday, and holidays between 6 a.m. and 2 a.m.

3. Students with a valid permit may park in residence hall and commuter lots Monday through Sunday between 5 p.m. and 2 a.m.

4. There is no parking allowed in commuter parking lots between 2 a.m. and 6 a.m.

5. No person shall park a vehicle on any campus street or in any faculty/staff lot from 2 a.m. to 6 a.m.

6. Parking on driveways, roadways, sidewalks, lawns and within yellow zones, posted or not, is prohibited.

7. Improperly parked vehicles will be towed away and the owner held responsible for all tow charges and fines.

8. Every vehicle, whether stopped in a parking place on a street, parking lot, or other parking facility, shall be parked within marked parking spaces.

9. Motorcycles and mopeds shall be parked only in designated parking lots. Motorcycles and mopeds may not park at bike racks.

10. University apartment lots are reserved for apartment residents. Student, faculty, or staff who reside in an apartment must purchase a permit.

11. University apartment guests shall park in only those lots assigned by the Department of Public Safety. University students who wish to visit University apartments must obtain a special parking permit from the Department of Public Safety.

Snow Removal Regulations
At certain intervals during the winter, it is necessary to remove snow from designated parking areas. When this is necessary, notices will be posted 24 hours in advance designating which lots are scheduled for clearing. Cars shall be moved for snow removal by the time so designated.

In other areas, when snow removal crews are at work, parking which obstructs operations is prohibited.

Violations
Violation of this ordinance may be enforced in the 77th District Court or in any court having jurisdiction over civil infractions or misdemeanors in the political subdivision where the violation occurs. The procedure in such court shall be governed by its ordinary rules or procedures. Vehicles with six or more outstanding parking citations may be immobilized with a wheel lock or may be towed at the owner’s expense. All fines and fees must be paid before the vehicle is released.
Notification of Rights under the Family Educational Rights and Privacy Act (FERPA).

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. **The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.** Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading or otherwise in violation of the student’s privacy rights under FERPA.** Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to provide written consent before the University disclosures of personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.** The University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, collection agent, contract employee, or a clinical/internship facility); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

To view the FERPA waiver used by Student Conduct, please see Section VI, Appendix D: FERPA Waiver Trustees; or a Section IV: Administrative Policy

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ferris State University to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office  
   U.S. Department of Education  
   400 Maryland Avenue, S.W.  
   Washington, DC 20202-4605

As outlined by the Act, at the discretion of the University, “directory information,” as defined as academic college or program/major, addresses, admission status, athletic participation, class level, dates of attendance, degrees/honors/awards received, enrollment status, name, previous schools attended and telephone, may be released without your consent. However, you may request that all of the items identified as directory or public information be withheld and
considered restricted information. To exercise this option you must file a written request at the Timme Center for Student Services. The request for non-disclosure must be filed by the end of the first week of fall term to assure information will not be published in the student directory. A request for non-disclosure will be honored by the institution and remain active until you notify the Record’s Office in writing to remove the restriction.

Ferris State University regards all student records as protected by FERPA. Parents requesting access to their child’s records (grades, billing, etc.), including minors (children under the age of 18), are encouraged to ask their son(s) and/or daughter(s) to fill out an Authorization to Disclose Information form at the first floor service counter in the Timme Center for Student Services.

Assumption of Risk, Consent & Release

All residents acknowledge opportunities throughout the school year to participate in a variety of extracurricular activities and events not required as part of the student academic curriculum, including, but not limited to: using fitness rooms, housing facilities, equipment and saunas, athletic events; educational, recreational, and social activities and programs that occur in housing facilities, and on or off campus property; consumption and/or participating in the distribution or selling of food and beverages by students, student organizations, and/or non-University individuals; and travel to and from and participation in events, conferences, and other activities on and off campus.

As a student, you recognize that your participation in such extracurricular activities may involve physical exertion and/or actions or omissions which could cause or result in injuries and/or health problems; contact with a variety of individuals, including non-University persons; risk of loss or damage to property; inconvenience and discomfort; exposure to circumstances and presence in locations with no supervision or protection; and other risks inherent in the particular activity or event in which you may be participating.

In consideration of being permitted to utilize these facilities and equipment, and to participate in the activities and events available to our students, signing the housing contract means that: You understand the above risks may occur; you assume all risks inherent in and which from your participation in travel, activity, and connected activities and other consequences or events that occur in conjunction with such extracurricular activities or events.

