



**Drug and Alcohol Prevention
Program (DAAPP)**

Policies for 2023-2024 School Year

October 1, 2023

Lansing Community College

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) requires an institution of higher education such as Lansing Community College, to certify that it has implemented programs to prevent the abuse of alcohol and use and/or distribution of illicit drugs both by LCC students and employees both on its premises and as a part of any of its activities. At a minimum, an institute of higher education must annually distribute the following in writing to all students and employees:

Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;

A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;

A description of the health risks associated with the use of illicit drugs and alcohol abuse;

A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and

A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

Drug Free Schools and Communities Act

In compliance with the Drug Free Schools and Communities Act (DFSCA), LCC publishes information regarding the College 's prevention programs related to drug and alcohol abuse prevention which include standards of conduct that prohibit the unlawful possession, use, and distribution of alcohol and illegal drugs on campus and at College-associated activities; sanctions for violations of federal, state, and local laws and College policy; a description of health risks associated with alcohol and other drug use and abuse; and a description of available counseling, treatment, rehabilitation and/or re-entry programs for LCC students and employees. Any student or employee who violates the standards of conduct contained in the DAAPP is subject both to the institution's sanctions and to criminal sanctions provided by federal, state, and local law. A complete description of these topics, as provided in the current Annual Security Report (ASR) as well as the College's annual notification to students and employees, is available online at the [LCC Police Department](#) (LCCPD) website.

I. Standards of Conduct

Lansing Community College's "Drug Free Workplace Policy" is consistent with the

Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act (DFSCA). In conjunction with the "Ethics and Standards of Conduct for Employees Policy", the "Ethics and Standards of Conduct for Students Policy", and the Student Code of Conduct and General Rules and Guidelines, these ensure a safe environment for employees, students, contractors, and temporary workers. The policies and procedures are listed below:

Drug and Alcohol Policy

Purpose

To set forth the College's commitment to providing students and applicants for admission, and employees and applicants for employment, a campus environment free of prohibited drug and alcohol use and intoxication, consistent with federal, state, and local law, other policies adopted by the Board of Trustees, and procedures adopted by the College.

Scope

This policy applies to trustees, employees, students, volunteers, guests, contractors, and visitors (1) on college property, (2) at college-sponsored events, or (3) in the conduct of college business or conducting or engaging in an academic program.

General

The College complies with the Drug-Free Workplace Act and the Drug-Free Schools and Community Act; therefore, the unlawful manufacture, distribution, dispensation, possession, or illegal use of a controlled substance, illegal drugs, and alcohol are prohibited on any property under the control of the College.

Trustees, employees, students, volunteers, guests, contractors, and visitors are expected to be free of illegal drugs or alcohol while on or using the College property.

Definitions

1. A "controlled substance" means a drug, or a substance, defined in the Federal Controlled Substance Act (Title 21 United States Code (USC) Controlled Substances Act.) It includes certain prescriptions and over-the-counter medications.
2. An "illegal drug" is any substance that is unlawful to use, possess, sell, or transfer under state or federal law. In cases where federal and state laws conflict, federal law applies.
3. "Alcohol" means any beverage in liquid form which contains not less than one-half of one percent of alcohol by volume.

-
4. "Drug paraphernalia", means any equipment, product, material of any kind, or combination of equipment, products, or materials, which is specifically designed for use or primarily intended for use in planting; propagating; cultivating; growing; harvesting; manufacturing; compounding; converting; producing; processing; preparing; testing; analyzing; packaging; repackaging; storing; containing; concealing; injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, possession of which is unlawful under either federal law *21 U.S. Code § 863(d)* or state law (*MCL 333.7451*). It includes items primarily intended or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, hashish oil, PCP, methamphetamine, or amphetamines into the human body.
 5. A "prescription drug" is any substance prescribed for an individual by a licensed health care provider and used in accordance with the prescription.
 6. An "inhalant" is any substance that produces mind-altering effects when inhaled.
 7. An "over-the-counter medication" is a substance used in treating a disease or condition or relieving pain that may be obtained without a prescription.
 8. "College Property" includes buildings, grounds, structures, and real estate, and vehicles that are owned, rented, leased, or otherwise utilized by or under the control of LCC.

Employees

All employees of the College are expected to report for work fit for duty; that is, being able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of any substance covered by this policy.

Off-the-job and on-the-job involvement with any covered substance, as previously defined, can have adverse effects upon the workplace, the integrity of the College's ability to serve our students, the safety of other employees, the well-being of our employees' families, and the ability of the College to implement this policy. The College, therefore, emphasizes that it has zero tolerance for employees who arrive at work impaired by or under the influence of drugs and/or alcohol. You are "under the influence" of any substance if your use of that substance:

- impairs your behavior or your ability to work safely and productively; or
- Impairs your physical or mental conditions in a manner such that you become a threat to your own safety or the safety of others or causing damage to college property.

Accordingly, the following conduct and behaviors are strictly prohibited (1) on college property, (2) at college-sponsored events, or (3) in the conduct of college business or conducting or engaging in an academic program:

-
1. Use, possession, purchase, sale, dispensation, distribution, or manufacture of any substance, as previously defined with the following exceptions.

Employees who take over-the-counter medications or legally prescribed drugs while at work:

- a. May use prescription drugs or over-the-counter medications only if they do not impair the employee's ability to work safely.
 - b. Must follow applicable directions regarding use, including dosage limits and usage cautions.
2. Being impaired by or under the influence of any substance as previously defined.
 3. Use, possession, purchase, sale, transfer, or distribution of drug paraphernalia.
 4. Use, possession, purchase, sale, dispensation, or distribution of alcohol is prohibited on campus except when a written request has been submitted for consideration and approved in writing by the President or designee.
 5. Nothing in this policy shall be construed as prohibiting the President, his family members, or guests from lawfully possessing or consuming alcohol at the President's residence.

Compliance with this policy, including compliance with mandated drug and alcohol testing, is a condition of employment.

Furthermore, as a condition of continued employment, any employee who is charged with or convicted of a violation of any state or federal criminal statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance or alcohol shall notify the Executive Director of Human Resources, in writing, of the charges or conviction no later than five (5) days after such charges or conviction(s). The Executive Director of Human Resources shall report conviction(s) as required by the Drug-Free Workplace Act.

In accordance with the Drug-Free Workplace Act, the Drug-Free Schools and Communities Act, or applicable College policies, employees shall be subject to mandatory participation in a substance abuse assistance or rehabilitation program; and/or disciplinary action, up to and including discharge or dismissal, as determined by the College for the following reasons:

1. Failure to comply with mandated drug or alcohol testing.
2. Failure to timely report being charged with or convicted of a violation of any state or federal criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance or alcohol.

3. Failure to abide by this policy.

In addition, an employee may be subject to criminal prosecution by federal, state, and local authorities.

Students

All students on College property are expected to abide by the Student Code of Conduct. Accordingly, the following conduct and behaviors are strictly prohibited on college property, at college-sponsored events, and while pursuing an academic program:

1. Use, possession, purchase, sale, dispensation, distribution, or manufacture of any substance, as previously defined.
2. Being impaired by any substance as previously defined.
3. Use, possession, purchase, sale, dispensation, or distribution of drug paraphernalia

As required by the Drug-Free Schools and Communities Act, any student found to have violated the above prohibitions may be subject to disciplinary actions as outlined in the Student Code of Conduct up to and including expulsion.

In addition, a student may be subject to criminal prosecution by federal, state, and local authorities.

Counseling and Rehabilitation Services

The College offers educational programs, resources, and referral services to employees and students aimed at preventing substance abuse, alcohol abuse, and assisting in rehabilitation. Interested employees should contact the Human Resources Office. Interested students should contact the Center for Student Support. All inquiries are confidential.

Drug and Alcohol Prevention Program (DAAPP)

The College has a Drug and Alcohol Prevention Program that is distributed annually to all employees and students and it is provided to new employees and students. The College conducts a Biennial Review of the DAAPP. The DAAPP includes descriptions of drug and alcohol awareness programs; descriptions of health risks associated with the abuse of drugs or alcohol; provides information about available counseling or rehabilitation assistance; and specifies disciplinary sanctions imposed for violations of College policy, the Student Code of Conduct, and federal, state and local laws. The DAAPP may be accessed here at the College website. <https://www.lcc.edu/campuslife/documents/daapp.pdf>

Trustees, Volunteers, Guests, Vendors, Contractors, Visitors to campus, or similarly situated individuals.

Individuals listed in this category shall abide by the prohibitions listed in this policy.

Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Dean of Student Affairs or designee, and the Executive Director of Human Resources or designee as applicable.

Ethics and Standards of Conduct for Employees Policy

Purpose

- As a Community College and public entity, Lansing Community College's (the "College") successful operation and reputation is built upon the ethical conduct of our employees. The goal of this policy is to promote a safe, orderly, efficient, and effective educational institution with an ideal work climate for all employees, while ensuring that employees act in a manner that merits the continued trust and confidence of the public. To that end, it is necessary to prescribe certain behaviors relative to the type of educational climate and workplace conducive to excellence.

Scope

- This policy applies to all College employees.

General

- Ideal Behaviors (Positive Role Model)
 1. Being dependable and accountable.
 2. Demonstrating respect toward others, through courtesy, patience and acceptance of differences.
 3. Applying good judgment in your work.
 4. Maintaining a high standard of truthfulness and honesty.
 5. Exhibiting a strong and positive work ethic.
 6. Establishing high standards of service and quality.
 7. Supporting the College's commitment to community service.
 8. Creating an environment that promotes personal/professional learning.

