



Dorsey School of Business – Madison Heights 2012 Campus Security and Drug-Free Campus/Workplace Report

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(Covers 2009-2011 Reporting Years)

Table of Contents

CAMPUS SECURITY	3
TIMELY WARNING/EMERGENCY RESPONSE AND EVACUATION PLAN.....	3
SECURITY & ACCESS TO FACILITIES.....	4
CRIME AWARENESS AND PREVENTION.....	4
CRIME PREVENTION.....	4
CRIME INCIDENT REPORT.....	5
REPORTING CRIMES	5
CRIME STATISTICS	5
DEFINITIONS.....	6
DISCIPLINARY REFERRALS	9
SEX OFFENDERS	9
SEX OFFENSES	10
DISCIPLINARY PROCEEDINGS	10
DRUG-FREE CAMPUS AND WORKPLACE	
ALCOHOL & DRUG POLICY.....	10
DESCRIPTIONS OF HEALTH RISKS ASSOCIATED WITH ALCOHOL	11
DESCRIPTIONS OF HEALTH RISKS ASSOCIATED WITH DRUG USE.....	11
FEDERAL SANCTIONS	11
STATE LEGAL SANCTIONS.....	12
LOCAL COUNSELING, TREATMENT, AND REHABILITATION PROGRAMS	12
CAMPUS CRIME STATISTICS.....	13

CAMPUS SECURITY

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), originally known as the Campus Security Act, requires all institutions that participate in Federal Student Financial Aid Programs keep and disclose information about crime on and near their respective campuses.

Dorsey Schools strives to provide a safe, orderly, and secure environment conducive to learning. For that reason, Dorsey Schools will respond to any actual or perceived emergency with whatever the necessary course of action the situation mandates. Anyone with information warranting an emergency response must report the circumstances to the Managing Director by coming into the school office. In order to ensure a safe environment within Dorsey Schools, all police incidents and security or safety problems including vehicle accidents, injuries, criminal offenses, and suspicious activity should be reported to the Managing Director.

Campuses are not permitted to take retaliatory action against anyone with respect to the implementation of any provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Notice of the availability and website location of the Annual Campus Security information will be disseminated in the following manner:

- Enrolled students and current employees will receive annual notification of availability of the report, by October 1st
- Prospective students and employees upon request
- Newly enrolled students as part of new student orientation

TIMELY WARNING/ EMERGENCY RESPONSE and EVACUATION PLAN STANDARD OPERATING PROCEDURE

All Dorsey Schools owned and operated campuses are required to maintain an Emergency Response and Evacuation Plan (EREP) which includes plans and instructions to be followed by campus administration, faculty, staff, students and guests in the event of emergencies and evacuations. The campus Managing Director is designated as the Campus Safety Officer (CSO), who is responsible for reporting and ensuring the evacuation of the campus in the case of an emergency. The EREP includes:

- 1) The process by which the campus will confirm that there is a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or staff occurring on the campus.
- 2) A provision for immediate notification of the campus community upon confirmation of a significant emergency or dangerous situation.
- 3) Procedures for disseminating emergency information to the larger community.
- 4) Procedures for disseminating updated emergency information, which explain how this information will be communicated to the campus and relevant members of the community on a regular basis.
- 5) Procedures for testing and publishing the plan on an annual basis.
- 6) A list of CSO's (titles) responsible for carrying out this process.

a. Emergency response and evacuation procedures will be publicized using emergency notification and physical notification by authorized personnel. This is designed to reach all Dorsey Schools' students and staff

b. Emergency information will be broadcasted as message throughout the campus via emails, cell phones and/or word of mouth, allowing for both electronic and verbal communication to all students and employees.

c. The campus will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate an immediate warning. An immediate warning shall be given to the campus population and the police in the event that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurs on campus.

This warning shall be authorized by the Managing Director or his/her designee. The warning may include information such as the date, time, and nature of the threat. Warnings may only be withheld if they would compromise efforts to contain the emergency or in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency. Wayne County, Oakland County, Saginaw County and Lansing (Ingham County) all have emergency alert systems which can notify enrollees via their cell phone or email of events throughout the county. Details are outlined in Campus Safety Plan.