To the fullest extent permitted on behalf of you and your heirs, assigns and all other, by law, you knowingly and intentionally release and waive any and all claims of whatsoever kind of nature against Ferris State University, its Board of Trustees, President, officers, employees, advisors, agents, and representatives which may arise out of your participation in these activities and events, including, but not limited to acts, omissions, or negligence of other students, advisors, and other individuals or organization except for the University’s gross negligence or willful and wanton misconduct.

You further agree to be responsible for your own safety, well-being, and conduct, and that neither Ferris State University, its Board, President, officers, employees, agents, or representatives will be liable or responsible if you suffer bodily injury, property damage, personal injury, death, and/or other damages or losses, except if caused by their gross negligence or willful misconduct.

You also understand and agree you are solely responsible and assume all risk for damage, loss or theft of personal belongings (equipment, cameras, keys, jewelry, clothes, etc.) brought with you when participating in and traveling to and from such activities or events. Ferris State University is not responsible for these personal items and they are not covered by Ferris State University’s insurance coverage.

You also authorize being taken to a medical facility for treatment in the event of an emergency, and consent to emergency medical treatment being administered to you in the event you are unable (or your parent or guardian, if applicable, cannot be reached) to authorize treatment.

You recognize that you may appear in photographs, video tapes, recordings, motion pictures, and other records of the extracurricular activities or events in which you participate, and you consent to Ferris State University using, at its discretion, such photographs, video tapes, motion pictures, recordings, and other recordings in which you may appear, unless you inform the photographer that you do not wish to be filmed. You also understand that FSU cannot control filming between students.
**Important Contact Numbers**

Immediate Emergency 911
Department of Public Safety (231) 591-5000
Mecosta County Sheriff's Department (231) 592-0150
Big Rapids Public Safety (231) 527-0005
Dean of Student Life Office (231) 591-5916
Birkam Health Center (231) 591-2614
Personal Counseling Center (231) 591-5968
Housing and Residence Life (231) 591-3745
Spectrum Big Rapids Hospital (231) 796-8691
W.I.S.E. Women’s Information Service (231) 796-6600
Office of Student Conduct (231) 591-3619
Community Mental Health Services (231) 592-3161

**Reporting Officials**

Department of Public Safety (231) 591-5000
Office of Student Conduct (231) 591-3619
Vice President of Student Affairs (231) 591-3578
Equal Opportunity Director (231) 591-3894
Director of Housing (231) 591-3745
Athletic Director (231) 591-2863
Academic Affairs (231) 591-2300
Dean of Student Life (231) 591-5916
Vice President of Administration & Finance (231) 591-2150
Director of Center for Leadership, Activities, and Career Services (231) 591-2606
Title IX Coordinator (231) 591-2088
Section VI: Housing Regulations, Policies & Information
Section VI: Housing Regulations, Policies & Information

What follows is a list of Housing and Residence Life regulations and standards. Knowing and following them are the responsibilities of each person from the time he or she becomes a resident of University Housing.

Room, Suite, and Apartment Entry

The University is committed to maintaining a healthy and safe environment, as well as respecting and preserving students’ rights to privacy. The University, however, reserves the right to make periodic administrative inspections of residence hall rooms, suites, and apartments (whether or not the residents are present). Housing staff may enter a room/apartment/suite whenever:

- There is a threat to the safety or well-being of the occupants or other residents.
- There is an issue with the physical plant requiring maintenance or repair.
- There is reasonable suspicion to believe that the occupants are violating a University rule or regulation. This includes when a resident refuses to answer the phone or door in response to a University staff member attempting to carry out their responsibilities.
- There is reason to believe that there is imminent hazard to the property.
- Disruptive noise from sound equipment is violating an individual’s right to sleep, study, etc.

Rooms/apartments/suites may be entered (during the absence of the occupant) to turn off a loud stereo, alarm clock, or similar item; shut a window; or correct any problem that interferes with the rights of other students.

The University reserves the right to inspect any room, suite or apartment, at any time, for reasons of health, safety, and welfare.

Every room and suite will be entered at the beginning of each vacation period when the halls are closed. This is to ensure that all windows are closed and locked, the curtains are closed, and general safety and security is maintained.

Room/Apartment/Suite Checks

Housing Staff are required to do checks on a periodic basis for the purpose of making sure no fire hazards, health and safety, or violations of University rules exist. Please cooperate with the Staff in their efforts to maintain a secure housing environment.