-
9. Encouraging creativity, innovation, and intelligent risk taking.
 10. Supporting a trusting environment.
 11. Looking for opportunities to serve each other.
 12. Encouraging and contributing suggestions for improvement.

- Prohibited Conduct and Behaviors

Generally employees recognize that conduct that is inconsistent with common values of society and decency is inappropriate in the work environment. While Lansing Community College recognizes that the statements listed above as required behaviors, together with common values of society and decency, are sufficient notice for the majority of employees, others may appreciate further guidance. To provide employees some detail of those actions which violate LCC's policies and common values of society and decency, the College has created a list of examples, and that list is available on the LCC.edu website along with this policy. Listing every conceivable example of unacceptable conduct is not possible. Additionally, there are some offenses, though not listed, that would be so clearly wrong that no specific reference is necessary. The supplement to the Standards of Conduct policy can be found here: <https://www.lcc.edu/about/documents/labor-relations-bargaining-agreements/revised-supplement-to-standards-of-conduct-policy-9-8-16.pdf>

Responsibility

Responsibility for the interpretation and administration of this policy and the establishment of procedures governing ethics and standards of conduct for employees is delegated to the Executive Director of Human Resources or his/her designee.

[Supplement to the Ethics and Standards of Conduct for Employees Policy in its entirety](#)

Ethics and Standards of Conduct for Students Policy

Purpose

To authorize the establishment of ethical standards and a code of conduct for students attending the College.

Scope

This policy applies to all students.

General

The Student Code of Conduct and the Student General Rules and Guidelines ensure the protection of student rights and the health and safety of the College community, as well as to aid in efficiently operating College programs. Failure to follow ethical standards and code of conduct for students promulgated pursuant to this policy may result in disciplinary action up to and including expulsion.

Responsibility

The responsibility for the interpretation and administration of this policy is delegated to the Dean of Student Affairs or designee.

The Student Code of Conduct

Introduction

Lansing Community College (LCC) recognizes the value and importance of a safe and orderly learning environment that encourages honesty, integrity, and ethical conduct conducive to academic success, personal growth, and responsible social behavior. The Student Code of Conduct and Student General Rules and Guidelines ensure the protection of student rights and the health and safety of the College community, as well as to aid in efficiently operating College programs. It is the responsibility of each student to know and abide by the Student Code of Conduct and Student General Rules and Guidelines.

The College has established procedures for reporting and addressing alleged violations of the Student Code of Conduct and Student General Rules and Guidelines in accordance with the College's Ethics and Standards of Conduct for Students Policy. These procedures are designed to provide a fair, consistent, and reliable process for all parties.

The Student Code of Conduct and Student General Rules and Guidelines apply from the time of admission to the College and continue as long as the student remains enrolled at the College. They are also applicable to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

If an individual has violated the Student Code of Conduct or Student General Rules and Guidelines on College property (including buildings, grounds, structures, and real estate, and vehicles that are owned, rented, leased, or otherwise utilized by or under the control of LCC) while not enrolled as a student at the College, but then later seeks to enroll, they must first contact the Office of Student Compliance. The same Due Process procedures listed below will be

followed.

Section 1: Student Code Authority

The implementation of this procedure is the responsibility of the Dean of Student Affairs or designee.

- 1.1** The Director of Student Compliance develops procedures for the administration of the Student Code of Conduct and procedural rules for hearings that are in compliance with College policies and consistent with provisions of the Student Code of Conduct and Student General Rules and Guidelines.
- 1.2** Alleged violations are reported to the Office of Student Compliance. Due Process procedures listed in Section 5 are followed upon receipt of a report.
- 1.3** In cases of non-compliance with the Student Code of Conduct or Student General Rules and Guidelines, the College will issue appropriate sanctions (listed further below) up to and including expulsion.
- 1.4** Decisions made by a Hearing Panel and/or the Director of Student Compliance (or designee) will be final, pending the appeal process listed further below.
- 1.5** The College reserves the right to refer the alleged violation to authorities for criminal prosecution or to pursue civil action if warranted.

Section 2: Jurisdiction

- 2.1** The Student Code of Conduct and Student General Rules and Guidelines applies to conduct that occurs on College property (including buildings, grounds, structures, and real estate, and vehicles that are owned, rented, leased, or otherwise utilized by or under the control of LCC), at College sponsored activities or events, while pursuing an academic program, and to off-campus conduct that adversely affects the College.
- 2.2** The Student Code of Conduct and Student General Rules and Guidelines applies at all locations under the jurisdiction of the College, and also applies to all current students of LCC regardless of their enrollment status or actual geographical location of a student (i.e., face-to face; hybrid, HyFlex, on-line, etc.).
- 2.3** Students are responsible for their conduct from the time of admission to the College.

-
- 2.4** The Student Code of Conduct and Student General Rules and Guidelines applies to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.
- 2.5** If an individual has violated the Student Code of Conduct or Student General Rules and Guidelines within the jurisdiction outlined in this section while not enrolled as a student, but later seeks to enroll, they must first contact the Office of Student Compliance. The same Due Process procedures listed in Section 5 will be followed.
- 2.6** The Dean of Student Affairs (or designee) will decide whether the Student Code of Conduct or Student General Rules and Guidelines applies to conduct occurring off campus.

Section 3: Definitions relevant to the Drug and Alcohol Policy

Alcohol is defined as any beverage in liquid form which contains not less than one-half of one percent of alcohol by volume.

Appellate Officer is the Provost (or designee).

College means Lansing Community College.

College Official includes any person employed by the College, performing assigned administrative or professional responsibilities.

College Property includes buildings, grounds, structures and real estate, and vehicles that are owned, rented, leased or otherwise utilized by or under the control of LCC (including adjacent streets and sidewalks).

Complainant means any person who submits a report alleging that a student violated the Student Code or General Rules or a student who believes they are a victim of another student's misconduct.

Conduct Officer is the Director of Student Compliance (or designee).

Drugs (Substances) are defined as (1) a controlled substance (*a drug, or a substance*) defined in the Federal Controlled Substance Act (Title 21 United States Code (USC) Controlled Substances Act.) including certain prescriptions and over-the-counter medications; (2) an illegal drug (*any substance*) that is unlawful to use, possess, sell, or transfer under state or federal law (where federal and state laws conflict, federal law applies); (3) a prescription drug (*any substance*) prescribed for an individual by a licensed health care provider and used in accordance with the prescription (including prescriptions not issued to the student) which cause impairment to the point of incapacitation, (4) an inhalant (*any substance*) that produces mind-altering effects when inhaled; (5) an over-the-counter medication (*a substance*) used in treating a disease or condition or relieving pain that may be obtained without a prescription which cause impairment to the point of incapacitation; and (6) drug paraphernalia (*any equipment, product, material of any kind, or combination of equipment, products, or materials*) specifically designed for use or primarily intended for use in planting; propagating; cultivating; growing; harvesting; manufacturing; compounding; converting; producing; processing; preparing; testing; analyzing; packaging; repackaging; storing; containing; concealing; injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, possession of which is unlawful under either federal law 21 U.S. Code § 863 (d)

or state law (MCL 333.7451). It includes items primarily intended or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, hashish oil, PCP, methamphetamine, or amphetamines into the human body.

Faculty or faculty member means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty union.

FERPA refers to the Family Educational Rights and Privacy Act.

General Rules refers to the Student General Rules and Guidelines.

Incapacitation is when an individual does not have the capacity to give consent due to age, mental or physical condition, or disability that impairs the individual's ability to understand and give consent. A person does not have the capacity to give consent if their judgment or awareness is impaired due to consumption of alcohol, drugs, or inhalants (voluntarily or involuntarily), or being in a state of unconsciousness, sleep, or another state in which the person does not have awareness. Signs of incapacitation include when an individual demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in an interaction.

See [College Policy](#) for an expanded definition of Incapacitation.

Member of College Community includes any person who is a student, faculty member, College Official or staff member employed by the College, or any authorized non-employed personnel (such as interns, volunteers, Board members, etc.). A person's status in a particular situation shall be determined by the Dean of Student Affairs (or designee).

Policy means the written regulations of the College as found in but not limited to, the Course Schedule, the College Catalog, the College website, and/or other written regulations and procedures.

Presiding Officer is the Director of Student Compliance (or designee).

Responding Student means any student accused of violating the Student Code or General Rules, or any other rule or policy of the College.

Student includes all persons currently admitted or enrolled (or upon the issuance of a student number) at the College, full-time or part-time.

Student Code refers to the College's Student Code of Conduct.

Student Group or Organization is a group of students who have been recognized by the College as having a specific affiliation (such as registered student organizations and clubs, athletic teams, college-sponsored groups, etc.).

SECTION 4: Standards of Conduct

Conduct - Rules and Regulations relevant to the Drug and Alcohol Policy

This section outlines prohibited conduct. Sanctions, as outlined in Section 6, may be imposed for any student who accepts responsibility for or is found responsible for violating the following rules and regulations:

Violation of any federal, state, or local law.

Use, possession, purchase, sale, dispensation, distribution, or manufacture of any drug (*substance*), or being impaired by any drug (*substance*) on College property, at College-sponsored events, and while pursuing an academic program. Drugs (*substances*) are defined as a controlled substance in the Federal Controlled Substance Act; an illegal drug that is unlawful to use, possess, sell, or transfer under state or federal law (where federal and state laws conflict, federal law applies); inhalants that produce mind-altering effects when inhaled; and prescription drugs (including prescriptions not issued to the student) and over-the-counter medications which cause impairment to the point of incapacitation. Use, possession, purchase, sale, dispensation, or distribution of drug paraphernalia is also prohibited on College property. Drugs (*substances*) are further defined in Section 3.