SECURITY & ACCESS TO FACILITIES

- Each campus limits access to all campus facilities to authorized personnel, students, and visitors. Unauthorized persons will be considered “trespassers” and will be dealt with accordingly.
- Adequate lighting is provided at all campus locations, especially in outside areas.
- Only authorized vehicles are allowed to park in the designated parking areas.
- Persons assigned as campus security personnel at each campus represent the campus and are instructed to enforce campus security policies.
- Assigned campus security personnel are defined as campus officials. Students and employees should report criminal offenses, or suspected offenses to campus officials or campus security.
- **The assigned campus security personnel do not have power of arrests, unless such personnel possess valid certification as a law enforcement officer, peace officer, or are authorized to act in such a capacity by way of official authority granted by a court of state regulatory agency.**
- Such persons have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing.
- The campus maintains its relationship with local police through normal communications and collection of annual statistical information. In addition, the campus works with local law enforcements as necessary to report or investigate crimes.

CRIME AWARENESS & PREVENTION

- All new campus employees and students are instructed on crime awareness during orientation, including the description of campus security measures and procedures for reporting any criminal activity or emergency.
- Students are required to follow campus security guidelines for their own personal and property safety, and are encouraged to report any suspicious activity.
- Prospective/current students and employees are provided with a notification on acquiring the complete policies and procedures package from the campus from the residential campus location. This information on crime awareness is readily available upon request, and will be updated and redistributed to all existing students and staff on an annual basis.
- Students performing externship or clinical practice off-campus are expected to practice safety and security procedures as if the site were an extension of the campus.

CRIME PREVENTION

Often people contribute to crimes of opportunity by needlessly placing themselves or their property at risk. Prevention efforts can be effective in reducing the opportunities for criminal activity. The following list is a compilation of tips devoted to crime prevention:

- Do not prop open campus doors.
- Do not leave personal property unattended.
- Report suspicious individuals to security.
- Keep your room locked at all times, as appropriate
- At night, always walk in groups of at least two.
- Stay on main walkways.
- Remove valuables from your car and lock it.
- Engrave your valuables.
- Attend school-sponsored programs led by law enforcement officials.
- Always carry your picture ID.
- Be aware of your surroundings and what is going on around you.

If you assume responsibility for your own safety first and encourage others to do the same, the opportunities for crime are drastically reduced.

CRIME INCIDENT REPORT

The campus maintains a Crime Incident Report form that records, by the date the crime was reported, any crime that occurred on campus. Any changes regarding community resource contacts must be forwarded to Caren Stewart at cstewart@dorsey.edu so that each campus' report contains the most accurate information. The form should include:

- Date of form completed
- Incident report date
- Date/time of the crime
- Nature/type of the crime/complaint
- General location of crime
- Disposition of complaint, if known

A campus may withhold information required above if there is clear and convincing evidence that the release of the information would:

- Jeopardize an ongoing criminal investigation or the safety of an individual;
- Cause a suspect to flee or evade detection; or
- Result in the destruction of evidence

The campus must report any incident related to assigned Campus Security personnel. The Incident Report form must be completed by the individual and the campus Managing Director within one day of the report to the campus authority, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim. All completed Incident Forms must be forwarded to Ann Houston, Corporate Director of Compliance at ahouston@dorsey.edu.

The campus must make the crime incident report for the most recent 60-day period open to public inspection during normal business hours. The campus must make any portion of the report older than 60 days available within two business days of a request for inspection.

REPORTING CRIMES

1. Students and employees should accurately and promptly report criminal acts to the campus Managing Director at the campus, a member of the campus' management staff, designated campus security (if applicable) and/or local police departments.
2. Reporting crimes is on a voluntary, confidential basis.
3. Campus management staff or designated campus security (if applicable) must immediately notify the campus Managing Director of any instances reported.
4. The campus Managing Director is responsible to document any criminal acts, as well as reporting crimes to the local authorities as required by law.
5. The campus is required to make timely warnings to members of the campus community regarding the occurrence of crimes; those that are reported to campus security and those considered by the institution to represent a threat to students and employees. The campus community includes all campus buildings and grounds and all adjacent public property.
6. Timely warnings to the campus community will be issued via text and e-mail as well as posted on any notice boards within the campus.
7. If there is an ongoing investigation of a crime that occurred in, at, or on any of the locations listed above that would be jeopardized, cause the suspect to flee, risk the safety of an individual, or result in the destruction of evidence, the campus may delay the timely warning until any adverse effect is no longer likely to occur.
8. The statistics are collected centrally for each campus and reported to the Director of Compliance on a monthly basis. The Director of Compliance will report the information to the VP Student Finance, who will be responsible for submitting to the US Department of Education annually.
9. Should also include the institution's response after a crime is reported (ex. Disciplinary action)