Room Entry – Student Locked Out Of Room

Housing Staff are not required to key residents into their living space. It is the students’ responsibility to carry their room key with them at all times.

Emergencies, Health, Safety, & Security

The University is committed to maintaining a healthy and safe environment in our residential communities, while respecting and preserving individual rights to privacy. In order to manage this delicate balance, the University has developed policies and procedures with which all residents should be familiar.

The following are expectations regarding the use of personal and University facilities, as they relate to health and safety issues. The University recognizes that these policies may cause individual inconvenience. The policies are intended to protect the health and welfare of the larger community.
Confiscation
University staff reserves the right to confiscate property/equipment that potentially constitutes a threat to health and safety, and/or has contributed unnecessarily to an environmental disturbance or a violation of policy. Examples include, but are not limited to: alcohol containers, candles, incense, paraphernalia, pets, weapons/ammunition, stereos, sports equipment, etc. If it is necessary for property to be confiscated, it may or may not be returned at the time a student is able to take it home.

Extension Cords/Surge Protectors
Multiple plug bar outlets with a circuit breaker, or “surge protector” power strips are recommended for computers and other sensitive electronic equipment. The University is not responsible for electrical surges, interruptions or damage that occurs as a result.

Medical Waste
This policy applies to students who self-administer medication including, but not limited to, insulin, shots for clotting factors, etc. Students are required to dispose of all needles and syringes in a medical waste container, provided at no charge by the Birkam Health Center. The medical waste container must be returned to the Health Center by the student when it becomes full, and/or at the end of each term (whichever comes first). Students needing assistance obtaining or returning containers are encouraged to contact the Birkam Health Center.

Windows and Screens/Freezing Pipes
Pipes may freeze and break if a window is left open and/or the heat is turned off during cold weather. Residents will be held responsible for any loss or damages that result from such negligence.

Smoke Detectors
To enhance the safety and well-being of all students, the University has installed smoke detectors in each room, suite, and apartment.

Fire
When fire alarms are activated, all occupants must evacuate the building. When evacuating, occupants should take the following action:

- Turn lights on
- Close windows and doors
- Open curtains
- Wear shoes, a long coat and carry a large towel
- Lock the room door
- Walk quickly out of the building
- Remain more than 100 feet from the building

Residents must wait outside the building until a member of the staff indicates they may return. Failure to evacuate during a fire alarm is a serious violation of University policy.

Severe Weather
Understanding the terminology used in cases of inclement weather is important. Please take note of the procedures used for safety.

a. Tornado Watch - Used to alert the public to the possibility that a tornado may develop. The size of a watch area is approximately 100 miles wide and 300 miles long, over a certain area.

b. Tornado Warning – A tornado has been sighted in the area or its presence has been detected by radar.

c. Tornado Siren - The alarm for a tornado warning is a siren, which sounds intermittently for three minutes. When the all clear is announced, the same siren will be given continuously for three minutes.
d. Tornado Safety Tips:
   • If you are in a residence hall, move into the bathroom of your suite or well away from the windows to an interior hallway. Hall Staff will keep you apprised of developments as they occur.
   • If you are in a suite, move to the lowest level utilizing the center stairway and away from windows.
   • If you are in West Campus Apartments, move to the basement. If you are in East or South Campus Apartments, move to the bathroom.
   • Seek inside shelter, preferably in a tornado cellar, underground excavation, or a steel framed or reinforced concrete building of substantial construction.
   • Stay away from windows.
   • If a building is not of reinforced construction, go quickly to a nearby reinforced building or to a ravine or open ditch and lie flat.
   • Avoid auditoriums and gymnasiums or other structures with wide, free-span roofs.
   • If you are in open country, move away from the tornado’s path at a right angle, and lie flat in the nearest depression, such as a ditch or ravine.
   • Keep listening. Your radio and television stations will broadcast the latest tornado advisory information.

Loft Construction & Use
The purpose of the Loft Policy is to promote the safety of the residents who utilize lofts in the residence halls. While lofts are not necessary to arrange a comfortable room, residents may elect to use approved lofts as a means of personalizing their living environment. Refer to the Housing and Residence Life website for specific loft specifications. Lofts are not permitted in University apartments or East Campus Suites. Lofts will need to be removed prior to the start of exam week in the semester the student if vacating their residence hall room.