Drug (*substance*) violation type:

- a. Use and/or possession
- b. Purchase, sale, and/or dispensation
- c. Distribution and/or manufacture
- d. Impairment
- e. Use, possession, purchase, sale, dispensation, or distribution of drug paraphernalia

See the [Drug and Alcohol Policy](#) for more information.

Use, possession, purchase, sale, dispensation, distribution, or manufacture of alcohol, or being impaired by alcohol (except as expressly permitted by College regulations) on College property, at College-sponsored events, and while pursuing an academic program. Alcohol is defined as any beverage in liquid form which contains not less than one-half of one percent of alcohol by volume. Alcohol may not, in any circumstance, be used by, possessed by, purchased or sold by, dispensed or distributed by or to any person under twenty-one (21) years of age on College property, at College-sponsored events, and while pursuing an academic program.

Alcohol violation type:

- a. Use and/or possession
- b. Purchase, sale, and/or dispensation
- c. Distribution and/or manufacture
- d. Impairment
- e. Under age 21

See the [Drug and Alcohol Policy](#) for more information.

Violation of Law and Student Code of Conduct

The Conduct Process may be instituted for conduct that potentially violates both law and the Student Code of Conduct without regard to any arrest or the pendency of any civil litigation or criminal prosecution. The Conduct Process may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Dean of Student Affairs (or designee). Determinations made or sanctions imposed pursuant to this process are independent of the outcome of any civil or criminal processes.

Section 5: Student Conduct Process and Procedures

Any member of the College community should submit a report when they become aware of potential violations by a student of the Student Code of Conduct or Student General Rules and Guidelines. Reports may be made to the Office of Student Compliance via the [online reporting form](#).

Initial Steps

- 5.1** The Director of Student Compliance (or designee) will conduct a preliminary review and investigation of the report to determine if the allegations have merit. If the allegations are determined to not have merit, the reporting party will be notified stating the reasons, and the matter will be closed. Such disposition shall be final and there shall be no subsequent proceedings unless the College becomes aware of additional material information that may lead to a different conclusion.
- 5.2** If it is determined that the allegations have merit, the responding student will be notified in writing of the allegations and alleged violation(s). The notification will direct the student to schedule an appointment with the Director of Student Compliance (or designee) to review the facts concerning the alleged violation(s) in order to determine if the process will move forward.

Student Meeting

- 5.3** During the meeting, the responding student meets with the Director of Student Compliance (or designee). Additional staff from the Office of Student Compliance may also be present. Meetings are not open to the public, but the student may have a support person or advisor present during the meeting. The responding student is responsible for presenting their own information, and therefore, a support person or advisor is not permitted to speak or to participate directly in the meeting. If the responding student would like a support person or advisor present during the meeting, they must make this known at the time of scheduling the meeting, and completion of a [Release of](#)

[Information \(FERPA\) form](#) will be required. Meetings may be facilitated via video conference at the sole discretion of the Director of Student Compliance (or designee).

- 5.4** After reviewing the facts with the responding student and completing any additional witness meetings, investigation, or follow-up as needed, a decision will be made as to whether to move forward with a violation(s) of the Student Code of Conduct. The standard used in the determination is the preponderance of the evidence defined as "more likely than not" whether the responding student violated the Student Code of Conduct and/or Student General Rules and Guidelines. Based on the facts and circumstances presented, the charges may be amended, changed, or dismissed, and the student will be made aware of those changes as soon as possible.
- 5.5** In the event that the responding student fails to contact the Office of Student Compliance within five (5) business days of the written notification, a hold may be placed on the student's record which may result in the student's enrollment being delayed. The Director of Student Compliance (or designee) will then review the facts available without the student and make a decision whether to move forward with charges of the Student Code of Conduct.
- 5.6** If a decision is made to move forward with charges, the responding student will be notified in writing of the alleged violation(s), and may elect to do one of the following:
- a. The responding student may admit the alleged violation(s) and request, in writing, that the Director of Student Compliance (or designee) determine sanctions; or
 - b. The responding student may admit the alleged violation(s) and request a Student Conduct Hearing for determination of sanctions; or
 - c. The responding student may deny the alleged violation(s), and request a Student Conduct Hearing for determination of responsibility and sanctions, if found responsible.
- 5.7** In the event that the responding student does not make an election of one of the three options listed above in 5.6 within ten (10) business days of the written notification, then the Director of Student Compliance (or designee) will determine sanctions.

Student Conduct Hearing

- 5.8** A hearing will be scheduled as promptly as possible for students who request a hearing as determined under Section 5.6.
- 5.9** The responding student and complainant shall be given written notice of the time, date, and place of the hearing; a list of the Hearing Chairperson and Hearing Panel members; the alleged violations of the Student Code of Conduct; and additional instructions regarding

Student Conduct Hearing preparation.

5.10 Members of the Student Conduct Hearing Panel are selected from a pool of trained members appointed by the Dean of Student Affairs (or designee) and are comprised of the following:

- A Hearing Chairperson who conducts the hearing but does not participate in the deliberation;
- One college administrator;
- Two college faculty members; and
- Two current students from the student body.

5.11 Student Conduct Hearings shall be carried out according to the following guidelines:

- a. The Student Conduct Hearing will be scheduled at the convenience of the sitting Panel members. Efforts will be made, however, to schedule the hearing within three (3) weeks of the date the student requested a hearing. Depending on their complexity, it may take longer to schedule a hearing.
- b. The parties will provide the Hearing Chairperson with a list of witnesses, and copies of documents and/or evidence they propose to present, if any, at the hearing, on or before a date set by the Chairperson (as communicated in the written hearing notice to the parties referenced in 5.9). The Chairperson will then provide each party with the list of Hearing Panel members, witnesses and identification of case documents and/or evidence submitted by each party, if any, not later than four (4) days before the scheduled hearing date. Depending on case complexity, timelines and deadlines for identification and notification of witnesses, documents, and/or evidence may be extended.

In the absence of good cause, as determined by the Chairperson at their sole discretion, the parties may not introduce witnesses, documents, and/or other evidence at the hearing that were not provided to the Chairperson on or before the date set by the Chairperson (as communicated in the written hearing notice to the parties referenced in 5.9). The parties are also responsible for the attendance of their witnesses at the hearing.

- c. Student Conduct Hearings are not open to the public. In cases involving sexual misconduct under the Student Code of Conduct, the College will keep the complaint and investigation confidential to the extent possible or as

required by law.

- d. The complainant and the responding student may have a support person or advisor present during the hearing. The complainant and the responding student are responsible for presenting their own information, and therefore, a support person or advisor is not permitted to speak or to participate directly in the hearing. Parties should select a support person or advisor whose schedule allows attendance at the scheduled date and time of the hearing. If the complainant or responding student would like a support person or advisor present during the hearing, they must make this known on or before a date set by the Chairperson (as communicated in the written hearing notice to the parties referenced in 5.9), and completion of a [Release of Information \(FERPA\) form](#) will be required.
- e. The complainant, responding student, and their support person, or advisor will attend the entire hearing (excluding deliberations). Admission of any other person(s) to the hearing beyond the Hearing Panel members and Office of Student Compliance staff, shall be at the sole discretion of the Chairperson (or designee).
- f. In Student Conduct Hearings involving more than one responding student, the Chairperson (or designee), at their sole discretion, may permit the hearings concerning each student to be conducted either separately or jointly.
- g. The complainant, responding student, and witness will provide information to and answer questions from the Hearing Panel. Questions among the parties will be directed through the Hearing Chairperson. Acceptance of potential information/questions shall be at the sole discretion of the Chairperson.
- h. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Hearing Panel at the sole discretion of the Chairperson.
- i. All procedural questions are subject to the final decision of the Chairperson.
- j. Requests for a continuance shall be at the discretion of the Chairperson.
- k. After all pertinent information has been received, the Hearing Panel shall determine (by majority vote) whether the responding student is responsible or not responsible for each alleged violation of the Student Code of Conduct. The Hearing Panel will also

-
- recommend an appropriate sanction(s) to the Chairperson.
- l. The Panel may also recommend a different charge(s) to the Chairperson if they believe the facts support other violation(s) of the Student Code of Conduct. If the Panel recommends new charges, and they are approved by the Chairperson, a new notice of alleged violation(s) will be sent to the responding student beginning with step 5.1.
 - m. The Hearing Panel's standard used in the determination shall be made based on the preponderance of the evidence defined as "more likely than not" whether the responding student violated the Student Code of Conduct and/or Student General Rules and Guidelines.
 - n. If a disruption occurs during the hearing, the Chairperson, at their sole discretion may have the disruptive party removed from the hearing.
 - o. There shall be a single verbatim record of all Student Conduct Hearings. Deliberations shall not be recorded. The record shall be the property of the College. Any digital recording will be maintained only until the appeal process has concluded (if applicable) or until the time of appeal has lapsed. The digital recordings are not part of the public domain.
 - p. If a responding student or complainant, with notice, elects not to participate in the Student Conduct Hearing, they shall be considered to have waived the right to appeal. The hearing will proceed as scheduled and a determination will be made by the Hearing Panel with the student in absentia.
 - q. The Chairperson may accommodate concerns for personal safety and well-being of all parties by providing separate facilities, by using a visual screen, or by authorizing participation by video conference. In such cases, written notice will be given to all parties as to the reason for the decision.
 - r. Once the Hearing Panel has made a decision as to whether more likely than not the responding student, student group, or organization has violated the Student Code of Conduct and/or Student General Rules and Guidelines, the Hearing Panel will make recommendations to the Chairperson regarding appropriate sanction(s).
 - s. After receiving the Panel recommendations, the Chairperson shall make a final determination of the most appropriate sanction(s) proportionate to the violation(s), taking into consideration the Hearing Panel's recommendations.