CRIME STATISTICS

The federal law requires that schools disclose statistics on specific crimes/offenses that occur on-campus, on non-campus property, or on public property adjacent to or accessible from the campus. For the purposes of the Clery Act, any building that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student facility even if the building itself is owned or controlled by a third party, as classified by the FBI Uniform Crime Report.

Campus specific statistics are attached on the last page of this document, and may be obtained by students and/or employees (current and prospective) at the campus location.

DEFINITIONS for Crimes (as defined by the FBI Uniform Crime Report)

1. **HOMICIDE:** The willful (non-negligent) killing of one human being by another or the killing of another person through gross negligence. In general, (1) any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is considered **Murder and Non-negligent Manslaughter** and (2) any death caused by the gross negligence of another is considered **Criminal Homicide-Manslaughter by Negligence**.
2. **SEXUAL ASSAULT:** Any sexual act directed against another person, forcibly and/or against the person's will; not forcibly or against the person's will when the victim is incapable of giving consent.

Forcible Rape – Rape by Force is defined as the carnal knowledge of a female forcibly and against her will. "Against her will" includes instances in which the victim is incapable of giving consent because of her temporary or permanent mental or physical incapacity (or because of her youth).

Forcible Rape – Attempts to Commit Forcible Rape is defined as assaults or attempts to forcibly rape.

Non-Forcible Rape – Incidents of unlawful, non-forcible sexual intercourse classified as (1) Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law and (2) Statutory Rape is non-forcible sexual intercourse with a person who is under the statutory age of consent according to state statutes.

Note: By definition, sexual attacks on males are excluded from the rape category and must be classified as assaults or other sex offenses depending on the nature of the crime and the extent of injury.

3. SIMPLE ASSAULT (Hate Related Bias Crime): An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Included are offenses such as minor assault, hazing, assault and battery, and injury caused by culpable negligence. As with Aggravated Assault, there are no attempted Simple Assaults.

Simple, Not Aggravated includes all assaults which do not involve the use of a firearm, knife, cutting instrument, or other dangerous weapon and in which the victim did not sustain serious or aggravated injuries. Agencies must classify as simple assault such offenses as assault and battery, injury caused by culpable negligence, intimidation, coercion, and all attempts to commit these offenses. In addition, Reporting Agencies must classify the offense as simple assault if the injuries are not serious (abrasions, minor lacerations, or contusions) and require no more than usual first-aid treatment. Under certain circumstances, offenses of disorderly conduct, domestic violence, or affray must be classified as simple assault.

4. AGGRAVATED ASSAULT: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Examples include:

- Firearm includes all assaults in which a firearm of any type is used or is threatened to be used. (Examples: revolvers, automatic pistols, shotguns, rifles, etc.).
- Knife or Cutting Instrument includes assaults wherein weapons are used as cutting or stabbing objects or their use is threatened. (Examples: knives, razors, hatchets, scissors, etc.).
- Other Dangerous Weapon includes assaults resulting from the use or threatened use of any object as a weapon in which serious injury does or could result. (Examples: Mace, pepper spray, clubs, bricks, etc.). Attacks by explosives, acid, lye, poison, scalding, burnings, etc. are also included in this category.
- Hands, Fists, Feet, Etc. – Aggravated Injury includes only the attacks using personal weapons such as hands, arms, feet, fists, and teeth that result in serious or aggravated injury. Reporting agencies must consider the seriousness of the injury as the primary factor in establishing whether the assault is aggravated or simple. They must classify the assault as aggravated if the person injury is serious, for example, there are broken bones, internal injuries, or stitches required. Often the weapon used or the extent of the injury sustained will be the deciding factor in distinguishing aggravated from simple assault. To classify an assault, consider the following:
 1. The type of weapon employed or the use of an object as a weapon
 2. The seriousness of the injury
 3. The intent of the assailant to cause serious injury