Responsible Alcohol Usage in Cramer Hall
Students with roommates and guests under the legal drinking age may consume and possess limited amounts of alcohol in their assigned room. Each resident of legal drinking age may possess in their assigned room: 72 ounces of beer, or 750 mL of wine, or 375 mL of liquor. In order to support legal and responsible drinking habits, the residents of legal drinking age must also adhere to the following:
   • Students who choose to possess alcohol in their assigned room may not mix quantities (e.g. a resident of legal drinking age may not possesses a 12 ounce beer and 250 mL of wine).
   • Students of legal drinking age may consume alcohol only their assigned room, or in another room in Cramer Hall with an assigned resident of legal drinking age.
   • Consumption of alcohol in hallways, lounges or other common areas is prohibited.
   • Guests of residents that are not of legal drinking age may not consume or possess alcohol.
   • Students under the legal drinking age may be present in a room where alcohol is being consumed in accordance with this policy.

Services & Amenities
Computer Labs
Residence Hall computer labs are intended for building residents only. Any unauthorized use of computer labs will result in disciplinary action. Keys for residence hall computer labs can be obtained from the front desk by providing a Student ID card. Halls have policies pertaining to the utilization of their labs. Please make yourself aware of these policies. If you experience problems in the labs, refer to the policies and procedures posted in that lab. Students must abide by the microcomputer lab policies and procedures established for the residence hall labs if they choose to use these facilities.

Deliveries (Food, Flowers, Packages, etc.)
Local food establishments may only deliver orders to the lobby. Room deliveries are not permitted. Flowers and packages are delivered to the front desks of the individual halls and students are notified via their mailboxes. Apartment and Suites delivery are made to the West Campus Community Center.

Dining Centers
Dining center access is generally available from 7:00 AM until 12:00 AM or later, in various locations on campus. Exact hours of operation are posted in each dining unit or food court. Menus and hours of
operation are available on the Dining Services web home page. Students must present their Student ID to gain entry into the dining centers.

Meal Plan changes may be made during the first two weeks of classes of every semester at the Dining Services Office. A fee is assessed for all meal plan changes. The new meal plan will be prorated from the day of the change.

Take-out meals are available for students who are ill. A friend may obtain a take-out meal for the ill student by presenting their ID and the meal pass, obtained from the hall directors, to the dining center checker.

Dining Services offers nutrition and dietary counseling with a registered dietitian. Special diets can be accommodated, by making an appointment with the dietitian at 231-591-2209.

**Furniture**
University furniture assigned to the room or suite (such as desks, chairs, beds, and dressers) is the student’s responsibility. All items present at the time of check-in must be present and in original University order at checkout. The University will not store student room furniture.

**Guest/Visitors**
Non-residents of a building are not permitted to walk freely without an escort. Any guest or visitor of a resident must be escorted by their resident host. Courtesy telephones are available to guests or visitors at the front door of each building.

**Laundry Facilities**
Laundry facilities are available on a first-come, first-serve basis except where a sign-up sheet system is utilized. To ensure the safety of possessions, it is recommended that residents remain with their laundry throughout the laundering process. The University is not liable for any damaged or stolen property.

**Mail and Mailing Address**
Tampering with mail is a crime and should be reported to the Hall Director, Student Conduct, and/or FSU Department of Public Safety. Each semester, during registration, students are required to report their correct home address. Any changes in residence must be reported to the Housing and Residence Life Office within three days. All USPS packages too big for your mailbox must be picked up at the post office, West Campus Community Center or residence hall front desk accordingly.

**Housing Administration**

**Closing Procedures**
Aside from the usual room and/or board charges, a student who signs a Housing and Residence Life contract may incur additional costs as well. These charges include, but are not limited to the following:

1. **Proper Checkout**
   Proper checkout procedures involve contacting a staff member 24 hours in advance for the purpose of scheduling a checkout appointment for returning the key, checking room/apartment/suite for damages and cleanliness, and signing all necessary paperwork. At that time, the student must be fully prepared to complete the checkout (space is empty, cleaned, loft is removed, key ready to turn in, etc.). Failure to follow these procedures may result in a fee being assessed for improper checkout and a key core change.

2. **Cleaning**
   As a general rule, residents are responsible for returning their living space to its original condition. The following guidelines have been established to ensure a smooth and efficient checkout, and to help residents avoid unnecessary charges:
   - Make a checkout appointment with a staff member 24 hours in advance.
   - Remove all personal belongings.
   - Thoroughly clean, sweep and mop the space(s). Do not sweep anything out into the hallway.
• Assemble all furniture in original, University order, with 2”-3” space between the walls and furniture so that the sides may be checked for damage.
• Clean walls.
• Thoroughly clean, sweep and mop the bathroom floor, and clean the sink, shower, mirror and toilet.
• Clean and fold the mattress cover, and place it on the end of the bed.
• Take all trash to the appropriate receptacle, and empty and wash the garbage cans.
• Return keys to the staff member while conducting the checkout appointment.