Informal Resolution

- 5.12** If the complainant requests an alternate form of resolution, and the responding student agrees, then the parties will engage in an informal process. If the Informal Resolution results in mutual satisfaction of both parties, then the case will be considered adjudicated. If the case is not adjudicated, then it will be forwarded to the Hearing Panel for a Student Conduct Hearing.
- 5.13** The College will obtain the parties' voluntary, written consent to the Informal Resolution, and will provide the parties written notice disclosing the allegations and the requirements of the Informal Resolution Process. The College may also determine when an Informal Resolution may be appropriate. Either party can withdraw from an Informal Resolution at any time prior to agreeing to the resolution. The College may propose sanctions as part of the Informal Resolution, and both parties must agree to the resolution.
- 5.14** Informal Resolution provides an opportunity for the complainant and the responding student to state their positions regarding the incident as well as to communicate their proposed solutions. Both parties must attend the Informal Resolution in front of a Presiding Officer, who facilitates the Informal Resolution. Both parties must fully participate in a respectable manner.
- 5.15** A Presiding Officer will facilitate the Informal Resolution. Staff from the Office of Student Compliance may also be present. Informal Resolution proceedings are not open to the public, but the parties may have a support person or advisor present. The parties are responsible for presenting their own information, and therefore, a support person or advisor is not permitted to speak or to participate directly in the proceeding. If the complainant or responding student would like a support person or advisor present, they must make this known at the time of consenting to the Informal Resolution, and completion of a [Release of Information \(FERPA\) form](#) will be required.
- 5.16** If the responding student elects to acknowledge their actions and take responsibility for the alleged violation(s), the Presiding Officer will ask for input from the parties in deciding the appropriate sanction(s). The Presiding Officer will present the proposed sanction(s) to the parties. The parties must agree on the sanction(s). If the parties disagree, further discussion will take place until the parties are in agreement. Once an agreement on sanctions has been reached, the Informal Resolution will be concluded, and the case will be resolved without any

further rights of appeal by either party. The Presiding Officer may also issue supportive measures such as a no-contact order agreed upon by the parties as deemed appropriate. In the event an agreement cannot be reached regarding sanction(s), the case will be forwarded to the Hearing Panel for a Student Conduct Hearing.

- 5.17** If the responding student elects to contest their actions and deny responsibility for the alleged violation(s), and the complainant agrees, the Informal Resolution will be concluded, and the case will be closed without any further rights of appeal by either party. The case, however, may be reopened if material additional information becomes known. If the complainant disagrees, further discussion may take place with agreement from the parties, or the case will be forwarded to the Hearing Panel for a Student Conduct Hearing. The parties may also discuss mutually agreed upon supportive measures such as a no-contact order or change in schedule that may bring resolution to the matter without a finding of responsibility.

Outcome of Student Meeting, Hearing, or Informal Resolution

- 5.18** The complainant will receive information regarding the notification of alleged violations to the responding student, as well as the outcome and final decision of the meeting, hearing, or informal resolution including a rationale for the decision. Complainants of sexual misconduct under the Student Code of Conduct will receive a copy of the actual notification and sanction letter sent to the responding student.

Interim Suspension

In certain circumstances, the Dean of Student Affairs (or designee), may impose an interim suspension at the onset of the Student Conduct Process.

Interim suspension may be imposed only in the following circumstances:

- a. to ensure the safety and well-being of members of the College community or preservation of College property; or
- b. to ensure the student's own physical or emotional safety and well-being; or
- c. if the student causes disruption of, or interference with, the normal operations of the College.

During the interim suspension, a student shall be denied access to the

campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as determined by the Dean of Student Affairs (or designee).

Students may appeal an interim suspension by submitting a written statement within two business days of receiving written notification of the interim suspension to the Office of Student Compliance. The written statement should outline why the interim suspension is inappropriate. The Provost (or designee) will review the appeal and provide a response within 5 business days.

The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and including the completion of a Student Conduct Hearing, if required.

Appeals

Either party (responding student or complainant) may appeal the decision of the Director of Student Compliance (or designee) or the decision of the Hearing Panel within ten (10) business days of the date of the decision. Such appeals shall be in writing by completing the appeal form, including any additional information, and submitting it to the Office of Student Compliance. Both parties will be notified in writing upon receipt of an appeal.

The Provost (or designee) shall have the sole authority to determine whether or not an appeal warrants further review. An appeal that has been accepted for review shall be limited to a review of the information submitted in the appeal. In addition, for appeals regarding the Hearing Panel's decision, the review may include the verbatim record of the Student Conduct Hearing and supporting documents. Appeals may be considered for one or more of the following reasons only:

- a. A procedural irregularity that affected the outcome of the matter;
- b. New evidence that was not reasonably available at the time determination regarding responsibility was made, that could affect the outcome of the matter;
- c. A demonstrable bias by a member(s) of the Hearing Panel;
- d. A sanction that is (substantially) disproportionate to the severity of the violation(s).

If an appeal is based on (a), (b) or (c) (as listed above) and is approved by

the Provost (or designee), the matter shall be returned to a new Student Conduct Hearing Panel and Chairperson for a hearing or rehearing, which will take into consideration the suggestions made by the Provost (or designee) in addition to the facts that were originally presented.

If an appeal is based on (d) (as listed above) and is approved by the Provost (or designee), the matter will be returned to a new Student Conduct Hearing Panel and Chairperson to determine sanction(s) only.

The decision of the new Hearing Panel and Chairperson, after it has rendered its decision in any of these cases, shall be final and binding upon all involved.

If an appeal is not approved by the Provost (or designee), the matter shall be considered final and binding upon all involved.

Both parties will be notified simultaneously in writing of the appeal outcome, including the rationale for the decision.

[Student Code of Conduct in its entirety](#)

Student General Rules and Guidelines

A positive and successful learning environment provides opportunities for all students to successfully complete their educational goals while developing life skills necessary to enrich and support themselves, their families, and their community as global citizens. The College recognizes the value and importance of a safe and orderly learning environment that encourages honesty, integrity, and ethical conduct conducive to academic success, personal growth, and responsible social behavior.

The Student General Rules and Guidelines and Student Code of Conduct ensure the protection of student rights and the health and safety of the College community, as well as to aid in the efficient operation of College programs; and apply from the time of admission and continue as long as the student remains enrolled at the College. They will also be applicable to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

The Office of Student Compliance is an integral part of the positive educational environment at Lansing Community College (LCC), and is responsible for upholding the Student General Rules and Guidelines and Student Code of Conduct. We support the Mission of the College by responding to and resolving situations in which the behavioral choices of students are negatively impacting the college community, or other students, including themselves.

Conduct included in the Student General Rules and Guidelines relevant to the Drug and Alcohol Policy is listed below.

Drugs and Alcohol

Lansing Community College complies with the Drug-Free Workplace Act and the Drug Free Schools and Communities Act.

The College is committed to providing a campus environment free of prohibited drug and alcohol use and intoxication, consistent with federal, state, and local law, and College policy. The policy applies to all students.

[Student General Rules and Guidelines in its entirety](#)

The LCC Police Department (LCCPD) is responsible for the enforcement of state underage drinking laws and enforcement of Federal and State drug laws. The Dean of Student Affairs or designee, and the Executive Director of Human Resources or designee are responsible for the administration of the Drug and Alcohol Policy.

I. Legal Sanctions

A. Federal

The Federal *Controlled Substances Act* makes it unlawful for a person to knowingly or intentionally manufacture, distribute or dispense a controlled substance or counterfeit substance. It is also unlawful to possess with the intent to manufacture, distribute, or dispense a controlled substance or counterfeit substance .

The law also makes it unlawful for any person to knowingly or intentionally possess a controlled substance unless such substance was obtained directly, or pursuant to a valid prescription or order, from a practitioner, while acting in the course of his professional practice, or as otherwise permitted by law.

There are strict penalties for violating the Controlled Substances Act, including mandatory prison terms for many offenses. The following information, although not exhaustive, provides an overview of federal penalties for certain drug-related convictions related to the illegal possession or distribution of controlled substances.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

Sentencing Provisions

- 1st conviction: Up to 1 year imprisonment and fined at least \$1,000, or both.
21 U.S.C. 844(a)

- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500, or both. *21 U.S.C. 844(a)*
- After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000, or both. *21 U.S.C. 844(a)*

21 U.S.C. 844a further provides a civil penalty of up to \$10,000 upon a defendant’s first conviction of possession of small amounts of any controlled substances listed in 21 U.S.C. 841(b)(1)(A).

Forfeitures

- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. *21 U.S.C. 853(a)(2) and 881(a)(7)*
- Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance. *21 U.S.C. 881(a)(4)*

Denial of Federal Benefits

- Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses. *21 U.S.C. 862*

Miscellaneous

- Ineligible to receive or purchase a firearm. *19 U.S.C. 922(g)*

Of special note, 21 U.S.C. 860 provides that anyone convicted of distributing, possessing with intent to distribute, or manufacturing a controlled substance in or on, or within one thousand feet of, the real property comprising a public or private college, junior college, or university is subject to (1) twice the maximum punishment authorized by 21 U.S.C. 841(b), pertinent parts of which are summarized in the tables that follow.