5. ROBBERY: Taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear. Examples include:

- Firearm includes robberies in which any firearm is used as a weapon or employed as a means of force to threaten the victim or put the victim in fear.
- Knife or Cutting Instrument includes robberies in which a knife, broken bottle, razor, ice pick, or other cutting or stabbing instrument is employed as a weapon or as a means of force to threaten the victim or put the victim in fear.
- Other Dangerous Weapon includes robberies in which a club, acid, explosive, brass knuckles, Mace, pepper spray, or other dangerous weapon is employed or its use is threatened.
- Strong-arm – Hands, Fists, Feet, Etc. includes muggings and similar offenses in which only personal weapons such as hands, arms, feet, fists, and teeth are employed or their use is threatened to deprive the victim of possessions.

6. LARCENY/THEFT (Hate Related Bias Crime): The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession (where one does not have physical custody or possession, but is in a position to exercise control over a thing), of another person.

Larceny and theft mean the same thing in the UCR Program. Motor vehicle theft is not included and is counted separately because of the great volume of such thefts. Agencies must report local offense classifications such as grand theft, petty larceny, felony larceny, or misdemeanor larceny as larceny-theft. Examples include:

- Pocket-picking –This includes wallets, purses, pockets, etc. If the victim is manhandled or if force beyond simple jostling is used to overcome the resistance of the victim, the offense becomes a strong-arm robbery and must be so classified.
- Purse-snatching – This includes purses, handbags, etc. If more force is used than actually necessary to snatch the purse from the owner, or if the victim resists the theft in any way, then the offense is classified as a strong-arm robbery.
- Shoplifting
- Theft from motor vehicles whether locked or unlocked (Except theft of motor vehicle parts and accessories) *If a theft from a motor vehicle occurs in conjunction with a motor vehicle theft, reporting agencies must classify the incident as a motor vehicle theft.
- Theft of motor vehicle parts and accessories (attached to vehicle)
- Theft of bicycles
- Theft from buildings
- Theft from Coin-Operated Machine or Device
- All other larceny-theft not specifically classified – All thefts which do not fit the definition of the specific categories of larceny listed above. This includes theft of furniture, tools, etc.

7. BURGLARY: The unlawful entry (breaking or entering) with intent to commit a felony or theft, breaking and entering with intent to commit a larceny, house-breaking, safecracking, and all attempts at these offenses as burglary. The definition of a structure includes, but is not limited to, any residence, business, campus or classroom, other buildings, public buildings, etc. An incident must meet three conditions to be classified as a Burglary:

- 1) There must be evidence of unlawful entry (trespass). Both Forcible Entry and Unlawful Entry – No Force are counted.
- 2) The Unlawful Entry must occur within a structure, which is defined as having four walls, a roof, and a door.
- 3) The Unlawful Entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

Examples include:

- Forcible Entry is any offense where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. (Examples: Using tools, breaking windows, master keys, or picks to gain entry). Agencies must also include this category burglary by concealment inside a building followed by exiting the structure.
- Unlawful Entry – No Force is considered when the entry of a structure is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings, and open or unlocked common basement areas in apartment houses where entry is achieved by other than the tenant who has lawful access.

- Attempted Forcible Entry includes those situations where a forcible entry burglary is attempted but not completed. Once the thief is inside a locked structure, the offense becomes a Burglary – Forcible Entry. Agencies must classify attempts to enter an unlocked structure as well as actual trespass to an unlocked structure as Burglary – Unlawful Entry – No Force. Only situations in which a thief has attempted to break into a locked structure are classified as Burglary – Attempted Forcible Entry.

Note: If a forcible or unlawful entry of a building is made to steal a motor vehicle, the reporting agency must count the offense and the value of the vehicle under burglary, not motor vehicle theft.

8. VANDALISM (Hate Related Bias Crime): To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law. This offense covers a wide range of malicious behavior directed at property, such as cutting auto tires, drawing obscene pictures on public restroom walls, smashing windows, destroying campus records, tipping over gravestones, and defacing library books. Reporting agencies must include attempts to commit any of the above.