NOTE: Failure to comply with these guidelines may result in $100 or more cleaning fee.

3. **Room Damage and Repair**
   Residents will be provided with a Room/Apartment/Suite Inventory Sheet upon initial move in. This inventory sheet will include information about the apartment or room/rooms, furnishings and their condition prior to arrival. It is important that residents review this sheet in detail and report any discrepancies and unlisted damages to the staff. Otherwise, at the time of checkout, the resident may be held responsible for something that may not necessarily be their fault. Additionally, after annual inspections of fire detectors in each room is performed, a resident may be charged for the repair, which will be applied after a resident has checked out. Any questions should be directed to Housing staff.

When the residents check out of the apartment or room, this Inventory Sheet will be reviewed again and residents will be held responsible for any damages found.

**Billing**
Upon checkout, students who are responsible for damages to equipment or property, liable for replacement of lost items, or assessed a cleaning fee or fine, will be issued a charge slip that will serve as a bill. Charges are payable at the Timme Center for Students. Staff will not collect money. Roommates/suitemates are responsible for resolving discrepancies regarding damages and other billable items. Failure to reach agreement will result in hall staff issuing split charges to all parties involved.

**Consolidation**
Rates are based on full normal occupancy for each individual space. Students periodically find themselves in an under-assigned room or suite with one or more empty bed(s). In order to be fair to all students, these students must choose between 1) paying for a private room or buying out the suite, 2) finding a new roommate themselves, 3) consolidating with someone in similar circumstances, or 4) accepting a new roommate with the direction of the University. Consolidation starts near the beginning of each academic period and continues throughout each semester. The rooms that become vacant through the consolidation process are available for persons preferring a single room.

If a student does not want a private room, and a roommate is not found, the student may experience the benefit of a private room temporarily without payment. Such students must leave their room arranged in such a way as to allow for a roommate to move in at any time and with little or no prior notice. If, however, a potential roommate is identified and the resident is given the option to decline to accept him/her, the resident will be charged for a private room on a pro-rated basis from the original date of single occupancy.

The lottery process is required when consolidation efforts by the individual residents are not successful. The Hall Director will conduct a lottery involving all “under-assigned” students. Males and females will be separated. The first person drawn will move into the room of the second person drawn. The third person drawn will be required to move into the room of the fourth, and so on. With mutual consent, the students may choose to consolidate into either room. If the students have not consolidated by 5:00 PM on the third day after the lottery, each roommate will be billed at the private room rate. The consolidation and lottery processes do not require a student to move to a different hall.

**Contracts**
Housing contracts are a legally binding document. The contract is for the entire term noted within.
**Termination**

Students that reside in campus housing must have signed a contract on file with Housing and Residence Life. For the resident/student, this contract is a signed agreement to abide by, and follow, established University policies and procedures. Therefore, the University reserves the right to terminate a student’s housing contract without refund should this agreement be violated.

**Abandoned Property**

If a resident vacates/abandons a Housing unit and leaves personal property in the unit, such property shall be deemed abandoned. Abandoned property may be removed and disposed of by the University. The University may, at its sole discretion, elect to remove and/or store such property at the resident’s expense for up to 30 days. Handling fees will be charged at an hourly labor rate and storage fees assessed. Resident consents to the sale/disposal of such property at the University’s discretion without legal liability.

**Housing Transfer**

Students may be required to move to another housing facility on campus. This may happen when circumstances do not warrant a student’s removal from campus, but suggest a new assignment may be important to promote the safety and welfare of the individual and the community. Assignment authority rests with the University.

**Housing Contract Termination**

The University may remove a student from campus housing for violations of University rules and regulations, health and safety violations, or if the resident is no longer enrolled. Aside from established disciplinary procedures, the Director of Housing and Residence Life may remove a student if his/her presence or behavior jeopardizes the rights and freedoms of others, or causes undue stress for the surrounding community. Students will generally be given no longer than 48 hours to properly complete a move. Less time may be afforded in the case of an Interim Suspension. A student has the right to a hearing following the removal. The University will take possession of the resident’s room if the contract is terminated.