FEDERAL TRAFFICKING PENALTIES¹

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule I I)	500-4999 grams mixture	First Offense: Not less than 5 yrs., and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an	5 kgs or more mixture	First Offense: Not less than 10 yrs., and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 15 yrs., and not more than life. If
Cocaine Base (Schedule I I)	28-279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule I I)	40-399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10-99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100-999 grams mixture		1 kg or more mixture	

¹ chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.dea.gov/sites/default/files/2022-12/2022_DOA_eBook_File_Final.pdf Last visited on:6/22/2023

LSD (Schedule I)	1–9 grams mixture	individual. Second Offense: Not less than 10 yrs., and not more than life. If death or serious injury, life imprisonment.	10 grams or more mixture	death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture	Fine of not more than \$8 million if an individual, \$50 million if not an individual.	50 grams or more pure or 500 grams or more mixture	2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
PCP (Schedule I)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture	

PENALTIES

Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs., or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Flunitrazepam (Schedule IV)	1 gram	
Other Schedule III drugs	Any amount	First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$ million if an individual, \$5 million if not an individual.
All other Schedule IV drugs	Any amount	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Flunitrazepam (Schedule IV)	Other than 1 gram or more	
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

FEDERAL TRAFFICKING PENALTIES—MARIJUANA

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 15 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not less than 20 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not less than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.

Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) marijuana plants; 1 to 49 marijuana plants;	Not less than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual	Not less than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish Oil (Schedule I)	1 kg or less	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual

B. State

Under current Michigan state law, “a person shall not knowingly or intentionally possess a controlled substance.”² If an individual is found guilty of a violation of the state law, they may be subject to large fines and/or imprisonment.

STATE OF MICHIGAN POSSESSION PENALTIES³

DRUG TYPE	AMOUNT	PUNISHMENT
Schedule 1 or 2 narcotic or Coca leaves and any salt, compound, derivative, or preparation thereof which is chemically equivalent to or identical with any of these substances	1000 grams or more	Life Felony, \$1,000,000 fine, or both
	450 grams or more, but less than 1,000 grams	30-year felony, \$500,000 fine, or both
	50 grams or more, but less than 450 grams	20- year felony, \$250,000 fine, or both
	25 grams or more, but less than 50 grams	4-year felony, \$25,000 fine, or both
	Less than 25 grams of any mixture of that substance	Not more than a 4-year felony, \$25,000 fine, or both
Ecstasy or methamphetamine	Any amount	Not more than a 10-year felony, \$15,000 fine, or both
Any other schedule 1 or 2, or any schedule 3 or 4 (except marihuana)	Any amount	2-year felony, \$2,000 fine, or both
Marihuana ⁵ (must be at least 21 years of age)	More than twice the amount of 2.5 ounces	1 st Offense- Civil Infraction, \$500 fine 2 nd Offense- Civil Infraction, \$1000 fine 3 rd Offense- Misdemeanor, \$2,000 fine
Marihuana under 21 years of age ⁴	Not more than 2.5 ounces	1 st Offense- if the person is less than 18 years of age, by a fine of not more than \$100 or community service, forfeiture of the marihuana, and completion of 4 hours of drug education or counseling; or

² MCL 333.7403, et seq.

³ MCL 333.7403, et seq.

⁴ MCL 333.27965

		if the person is at least 18 years of age, by a fine of not more than \$100 and forfeiture of the marihuana. 2 nd Offense- if the person is less than 18 years of age, by a fine of not more than \$500 or community service, forfeiture of the marihuana, and completion of 8 hours of drug education or counseling; or if the person is at least 18 years of age, by a fine of not more than \$500 and forfeiture of the marihuana.
Schedule 5	Any amount	1-year misdemeanor, \$2,000 fine
Prescription form or counterfeit form ⁵		1-year misdemeanor, \$1,000 fine

Under state law "a person shall not manufacture, create, deliver, or possess with intent to manufacture, create, or deliver a controlled substance, a prescription form, or a counterfeit prescription form."

STATE OF MICHIGAN DISTRIBUTION PENALTIES⁶

Distribution Offense	Amount	Punishment
schedule I or II controlled substance	450 and 1000 grams	Up to 30 years and Up to \$500,000
schedule I or II controlled substance	50 and 450 grams	Up to 20 years and Up to \$250,000
Schedule I or II controlled substance	50 grams	Up to 20 years and Up to \$25,000
Schedule IV controlled substance	Any amount	Up to 4 years and Up to \$2,000
Schedule V controlled substance	Any amount	Up to 2 years and Up to \$2,000

Under Michigan law, it is illegal for anyone under the age of 21 to purchase, consume or possess, or have any bodily content of alcohol. The following summarizes some of the potential legal consequences for violating state law. A first-time conviction may result in a fine, substance abuse education and treatment, community service and court-ordered drug screenings.

⁵ MCL 333.7403, et seq

⁶ MCL 333.7401

STATE OF MICHIGAN MINOR IN POSSESSION OF ALCOHOL LIQUOR⁷

First Offense	Civil infraction, \$100 fine, The court may order participation in substance use disorder services
Second Offense	30 day misdemeanor, \$200 fine, The court may order participation in substance use disorder services
Third Offense	60 day misdemeanor, \$500, The court may order participation in substance use disorder services

- There also is a provision for possible imprisonment or probation for a second or subsequent offense.
- The use of false identification by minors in obtaining alcohol is a misdemeanor punishable of 93 days in jail with a \$100 fine, loss of driver's license, probation and community service.
- Individuals can be arrested and/or convicted of operating a vehicle while intoxicated with a blood alcohol concentration (BAC) level at .08 or higher⁸. If a student is under 21, there is a "zero tolerance" law in the state of Michigan, and any blood alcohol level of .02 or higher can lead to a minor in possession (MIP) citation as well as being cited for operating a vehicle while intoxicated, if applicable. This is in addition to suspension of driving privileges in the State of Michigan.

STATE OF MICHIGAN SELLING OR FURNISHING ALCOHOLIC LIQUOR TO A MINOR⁹

First Offense	fine of not more than \$1,000.00 and imprisonment for not more than 60 days
Second Offense	fine of not more than \$2,500.00 and imprisonment for not more than 90 days and may be ordered to perform community service

State of Michigan law also states, "if the subsequent consumption of the alcoholic liquor by the minor is a direct and substantial cause of the minor's death or an accidental injury that causes the minor's death, the individual furnishing alcohol is guilty of a felony, punishable by imprisonment for not more than 10 years or a fine of not more than \$5,000.00, or both".

C. Local

7 MCL 436.1703

8 MCL 257.625

9 MCL 436.1701

ALCOHOL

The City of Lansing ordinances prohibits the “sale, consumption or possession of an alcoholic beverage in an open container on public property.”¹⁰ Violations of the city ordinance may subject an individual to fines and costs, requirement to participate in alcohol and/or substance abuse treatment and may possibly result in a driver’s license suspension. A violation of this city ordinance is a misdemeanor of not more than 90 days of imprisonment and or a fine not exceeding \$500, plus cost of prosecution.¹¹

City of Lansing Ordinance prohibits the “Either directly or indirectly, personally or by his or her clerk, agent, servant or employee, sell, furnish, give or deliver any alcoholic liquor to any person under twenty-one years of age A violation of this city ordinance is a misdemeanor of not more than 90 days of imprisonment and or a fine not exceeding \$500, plus cost of prosecution.”¹²

DRUGS

City of Lansing prohibits “intentionally smelling or inhaling the fumes of any substance releasing vapors for the purpose of causing euphoria, excitement, exhilaration, stupefaction or dull senses. No person shall possess, buy or use any such substance for the purpose of violating or aiding or abetting another to violate this section. A violation of this city ordinance is a misdemeanor of not more than 90 days of imprisonment and or a fine not exceeding \$500.”¹³

In May of 2021, the City of Lansing repealed the drug paraphernalia ordinance that prohibited the use of “drug paraphernalia including the possession with intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance in violation of State or local law”. A violation of this city ordinance previously was a misdemeanor of not more than 90 days of imprisonment and or a fine not exceeding \$500.¹⁴

Health Risks

A. Drug Abuse

The following sub-categories are the most frequently used drugs, listed with their associated risks, per the National Institute of Drug Abuse (NIDA).¹⁵

10 Lansing City Ordinance Part 608.04, et seq.

11 Lansing City Ordinance Part 202.99 et seq.

12 Lansing City Ordinance Part 608.03 et seq

13 Lansing City Ordinance Part 622.02 et seq.

14 Ord. No. 1281 , § 1, adopted May 10, 2021, repealed § 622.01, which pertained to drug paraphernalia.

15 National Institute of Drug Abuse (NIDA) website at <https://nida.nih.gov/drug-topics/commonly-used-drugs-charts> last visited on 6/22/2023

1. **Cannabinoids** (marijuana & hashish)

Known short-term risks include (but are not limited to) enhanced sensory perception, euphoria followed by drowsiness/relaxation, slowed reaction time, balance and coordination issues, increased heart rate and appetite, anxiety, and problems with learning and memory. Long-term risks include “mental health problems, chronic cough, [and] frequent respiratory infections.”

Synthetic cannabinoids (K2/Spice) are associated with the following additional risks: Increased heart rate; vomiting, agitation, confusion, paranoia, and increased blood pressure. The long-term effects are unknown.

Club Drugs (MDMA [also known as: Ecstasy, Adam, clarity, Eve, lover’s speed, peace uppers]; Flunitrazepam [also known as: Rohypnol, forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies]; GHB [also known as G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, liquid X])

Known short-term risks of *MDMA* (Ecstasy/Molly) Lowered inhibition; enhanced sensory perception; increased heart rate and blood pressure; muscle tension; nausea; faintness; chills or sweating; sharp rise in body temperature leading to kidney failure or death. Long-term risks include confusion, depression, memory and sleep problems, increased anxiety, impulsiveness, and reduced interest in sexual activity.