9. MOTOR VEHICLE THEFT: Motor Vehicle Theft includes the theft or attempted theft of a motor vehicle, which the UCR Program defines as a self-propelled vehicle that runs on land surface and not on rails; for example, sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, all-terrain vehicles, and snowmobiles are classified as motor vehicles. Joyriding should be included as Motor Vehicle Theft.

Note: If a motor vehicle is stolen in conjunction with another offense, each offense must be classified accordingly. Examples include:

- Trucks and Buses include the theft of those vehicles specifically designed (but not necessarily used) to commercially transport people and cargo. Pickup trucks and cargo vans, regardless of their use, are included in this category. The UCR Program considers a self-propelled motor home to be a truck.
- Other Vehicles includes all other motor vehicles that meet the UCR definition such as snowmobiles, motorcycles, motor scooters, trail bikes, mopeds, golf carts, all-terrain vehicles, and motorized wheelchairs. Obviously, all situations cannot be covered, so the classifier's decision must be based on UCR standards and the results of law enforcement investigation.

10. INTIMIDATION (Hate Related Bias Crime): To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. Intimidation involves an offender making some type of threat to the victim without actually using or displaying a weapon. Such threats can be made in person, over the telephone, or in writing.

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

Include as arson only structural fires determined through investigation to have been willfully or maliciously set. Attempts to burn are included in this offense, but fires of suspicious or unknown origins are not.

Note: If arson is recorded, the campus is responsible for updating the Fire Safety Report to include arson or any other types of fire. Examples include:

- Structural includes single occupancy residential (houses, townhouses, etc.), other residential (apartments, tenements, hotels, etc.), storage (barns, garages, etc.), industrial/manufacturing, other commercial (stores, restaurants, offices, etc.), community/public (churches, jails, campuses, schools, etc.), all other structure (out buildings, monuments, buildings under construction, etc.). Structures are further divided into two subcategories: residential and nonresidential.
- Mobile includes motor vehicles (automobiles, trucks, buses, motorcycles, etc.) and other mobile property (trailers, recreational vehicles, airplanes, boats, etc.).
- Other subcategory encompasses arson of all property not classified as structural or mobile. Willful or malicious burnings of property such as crops, timber, fences, signs, and merchandise stored outside structures are included in this category.

Incidents in which persons are killed as a direct result of arson are classified as both criminal homicides and arson. Similarly, the number of persons severely injured during the commission of arson must be reported as aggravated assaults along with the arson.

12. HATE CRIMES: In general, "hate" or "bias" crime is often defined as unlawful actions designed to frighten or harm an individual because of his/her race, religion, gender, disability, ethnicity, national origin, or sexual orientation. A hate crime is classified as any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, and any other crime involving bodily injury reported to local law enforcement agencies or a campus security authority, that manifest evidence that the victim was intentionally selected because of the perpetrator's bias.

An important distinction is required when reporting a hate crime. The mere fact that an offender is biased against a victim's race, religion, gender, disability, ethnicity, national origin, or sexual orientation is not sufficient to deem the offense a hate crime. Rather, it must be determined that the offender's criminal act was motivated, in whole or in part, by the offender's bias.

DISCIPLINARY REFERRALS

The following are the FBI Uniform Crime Report's definition of crime for which arrests and disciplinary referrals must be reported:

LIQUOR LAW VIOLATIONS: Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (does not include arrests for driving while impaired or under the influence of alcohol).

The campus will report the following in its annual statistics:

- 1 The number of campus violations
- 2 The type of sanction for violations
- 3 The number of arrests
- 4 The number of fatalities

DRUG LAW VIOLATIONS: Violations of state and local laws, specifically those for the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

The campus will report the following in its annual statistics:

- 1 The number of campus violations
- 2 The type of sanction for violations
- 3 The number of arrests
- 4 The number of fatalities

WEAPONS POSSESSION: Defined as a violation of law or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms. Cutting instruments, explosives, incendiary devices or other deadly weapons are included in this category. If a weapon is utilized during any of the categories above, a separate weapon violation will be recorded in the campus statistics.

SEX OFFENDERS

The Campus Sex Crimes Prevention Act requires schools to disclose to its students the location of sex offender registries and the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide a notice of any campus of higher education in which the offender is employed, carries on a vocation, or is a student to state officials.