**Withdrawal from the University**

Students who withdraw from the University are not entitled to campus housing. Students who withdraw before the completion of an academic term will have their housing contract cancelled as well. Students wishing to withdraw from the University begin the process in the office of their academic Dean. Once verified by that office, proper withdrawal from housing will be permitted.

**Occupancy Standards**

Two (2) students are generally assigned to each residence hall room, with the exception of Cramer Hall. Students may not put three or four beds in one room in order to use the other room in the suite as a “living room.” This is a violation of health and safety standards. Cramer Hall is the only hall designed to accommodate this living arrangement. One student is assigned to each room within an apartment or East Campus Suite. Moving beds or other furniture to create a study room is a violation of health and safety standards.

**Hall and Room Assignments/Occupancy**

In the spring of each academic year, returning students may have the opportunity to select a room of choice for the following year. Assignments are made on a “first come, first served” basis. It is not possible to honor all roommate requests; however, every attempt is made to do so. It is important to note that Ferris State University does not discriminate based on race, color, creed, national origin, or sexual orientation, amongst others. The University does not guarantee a choice of buildings, and assignments are ultimately determined by the University.

Students may only reside in the room to which he/she has been assigned. Occupying a room improperly is likely to result in a room change, improper checkout, and/or damage charges being assessed. No more than two (2) students may occupy any residence hall room as sleeping quarters. Disciplinary action may also be taken.
Hall and Room Changes
It is possible to request a room change within the current building after the second week of classes. With the approval of the Hall Director, and space permitting, some room changes may be permitted. A $25 fee may be charged for each assignment change. The fee does not apply when the student is transferred for disciplinary or administrative reasons.

Students may change rooms only when authorized by the Hall Director PRIOR to the move taking place. Students who change rooms improperly are subject to disciplinary action and may be required to return to their original room.

Roommate Conflicts
When conflicts occur between roommates or suitemates, students are encouraged to resolve their disagreements themselves. If unable to reach an agreement, students are encouraged to contact their Resident Advisor to obtain assistance in resolving their differences. Hall Staff are trained in mediation techniques. The mediator may work with the roommates to draft a contract that addresses the concerns of each person. Roommate contracts require the residents to sign an agreement and abide by terms of the contract.

A mandatory follow-up meeting may be scheduled between the mediator and the roommates to ensure that the terms of the contract are followed by all involved. When roommates are unwilling to abide by the terms of their contract or when they are unwilling to enter into the mediation process, Housing and Residence Life reserves the right to make new room assignments, and/or institute disciplinary procedures.

Housing Security Programs
A primary responsibility of living in campus housing is to work toward a sense of community and responsibility for safety within on-campus housing. The Ferris community encourages its members to be alert and to personally help deter crime. The goal is to discourage potential crimes and encourage a more caring and responsible community environment.

Secure Items: ID, Room Key, Mailbox Key
All students are given access to several items that should be kept secure at all times: Student ID, room key, mailbox key or combination, laundry vending card and telephone authorization code. It is expected that the student take proper precautions to ensure the security of these items.

1. Student ID Cards
   • When coming to FSU for the first time, each student is issued a picture ID card (Student ID card). This ID serves as a key to access many campus services: meal plans, Dining Dollars, housing door access, library account, and more.
   • Students are required to carry their ID card and display this card upon request by any University official. Allowing another person to use their ID, for any reason, is a violation of University policy.
   • Fraudulent use of a Student ID will result in the immediate confiscation of the ID card by a University staff member. The cardholder is assessed a fee for any lost, stolen, or misused ID cards. Misuse of a Student ID Card will result in disciplinary action for all parties involved.
   • A lost Student ID card should be reported to the Timme Student Services Carding Office immediately, 24 hours a day, at 591-2901. Students accept full liability for any debit transactions posted to their account prior to notifying Timme Student Services Carding Office. There is a charge for misuse, replacement and any lost or stolen Student ID Card.

2. Keys
   Students are fully responsible for their room and mail keys. Replacement of a lost key is a minimum of $45. Students may possess only one room key at a time, and may not duplicate or disseminate that key. Students should carry their keys at all times. Staff are not required to key students into their rooms. Students may not loan or give their key to another person for any reason.
Security Programs and Resources

1. **Bicycle Registration**
   Department of Public Safety offers free bicycle registration. Contact DPS for more information.