Known short-term risks of *Flunitrazepam* include (but are not limited to) Drowsiness, sedation, sleep; amnesia, blackout; decreased anxiety; muscle relaxation, impaired reaction time and motor coordination; impaired mental functioning and judgment; confusion; aggression; excitability; slurred speech; headache; slowed breathing and heart rate.

Long-term effects are unknown.

Known short-term risks of *GHB* include (but are not limited to) Euphoria, drowsiness, nausea, vomiting, confusion, memory loss, unconsciousness, slowed heart rate and breathing, lower body temperature, seizures, coma, death. Long-term effects are unknown.

2. **Dissociative Drugs** (Ketamine [also known as Ketalar SV, cat Valium, Lady K, K, Special K, vitamin K]; PCP and analogs [also known as angel dust, embalming fluid boat, hog, rocket fuel, love boat, peace pill]; Salvia [also known as Chia seeds, Diviner’s Sage, Magic Mint, Sally-D, Ska Pastora])

Known short-term risks of *Ketamine* include (but are not limited to) Problems with attention, learning, and memory; dreamlike states,

hallucinations; sedation; confusion; loss of memory; raised blood pressure; unconsciousness; dangerously slowed breathing. Known short-term risks include but are not limited to Ulcers and pain in the bladder; kidney problems; stomach pain; depression; poor memory.

Low doses: slight increase in breathing rate; increased blood pressure and heart rate; shallow breathing; face redness and sweating; numbness of the hands or feet; problems with movement.

High doses: nausea; vomiting; flicking up and down of the eyes; drooling; loss of balance; dizziness; violence; seizures, coma, and death. "Long-term risks include memory loss, speech and thinking problems, and anxiety, loss of appetite.

Known short-term risks of *Salvia* include (but are not limited to) "Short-lived but intense hallucinations; altered visual perception, mood, body sensations; mood swings, feelings of detachment from one's body; sweating." Long-term effects are unknown.

3. **Hallucinogens** (LSD [also known as Acid, Blotter, Boomers, Cid, Golden Dragon, Looney Tunes, Lucy Mae, Microdots, Tabs, Yellow Sunshine]; Mescaline [also known as Buttons, cactus, mesc, peyote]; Psilocybin [also known as: Magic mushrooms, purple passion, shrooms, little smoke, sewage fruit, sacred mush, zoomers])

Known short-term risks of *LSD* include (but are not limited to) Rapid emotional swings; distortion of a person's ability to recognize reality, think rationally, or communicate with others; raised blood pressure, heart rate, body temperature; dizziness; loss of appetite; tremors; enlarged pupils. Long-term risks include Frightening flashbacks (called Hallucinogen Persisting Perception Disorder [HPPD]); ongoing visual disturbances, disorganized thinking, paranoia, and mood swings.

Known short-term risks of *Mescaline* include (but are not limited to) Enhanced perception and feeling; hallucinations; euphoria; anxiety; increased body temperature, heart rate, blood pressure; sweating; problems with movement. Long-term effects are unknown.

Known short-term risks of *Psilocybin* include (but are not limited to) hallucinations, "altered perception of time, inability to tell fantasy from reality, panic, muscle relaxation or weakness, problems with movement," and vomiting, enlarged pupils, nausea, drowsiness. Long-term risks include memory problems and flashbacks.

4. **Inhalants** (Air blast, Aimies, Bullets, Laughing gas, Moon gas, Oz, Poppers, Snappers, Snotballs, Toilet Water, Whippets, Whiteout [includes paint thinners or removers, degreasers, dry-cleaning fluids, gasoline, lighter fluids, correction fluids, permanent markers, electronics

cleaners and freeze sprays, glue, spray paint, hair or deodorant sprays, fabric protector sprays, vegetable oil sprays, whipped cream aerosol containers, refrigerant gases] ether, chloroform, halothane, and nitrous oxide)

Known short-term risks include (but are not limited to Confusion; nausea; slurred speech; lack of coordination; euphoria; dizziness; drowsiness; disinhibition, lightheadedness, hallucinations/delusions; headaches; sudden sniffing death due to heart failure (from butane, propane, and other chemicals in aerosols); death from asphyxiation, suffocation, convulsions or seizures, coma, or choking.

Nitrites: enlarged blood vessels, enhanced sexual pleasure, increased heart rate, brief sensation of heat and excitement, dizziness, headache. Long-term risks Liver and kidney damage; bone marrow damage; limb spasms due to nerve damage; brain damage from lack of oxygen that can cause problems with thinking, movement, vision, and hearing. Nitrites: increased risk of pneumonia.

Opioids (Heroin; prescription opioids such as: oxycodone [OxyContin ®], hydrocodone [Vicodin ®], codeine, morphine, fentanyl, etc.)

Known short-term risks of *Heroin* include (but are not limited to) Euphoria; "dry mouth; itching; nausea; vomiting; analgesia and slowed breathing and heart rate. Long-term risks include collapsed veins, abscesses, heart lining and valve infection; constipation and stomach cramps; liver and kidney disease, and pneumonia.

Known short-term risks of *prescription opioids* include (but are not limited to), Pain relief, drowsiness, nausea, constipation, euphoria, slowed breathing, death. Long-term risks include (but are not limited to) Increased risk of overdose or addiction if misused.

5. **Over-the-Counter Cough/Cold Medicines** (also known as *Dextromethorphan* or *DXM* [Robotripping, Robo, Triple C], *promethazine-codeine cough syrup*)

Known short-term risks include (but are not limited to) cough relief; euphoria; "slurred speech; increased heart rate, blood pressure;; dizziness; nausea; vomiting; Additionally, promethazine-codeine cough syrup depresses the central nervous system which can lead to slowing or stopping the heart and lungs. Long-term effects are unknown.

6. **Steroids** (*Anabolic steroids*, also known as Nandrolone [Oxandrin ®], oxandrolone [Anadrol ®], stanozolol [Durabolin ®] Testosterone Cypionate [Depo-Testosterone ®], roids, juice, gym candy, pumpers)

Short-term risks include (but are not limited to) "builds muscles; improved athletic performance; acne, fluid retention (especially hands

and feet," oily skin, yellowing skin and whites of the eyes, infection. Long-term risks include Kidney damage or failure; liver damage; high blood pressure, enlarged heart, or changes in cholesterol leading to increased risk of stroke or heart attack, even in young people; aggression; extreme mood swings; anger ("roid rage"); extreme irritability; delusions; impaired judgment.

7. **Stimulants** (*cocaine* [also known as: blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot]; amphetamine; & *methamphetamine* [also known as: crank, chalk, crystal, fire, glass, go fast, ice, meth, speed, Desoxyn ®])

Known short-term risks of *cocaine* include (but are not limited to) Narrowed blood vessels; enlarged pupils; increased body temperature, heart rate, and blood pressure; headache; abdominal pain and nausea; euphoria; increased energy, alertness; insomnia, restlessness; anxiety; erratic and violent behavior, panic attacks, paranoia, psychosis; heart rhythm problems, heart attack; stroke, seizure, coma. Long-term risks include "loss of sense of smell, nosebleeds, nasal damage and trouble swallowing from snorting; infection and death of bowel tissue from decreased blood flow; poor nutrition and weight loss; lung damage from smoking"

Known short-term risks of *methamphetamine* include (but are not limited to) Increased wakefulness and physical activity; decreased appetite; increased breathing, heart rate, blood pressure, temperature; irregular heartbeat. Long-term risks include anxiety, confusion, insomnia, mood problems, violent behavior, paranoia, hallucinations, delusions, weight loss, severe dental problems, and skin sores from scratching.

B. Alcohol Abuse

Health Risks Associated with Alcohol Abuse

The consequences associated with alcohol abuse among college students are far reaching. According to the National Institute on Alcohol Abuse and Alcoholism, "Students who engage in risky drinking may experience blackouts (i.e., memory loss during periods of heavy drinking); fatal and nonfatal injuries, including falls, drownings, and automobile crashes; illnesses; missed classes; unprotected sex that could lead to a sexually transmitted disease or an unwanted pregnancy; falling grades and academic failure; an arrest record; accidental death; and death by suicide. In addition, college students who drink to excess may miss opportunities to participate in the social, athletic, and cultural activities that are part of college life."¹⁶

16 Taken from: <https://www.niaaa.nih.gov/publications/brochures-and-fact-sheets/interrupted-memories-alcohol-induced-blackouts>

The risks are not just limited to students. The Centers for Disease Control and Prevention identifies the following short-term and long-term health risks related to alcohol use and abuse:¹⁷

Short-Term Health Risks:

Excessive alcohol use has immediate effects that increase the risk of many harmful health conditions. These are most often the result of binge drinking and include the following:

- Injuries, such as motor vehicle crashes, falls, drownings, and burns.
- Violence, including homicide, suicide, sexual assault, and intimate partner violence.
- Alcohol poisoning, a medical emergency that results from high blood alcohol levels.
- Risky sexual behaviors, including unprotected sex or sex with multiple partners. These behaviors can result in unintended pregnancy or sexually transmitted diseases, including HIV.
- Miscarriage and stillbirth or fetal alcohol spectrum disorders (FASDs) among pregnant women.

Long-Term Health Risks:

Over time, excessive alcohol use can lead to the development of chronic diseases and other serious problems including:

- High blood pressure, heart disease, stroke, liver disease, and digestive problems.
- Cancer of the breast, mouth, throat, esophagus, liver, and colon.
- Learning and memory problems, including dementia and poor school performance.
- Mental health problems, including depression and anxiety.
- Social problems, including lost productivity, family problems, and unemployment.
- Alcohol dependence, or alcoholism.