Students who are subject to an involuntary civil commitment, after completing a period of incarceration for a forcible or non-forcible sexual offense, are ineligible to receive a Federal Pell Grant.

Any individual may access the State of Michigan's Public Sex Offender Registry web site at www.mipsor.state.mi.us or telephone (517) 241-1806 to obtain information that is provided by the state concerning registered sex offenders who might be present on campus. Sexual assault prevention programs are available at:

- 1) First Step, 44567 Pinetree Drive, Plymouth, and 4400 S. Venoy, Wayne,
24-Hour Help Line: (734) 722-6800 or (888) 453-5900
- 2) Haven, P.O. Box 431045, Pontiac,
Telephone: (248) 334-1274 or Toll Free Hot Line: (877) 922-1274
- 3) Michigan Resource Center, 3893 Okemos Road, Suite B2, Okemos,
Telephone: (517) 381-4663
- 4) Turning Point, Inc., P.O. Box 1123, Mount Clemons,
Telephone: (586) 463-4430

Counseling for sex offense victims is available at

- 1) First Step, 44567 Pinetree Drive, Plymouth, and 4400 S. Venoy, Wayne,
24-Hour Help Line: (734) 722-6800 or (888) 453-5900
- 2) Haven, P.O. Box 431045, Pontiac,
Telephone: (248) 334-1274 or Toll Free Hot Line: (877) 922-1274
- 3) Turning Point, Inc., P.O. Box 1123, Mount Clemons,
24-Hour Crisis Line: (586) 463-6990
- 4) The Underground Railroad, 5647 State Street, Suite A, Saginaw
Telephone: (989) 399-0007
Hot Line for Crisis and Support: (989) 755-0411 or Toll Free (888) 399-8385

SEX OFFENSES

In order to prevent the occurrence of rape, acquaintance rape, and other forcible and non-forcible sex offenses, Dorsey Schools' policy includes the following:

- In conjunction with the campus security personnel the campus will address awareness and prevention of rape and sex offenses.
- If a sex offense occurs, the victim should immediately notify the campus authorities and local police. Any evidence that may support the offense should be meticulously preserved for police identification. To preserve evidence, you should not bathe or change clothes or do any cleaning up in any manner prior to receiving medical assistance.
- Students have the option to report rape or sex offenses to the proper law enforcement authorities. The campus staff will assist the student in reporting these offenses at the student's request.
- The campus will assist students with on- and off-campus counseling, mental health services, and other student services for victims of sex offenses upon request by the student. Information may be obtained from the campus Managing Director.

Upon request by a victim of a sex offense, the campus will change that victim's academic schedule if the change is reasonably available. The campus has adopted a Procedure for processing complaints of unlawful discrimination (the "Anti-Harassment and Non-Discrimination Policy") which applies in the event of an accusation of a sex offense. A copy of the Anti-Harassment Policy can be found in the employee handbook. An objective investigation will be conducted with consideration to each person's desire for privacy; however, no student or employee is guaranteed complete confidentiality and/or anonymity during an investigation. Decisions reached during the proceedings, other than referral to legal authorities, may be appealed using the school's Student Grievance Policy found in the school catalog.

DISCIPLINARY PROCEEDINGS

The Higher Education Opportunity Act (HEOA) requires schools to disclose, upon written request, to the alleged victim of a crime of violence or a non-forcible sex offense, the results of any disciplinary hearing related to the offense conducted by the campus against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the campus must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

DRUG-FREE CAMPUS AND WORKPLACE

ALCOHOL & DRUG POLICY

The campus and all associated campus areas are designated as "Drug-Free". The possession, sale or the furnishing of alcohol or illegal drugs of any kind on campus is governed by the Standard of Conduct found in the catalog. Students are not allowed to bring alcohol or illegal drugs of any kind onto school premises, or be under the influence of alcohol or illegal drugs while on school premises. The National Minimum Drinking Age Act of 1984 required all states to raise their minimum purchase and public possession of alcohol to age 21.