2. **Card Access Readers**
   Card Access Readers are provided in buildings. This is a security measure designed to permit resident access to perimeter doors while restricting access to non-residents. Residents are prohibited from allowing others to use their card to gain entry into a building or permitting non-residents access to the building.

3. **Campus Crime Hotline**
   If you have any information regarding crimes on campus, please call x5900. Anonymous tips are welcome.

4. **Emergency Phones**
   Emergency phones have been placed at various locations on campus and are marked by a blue light. These phones put you in immediate contact with the Department of Public Safety and automatically register your location. Calls will be answered 24 hours a day, seven days a week.

5. **Foot Patrol**
   The Department of Public Safety (DPS) usually provides Foot Patrol services nearly every night for the safety of the students on campus. Foot Patrol reports suspicious or disruptive activity to DPS Officers. One unit continuously patrols the grounds on campus, while the other patrols the living units.

6. **Insurance & Liability**
   Ferris State University does not provide health insurance for students, and is not liable for the loss of, or damage to, students’ personal possessions. **Students are strongly encouraged to carry private insurance on personal possessions. Such insurance is available through most homeowner’s policies or individual renter’s insurance policies.**

7. **Operation ID**
   To help identify items that may be stolen (i.e., TVs, stereos, etc.), students are encouraged to engrave them with their driver’s license number. Engravers are available at the Department of Public Safety.

8. **Peep Holes**
   Most residence doors are provided with a peephole to enable residents to identify who is at their door prior to unlocking or opening the door.

9. **Safety Sticks**
   Ground floor windows in residence hall rooms are secured with an additional safety stick to prevent opening from the outside.
Section VII: Appendices
Conduct Process vs. Court Process

What are the differences between the Ferris State University Student Disciplinary System and the Court System?

The purpose of the following is to clarify the basic differences between the Ferris State University student disciplinary system and the court system. The FSU student disciplinary system (like all college disciplinary systems) uses a different "standard of evidence" than is required by the criminal court systems. Additionally, the purposes of the systems are very different. For example:

- In the criminal court systems the standard of evidence is generally "beyond a reasonable doubt."

- In college disciplinary systems the standard of evidence is "preponderance of the evidence." In other words, is it "more likely than not" that a student violated the student code of conduct?

- Both systems must ensure that proper "due process" is followed.

- The two systems run independently of each other.

- The student disciplinary system cannot put students in jail and has no relation to the criminal court system.

- Colleges DO have the legal right and responsibility to determine if their students are responsible for violating their student code of conduct, regardless of what the court system does or does not do.

- The student disciplinary system is intended to be an educational and remedial process, while the criminal court systems are often punitive.
Conduct Process Flow Chart

Incident Occurs:
Incident report is sent to the Office of Student Conduct

Before the Conduct Conference:
Incident report is reviewed by a case manager
Alleged policy violations are assigned
A conduct conference is scheduled around the student’s class schedule

A Notification Letter is Emailed to the Student

At the Conduct Conference:
Incident report is reviewed
The student shares their perspective of the incident
The case manager determines if any policies were violated
If a policy was violated the case manager assigns sanctions

After the Conduct Conference:
A decision letter is emailed to the student

Decision Accepted

Sanctions Completed:
Case closed

Decision Appealed

Sanctions Not Completed:
Case closed and registration hold placed on student

Student Appeals:
Student submits their appeal in writing.
Appeal is reviewed by the designated appellate officer
A decision on the appeal is emailed to the student
What is Proper Due Process?

Proper due process requires the following:

1. The **opportunity to read all written reports and findings** from any investigation regarding the circumstances and allegations of the case.

2. The **opportunity to attend a conduct conference**. A student’s conduct conference shall be scheduled minimally three days after the date of the notice. However, a student may waive their right to this three day provision. For conduct conferences scheduled with a University Committee on Discipline (UCD), the conduct conference shall be scheduled minimally five days after the date of notice.

3. The **opportunity to give a response** to the reports and to offer any additional information which might help in the resolution of the case.

4. The **opportunity, during the conduct conference, to review all information and ask questions** (or choose NOT to ask questions) related to the case information that may adversely affect the student.

5. The **opportunity to present witnesses** who may substantiate information related to the incident. The Director of Student Conduct, Conduct Case Manager or UCD Chair reserves the right to limit the number of witnesses based on the relevancy to the facts of the case. Character witnesses are generally not considered relevant.

6. The **opportunity to have an advisor** present during the conduct conference; the advisor may not participate in presenting the case, question witnesses, or make statements during the conduct conference.