Binge drinking is a pattern in which a person consumes 4-5 alcoholic drinks in a short period of time (about 2 hours).¹⁸ Alcohol Use Disorder or Alcoholism results from a continued pattern of drinking alcoholic beverages, dependence on alcohol, and disregard for consequences of alcohol intoxication.¹⁹

Known risks for binge drinking and/or alcoholism include (but are not limited to) disruption of mood; change in behavior; inability to think clearly; decreased coordination; heart problems, including stroke, arrhythmias, and high blood

¹⁷ These health risks have been reproduced verbatim from the CDC's "Fact Sheets-Alcohol Use and Your Health" which is available here: <http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>

¹⁸ College Drinking Prevention website at <https://www.cdc.gov/alcohol/fact-sheets/college-drinking.htm> last visited on 6/22/2023

¹⁹ National Institute of Alcohol Abuse and Alcoholism website at <https://www.niaaa.nih.gov/alcohol-health/overview-alcohol-consumption/alcohol-use-disorders>: last visited on 6/22/2023

pressure; Steatosis, or fatty liver, Alcoholic hepatitis, Fibrosis, Cirrhosis; Pancreatitis, a dangerous inflammation and swelling of the blood vessels in the pancreas that prevents proper digestion. ; increased risk of mouth cancer, esophagus cancer, throat cancer, liver cancer, and breast cancer; and weakened immune system.²⁰

II. Drug and Alcohol Programs

A. Employees

The College offers educational and referral services to employees aimed at preventing substance abuse and assisting in rehabilitation. The [Employee Assistance Program \(HMSA\) provides](#) professional counseling and referral services designed to help LCC employees and eligible family members (spouse and dependents) with personal, job, or family related problems as well as specific resources to help employees resolve problems with substance abuse (alcohol and drugs). The College's Employee Assistance Program provides treatment or rehabilitation programs for employees. Employees have 24/7 phone access to live counselors, 365 days a year where they can talk to a counselor for an assessment and referral of services regarding drugs and alcohol which may include treatment and rehabilitation programs. Services are confidential, free, and the counselors work with individuals to identify, resolve, and gain control over issues that may be interfering with work and daily life.

The College offers comprehensive [employee medical benefits](#), which promote health, wellbeing, and support for eligible employees and their families. These benefits include paid time off for leaves of absence related to substance abuse treatments.

[Employee Assistance Program](#)

Phone: 1-800-847-7240

[Human Resources](#)

Phone: 517-483-1870

Monday – Friday
8:00 a.m. – 5:00 p.m.

Administration Building
Suite 103 & 106
610 North Capital Avenue
Lansing, MI 48933

²⁰ NIAAA website at <https://www.niaaa.nih.gov/alcohol-health/alcohols-effects-body>: last visited on 6/22/2023

Educational information and programs offered for employees throughout the year include:

Annually, all employees receive training on the Drug and Alcohol Policy. New employees are also required to complete this training during the onboarding process.

Drug/alcohol survey regarding employee alcohol and drug use, perceptions of employee use/abuse, and awareness of the employee assistance program for counseling and substance abuse program services. The survey is administered to employees annually through an online survey tool and is confidential and anonymous. Information gathered assists in understanding the areas of greatest need for employees.

Articles in the employee Star Newsletter regarding the Employee Assistance Program.

B. Students

The College does not provide treatment or rehabilitation programs for students. The College offers free individual counseling to all currently-enrolled students. LCC's state-licensed, professional counselors help students manage stress, personal loss, relationships, substance abuse, family matters, and provide support for all circumstances and stressors that affect a student's academic performance.

Counselors provide educational and referral services to community and rehabilitation resources for students who need assistance with substance and alcohol abuse issues. Counselors carefully select community resources with the belief that they provide useful and accurate information for students.

Resources are provided directly to students by counselors and additional contact information is also available on the [counseling website](#) under Online Mental Health Resources, Alcohol and Other Drugs, and includes:

- **Alanol Clubs**- This resource is used for finding the locations and numbers of AA meetings in the local area.
Contact Information:
Site: <http://grrr.net/alano.html>
- **Al-anon/Alateen**- Can provide information about local meetings and resources for family members of an alcoholic.
Contact Information:
Phone: 1-888-425-2666
Email: wso@al-anon.org
Site: <https://al-anon.org/>
- **Alcohols Anonymous**- Explains what Alcohol Anonymous is and the 12 Steps. Does not provide meeting locations but resources in your community.

-
- Contact Information:**
Site: <https://www.aa.org/>
- **All Treatment-** Find alcohol and drug rehab centers in your area also checks insurance eligibility.
Contact Information:
Phone: 877-867-6407 24/7 Service
Site: <https://www.alltreatment.com/>
 - **Blood Alcohol Level Calculator-** This calculator will measure your blood alcohol by taking in account how much you drank, weight, and gender.
Contact Information:
Site: <https://www.intox.com/drink-wheel/>
 - **Higher Education Center for Alcohol and Other Drug Prevention-** National drug abuse hotline and treatment locator service. Has a live chat on the site to speak with a certified drug and alcohol counselor.
Contact Information:
Phone: 1-877-872-0540
Site: <https://www.higheredcenter.org/>
 - **Marijuana Anonymous**
A fellowship of people who share experience, strength, and hope with each other to solve their common problems and help others to recover from marijuana addiction.
Contact Information:
Phone or text: 1-800-766-6779
Email: support@marijuana-anonymous.org
Site: <https://marijuana-anonymous.org/>
 - **Narcotics Anonymous-** Find meetings, sign up for virtual meetings, events and also literature for Narcotic users and their families.
Contact Information:
Phone: 818-773-9999 x771
Site: <https://www.na.org/>
 - **Nicotine Anonymous-** Find meetings in your area and access to the 12 steps modified for Nicotine users.
Contact Information:
Phone: 1-877-879-6422
Email: info@nicotine-anonymous.org
Site: <https://www.nicotine-anonymous.org/>
 - **Partnership for a Drug Free America-** Nations leading organization dedicated to addiction, prevention, treatment, and recovery. Provides literature and connection to resources in your community.
Contact Information:
Phone: Schedule a call on website
Text: Text **CONNECT** to 55753
Email: Email request on website
Site: <https://drugfree.org/>
 - **Phoenix House – Drug Addiction, Alcohol Abuse Treatment and Rehab**
- Helping individuals rediscover their strength through effective substance use disorder treatment.

Contact Information:

Phone: 1-888-671-9392

Site: <https://www.phoenixhouse.org/>

- **Substance Abuse and Mental Health Services Administration**- Find treatment centers for substance abuse and also for mental health services.

Contact Information:

Phone: 1-877-726-4727

Site: <https://www.samhsa.gov/find-treatment>

Resources are provided directly to students by counselors and additional contact information is also available on the [counseling website](#) under Online Mental Health Resources, Patient Mental Health Resources, and includes:

Community Mental Health- The Integrated Treatment & Recovery Services will help with substance abuse treatment, withdrawal, and therapy.

Contact Information:

Phone: 1-888-800-1559 or 517-346-8318

Site: <http://www.ceicmh.org/services/itrs>

Counseling Services:

Phone: 517-483-1924

Monday – Thursday

8:00 a.m. – 5:00 p.m.

Friday

8:00 a.m. - 4:00 p.m.

Gannon Building, StarZone

411 North Grand Avenue

Lansing, MI 48933

Educational information and programs offered for students throughout the year include:

Ongoing promotions, awareness, and referrals regarding the available college alcohol and substance abuse counseling services and community substance abuse rehabilitation and treatment programs/resources.

Presentations and information on College drug and alcohol policies as part of new student orientation programs, and specialized new student groups such as the fire academy, and student athletes.

Student Resource Fair Welcome Week and Spring Fling events providing interactive activities with students on drug and alcohol awareness, substance abuse prevention, and risk reduction related to alcohol, marijuana, and other

drugs.

Drug/alcohol survey regarding student alcohol and drug use, perceptions of student use/abuse, and awareness of counseling and substance abuse program referrals. The survey is administered to students annually through an online survey tool and is confidential and anonymous. Information gathered assists in understanding the areas of greatest need for students.

Mood Awareness and Healthy Relationship events providing drug and alcohol awareness, prevention, and risk reduction information related to mental health and sexual misconduct topics.

Drug and Alcohol events at Downtown and West Campus providing interactive activities with students utilizing alcohol and marijuana intoxication simulation goggles, driving pedal carts, road courses, and walking strips to promote awareness of the effects of impaired driving, substance abuse prevention, and risk reduction.

Marijuana use awareness quiz via internal digital signage and social media campaign for students.

Required online Student Title IX and Sexual Misconduct training, including information on drug and alcohol awareness, prevention, and risk reduction information related to sexual misconduct topics.

Materials on underage drinking, drunk driving consequences and alcohol and drug use/abuse available to students in multiple campus offices.

C. General Substance Abuse Resources/Information for Students and Employees

Students and employees are encouraged to access the [Substance Abuse and Mental Health Services Administration \(SAMHSA\) Treatment Locator](https://www.samhsa.gov/treatment-locator), a confidential and anonymous source of information for persons seeking treatment facilities in the United States or U.S. Territories for substance abuse/addiction and/or mental health problems. To access this resource, visit <https://findtreatment.gov/>.

LCC Police Officers trained and equipped with Narcan. Since police officers may be the first people on the scene of an overdose, "overdose reversal programs" aim to train officers to recognize an opioid overdose and use naloxone to intervene.

Access to the Drug and Alcohol Policy on the LCC website.

III. Disciplinary Sanctions

Students and employees who violate the standards of conduct outlined in this DAAPP are subject to both institutional sanctions as well as criminal sanctions provided under local, state, and federal law.

A. Employees

As required by the Drug-Free Schools and Communities Act, any employee found to be in violation of the prohibitions listed in the Drug and Alcohol Policy shall be subject to disciplinary actions up to and including termination of employment.

Section III of the current Drug and Alcohol Policy states:

“Compliance with this policy, including compliance with mandated drug and alcohol testing, is a condition of employment.

Furthermore, as a condition of continued employment, any employee who is charged with or convicted of a violation of any state or federal criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance or alcohol shall notify the Executive Director of Human Resources, in writing, of the charges or conviction no later than five (5) days after such charges or conviction(s). The Executive Director of Human Resources shall report conviction(s) as required by the Drug-Free Workplace Act.

In accordance with the Drug-Free Workplace Act, the Drug-Free Schools and Communities Act, or applicable College policies, employees shall be subject to mandatory participation in a substance abuse assistance or rehabilitation program; and/or disciplinary action, up to and including discharge or dismissal, as determined by the College for the following reasons:

Failure to comply with mandated drug or alcohol testing.

Failure to timely report being charged with or convicted of a violation of any state or federal criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance or alcohol.

Failure to abide by this policy. In addition, an employee may be referred for criminal prosecution by federal, state, and local authorities.”

The process for ensuring consistency in disciplinary action when an employee violation occurs, is as follows:

- Level one and level two disciplinary actions require approval of the Director of Labor and Employee Relations; and
- Level three and level four disciplinary actions require the recommendation of the Director of Labor and Employee Relations, and the approval of the Executive Director of Human Resources.

-
- Level 1 – Lowest form of disciplinary action, for less serious infractions
 - Level 2 – Next level of disciplinary action, for items not previously corrected or for more serious infractions.

(Levels 1 and 2 do not include suspensions)
 - Level 3 – a non-paid disciplinary suspension.
 - Level 4 – Termination of employment.

(Violations of the DAAPP generally result in Level 3 or 4 disciplinary actions)

Employees who violate the Alcohol and Drug policy may be subject to mandatory participation in a substance abuse assistance or rehabilitation program as a condition of continued employment or reemployment. The Employee Assistance Program provider develops and implements individual treatment plans with input from the College. The EAP provider submits reports to the College regarding participation and completion of treatment plans mandated due to violations of the Drug and Alcohol Policy.

B. Students

As required by the Drug-Free Schools and Communities Act, any student found to be in violation of the prohibitions listed in the Drug and Alcohol Policy (including the Student Code of Conduct) shall be subject to disciplinary actions up to and including expulsion. The Student Code of Conduct sanctioning section states the following:

The Conduct Officer, Presiding Officer, or Hearing Panel and the Chairperson will consider the sanctions listed below for any student found responsible for a violation(s) of the Student Code of Conduct or Student General Rules and Guidelines that they find to be fair and proportionate to the violation(s). In determining an appropriate sanction(s), they endeavor to be educational and restorative in nature and may also consider any record of past violations of the Student Code of Conduct or Student General Rules and Guidelines as well as the nature and severity of such past violation(s). Any sanction(s) issued will include a rationale in the written determination. The College will issue sanctions consistent with the impact of the offense on the College community. Progressive sanctioning principles will be followed in that the student's prior discipline history at the College will be taken into account. The following sanctions may be issued:

- a. Written Warning - A written notice to the student that the student has violated College regulations.
- b. Probation - A period of observation and review of conduct during which

the student or student group or organization must demonstrate compliance with College standards. . Probation is for a designated period of time and includes the probability of additional sanctions if the student or student group or organization is found to violate any College regulation(s) during the probationary period. Probation may be issued for any violation(s), but will be issued for all alcohol and drug violations and all violations resulting in sanctions of suspension or dismissal.

- c. Restrictions - Denial of access to specific areas of the College or participation in certain groups or activities for a designated period of time and for clearly stated reasons.
- d. Discretionary Sanctions - Educational assignments, essays, or other related discretionary assignments.

Discretionary sanctions may be issued for any violation(s). Discretionary sanctions for drug and alcohol offenses specifically, may include assignments, essays, informational meetings, meeting with an LCC Counselor to discuss drug and alcohol abuse, Random Preliminary Breath Test (PBT), and completion of community drug and/or alcohol rehabilitation programs, and education programs. Discretionary sanctions for sexual misconduct offenses specifically, may include meeting with an LCC Counselor to discuss sexual harassment and/or completion of education programs.

- e. No contact order – an order prohibiting contact between the responding student and the complainant, witnesses, and/or other individuals including **any/all** unwarranted communications between the parties including, but not limited to, communication via technology, third party communication, or face to face.
- f. Suspension - Separation of the student from the College for a specified length of time (usually a year or less) after which the student is eligible to return. Conditions for readmission may be specified. Suspensions may be effective immediately or deferred (e.g., a suspension issued toward the end of a semester may be deferred to the day after the end of that semester).

When students are issued a suspension, re-entry to the College is determined at the return from suspension meeting with the Office of Student Compliance. All sanctions must be completed prior to the return from suspension meeting. The College does not have a specific re-entry program for students with alcohol and drug

violations beyond what is listed here.

- g. Dismissal - Separation of the student from the College for a year or more. The student may be eligible for return. Conditions for readmission may be specified. Dismissals will be effective immediately.

When students are issued a dismissal, re-entry to the College is determined at the return from dismissal meeting with the Office of Student Compliance. All sanctions must be completed prior to the return from dismissal meeting. The College does not have a specific re-entry program for students with alcohol and drug violations beyond what is listed here.

- h. Expulsion - Termination of the student from the College permanently. Expulsions will be effective immediately.
- i. Revocation of Admission and/or Degree - Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- j. Withholding Degree or Certificate - The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

More than one of the sanctions listed above may be imposed for any single violation.

The following sanctions may be imposed for student groups or organizations:

- a. Those sanctions listed above in (a-j).
- b. Loss of selected rights and privileges for a specified period of time.
- c. Loss of Recognition- Registered Student Organizations may lose recognition and will be deprived of the use of College resources, the use of the College's name, and the right to participate in College or campus-sponsored activities. The loss of recognition may be for a specific period of time or for an indefinite period of time until stated all conditions are met.

Sanctions are administered on a case by case basis, taking into consideration the

severity of the violation, the specific circumstances, the presence of any mitigating or aggravating factors (such as depression or the death of a loved one, an assault or a threat, substance abuse history) and/or any prior violations of the Student Code of Conduct, including any prior violations involving drugs or alcohol. All students with drug or alcohol violations receive probation as a sanction, and are required to meet with the Office of Student Compliance at least once per semester of enrollment and may be subject to violations of the Student Code of Conduct if they have any additional violations during the probationary period.

The ultimate goal of the sanctions is to reinforce LCC's commitment to a positive and safe learning environment consistent with acceptable social standards, and in accordance with federal, state and local laws. To achieve this goal, one or more of the sanctions listed above may be assigned in addition to probation. Students are given deadlines by which to complete the sanctions and receive reminder emails about sanction deadlines prior to the deadline and after the deadline, if still incomplete. In addition, the Office of Student Compliance generates a report every other month of students with alcohol or drug violations to monitor student progress on sanction completion. Students who do not complete sanctions by the deadline and after the two email reminders, receive an additional email letter reminding them of the need to complete sanctions and requesting a follow-up meeting with the Office of Student Compliance.

To maintain consistency of sanctions among students, a report is generated by the Office of Student Compliance via the case management system for the current and previous two academic years of student alcohol and drug violations. The report is reviewed by the Director of Student Compliance and/or the Student Conduct Officer to evaluate current and historical sanctions for students with similar violations and circumstances before sanctions are issued to maintain consistency.

Furthermore, when applicable, the Office of Student Compliance will work closely with the LCC Police Department when a student has also violated the law. The LCC Police Department will seek prosecution of drug and alcohol related offenses that occur on the college campus and involve currently enrolled students when warranted.

In addition, a student may be referred for prosecution by federal, state, and local authorities.

IV. Annual Notification of the DAAPP and Biennial Review

A. Employee Notification

Notification of the information contained in the DAAPP will be distributed to all current employees of the college via email and through the College Portal on an annual basis and to any new employees thereafter on a daily basis.

B. Student Notification

Notification of the information contained in the DAAPP will be distributed to all

currently enrolled students via email and through the College Portal on an annual basis and to any new students thereafter on a daily basis.

C. Biennial Review

Every other year, typically in May/June of odd-numbered years, the College will conduct a biennial review of the DAAPP to determine its effectiveness and implement changes to the program if they are needed. The review will also ensure that any disciplinary sanctions are consistently enforced.

The Biennial Review report will be signed by the College's President and maintained by the Office of Compliance. A copy of the report will be provided, upon request. Contact the Office of Compliance at 517-483-5298 or at compliance@lcc.edu.

The biennial review includes but is not limited to evaluation of the total number of alcohol and drug violations that occurred within the previous two academic years for students and employees relevant to overall enrolled students and active employees; evaluation of the timeliness and effectiveness (strengths and weaknesses) of previous programming related to drug and alcohol use and abuse; development of a plan for the next two academic years to provide appropriate and effective drug and alcohol abuse prevention programming to students and employees; evaluation of the sanctions imposed due to drug and alcohol violations; and evaluation of the College's policies related to drugs and alcohol for students and employees.

V. Oversight Responsibility

The Dean of Student Affairs or designee shall have oversight responsibility of the DAAPP including, but not limited to: updates, coordination of information required in the DAAPP, and coordination of the annual notification to students and employees. Questions about this DAAPP should be directed to the Dean of Student Affairs at sasdiv@lcc.edu or (517) 483-1162.

Non-Discrimination Statement:

LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Human Resource Manager/Employee Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1879; Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-9632.