7. Lastly, a **student is not required to attend their conduct conference or answer any questions** asked during the conduct conference; the choice to remain silent will not be taken as an admission of responsibility. However, a decision will be made in the student’s absence and based on information available at the scheduled time of the conduct conference.

Interim Suspension vs. Suspension

An **Interim Suspension** is a temporary removal of a student from campus pending the outcome of a conduct conference. Every attempt will be made to act expeditiously with the disciplinary proceedings.

A student who has been issued an interim suspension is denied access to University housing, to the campus (including classes) and to all other University activities or privileges for which the student might otherwise be eligible.

An interim suspension may be imposed by the Vice President of Student Affairs or his designee:

a. To ensure the safety and well-being of members of the University community; or
b. If the student poses as a definite threat of disruption or interference with the normal operations of the University

**Suspension** is one outcome of the student conduct process. Any student who has been suspended from the University has been afforded due process including the opportunity to participate in a conduct conference to determine the appropriate consequence(s) of their behavior.

A suspension is for a specific period of time, typically a semester or a full academic year. When the term of the suspension has ended, the student may apply for readmission. If the student is readmitted, they will remain on Disciplinary Probation for the remainder of their career at Ferris.

**Dismissal** is another possible outcome of the student conduct process. Any student who has been dismissed from the University has also been afforded due process including the opportunity to participate in a conduct conference to determine the appropriate consequence(s) of their behavior.

A student who has been dismissed from the University is **not eligible for re-admission** to Ferris State University. A dismissal is a permanent separation between the University and the student.
**Student Complaint Processes**

The University has established processes for students to file a formal complaint, when necessary, to address and resolve their concerns. Complaints against another student that allege a violation of University policy should be submitted to the Office Student Conduct or the Department of Public Safety. Although not an exhaustive list, students with complaints of another nature should explore the following possible avenues.

a. *Academic Programs* (such as advising, instruction, the library, or course requirements). Please refer to the Academic Affairs policy for student complaints at this location: [http://www.ferris.edu/htmls/administration/academicaffairs/policyLetters.html](http://www.ferris.edu/htmls/administration/academicaffairs/policyLetters.html)

b. *Student Affairs* (such as Admissions and Records, Birkam Health Center, Commencement, Dean of Student Life, Enrollment Services, Institutional Research and Testing, Multicultural Student Services, Orientation, Personal Counseling Center, University Center, Scholarships and Financial Aid, Student Conduct, Student Employment, Center for Leadership, Activities, and Career Services, and University Recreation). Please refer to *The Guide to Helping Students Resolve Their Complaints* at this location: [http://www.ferris.edu/htmls/administration/StudentAffairs/vpstudentafrs/studentcomplaint/stuafrs_studentcomplaintsguide.pdf](http://www.ferris.edu/htmls/administration/StudentAffairs/vpstudentafrs/studentcomplaint/stuafrs_studentcomplaintsguide.pdf)

c. *Dining Services* Please call the Department of Dining Services at 231-591-2210.

d. *Housing* (such as residency requirement exceptions and housing contract issues) Please call 231-591-3745 or visit: [http://www.ferris.edu/htmls/studentlife/reslife/homepage.htm](http://www.ferris.edu/htmls/studentlife/reslife/homepage.htm)

e. *Department of Public Safety* (parking ticket appeals, citizen’s complaints). Please call 231-591-5000.
Ferris State University

AUTHORIZATION TO DISCLOSE INFORMATION
(Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, provides for the confidentiality of student education records. Institutions may not disclose information about students nor permit inspection of their records without their permission unless such action is covered by certain exceptions as stipulated in the Act.

THIS AUTHORIZATION MAY BE REVOKED AT ANY TIME.

Name of Student: ___________________________ Student Number: ___________________________

I, ___________________________ (name of student or parent) allow Ferris State University Administrators, Faculty and Staff to speak with or release ___________________________ (describes education records) to ___________________________ (name of individual/parties to speak with or release records to) for the purpose of ___________________________ (describe the reason for the disclosure)

I understand further that (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect until revoked by me, in writing and delivered to Ferris State University, but that any such revocation shall not affect disclosures previously made by Ferris State University prior to the receipt of any such written revocation.

Date ___________________________ Student’s Signature ___________________________

Date ___________________________ Parent’s Signature if student under 18

Please return this form to:

________________________________________

________________________________________

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Rev. 7/07

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