Any student or employee committing this violation is subject to disciplinary action imposed by the school. These sanctions may include:

- Mandated counseling with the managing director or employee's supervisor
- Mandated attendance at a local treatment center
- Mandated completion of drug rehabilitation program
- Discharge from employment or expulsion from school

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. In conjunction with the campus security personnel, the campus will utilize the Drug Free Schools Policy that was implemented, and determine the following:

- 1) The number of drug and alcohol-related violations and fatalities that occur on the campus or as part of any of the campus activities that must be reported to campus officials, and
- 2) The number and type of sanctions that are imposed by the campus as a result of drug and alcohol-related violations and fatalities on the campus or as part of any of the campus activities.

Note: Additional information is available within the Employee Handbook for campus personnel.

The campus must provide a timely notice to each student who has lost eligibility for any grant or loan assistance as a result of penalties in a separate clean, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility. If the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the Secretary he may be eligible to regain eligibility of Federal funds.

DESCRIPTION OF HEALTH RISKS ASSOCIATED WITH ALCOHOL

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood the driver will be involved in an accident. Low-to-moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate-to-high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than other youngsters.

DESCRIPTION OF HEALTH RISKS ASSOCIATED WITH DRUG USE

Marijuana - Use can lead to an increase in heart rate of up to 50%, cause disoriented behavior, acute anxiety, and tremendous mood swings. There is potential for long-term physical and psychological damage.

Cocaine - Use can affect the brain in seconds and result in heart or respiratory failure. It can cause hallucinations, convulsions, and possible death.

Crack - Intensifies effects normally experienced with cocaine and can lead to intense dependency in a short time. The health risks are basically the same associated with other forms of cocaine.

Amphetamines - Use increases heart rate, raises blood pressure, and often causes blurred vision, dizziness, lack of sleep and anxiety. Use of amphetamines can lead to long-term physical problems.

Alcohol - Use can lead to a false feeling of confidence and control. Liver, brain, heart, and stomach destruction goes on even without apparent symptoms. Use for a period of time often causes dependency and can be fatal.

Federal Sanctions

Campuses are required to notify current/perspective students and employees of the federal legal sanctions associated with the possession or trafficking of a controlled substance. Penalties for unlawful manufacturing, distribution, and dispensing of controlled substances are provided under the Federal Controlled Substances Act. The penalties are determined by the nature of the drug or other substance, the amount of drug or other substance, the amount of drugs or other substance involved, and the number of offenses.

EXAMPLES OF FEDERAL DRUG TRAFFICKING PENALTIES

Substance	Amount	First Offense	Second Offense
Marijuana	Less than 50 kg	Not more than 5 years	Not more than 10 years
	50 to 100 kg	Not more than 20 years	Not more than 30 years
	100 kg or more	Not less than 10 years	Not less than 20 years
Heroin	100 to 999 gm.	Not less than 5 years	Not less than 10 years
	Over 1,000 gm.	Not more than 40 years	Not more than life
Cocaine	500 to 4,999 gm.	As above for heroin	As above for heroin
Crack	5 to 49 gm.	As above for heroin	As above for heroin

STATE LEGAL SANCTIONS

It is Dorsey Schools' policy to comply with the State of Michigan laws regarding the possession, use and sale of alcoholic beverages, including enforcement of underage drinking. Campuses are required to notify current/perspective students and employees of the state legal sanctions associated with the possession or trafficking of a controlled substance.

Penalties vary based on the severity of the offense and the number of offenses. Sanctions for possession of an illegal substance in the State of Michigan include, but are not limited to, the following:

- Marijuana and LSD - First-time offenders may be sentenced to imprisonment of not more than one year and/or \$1,000 in fines. Repeat offenders may expect double the original penalty.
- Cocaine and Heroin - First-time offenders may be sentenced based on the amount of drugs possessed:
 Under 50 gm.: Up to 4 years imprisonment, or life-time probation, and/or \$25,000 in fines
 50 – 200 gm. - Mandatory 10 years; maximum 20 years
 Up to 650 gm. - Mandatory 20 years; maximum 30 years
 Over 650 gm. - Mandatory life imprisonment
 Repeat Offenders - Mandatory life

LOCAL COUNSELING, TREATMENT, AND REHABILITATION PROGRAMS

Campuses are required to notify current/perspective students and employees of local counseling, treatments, and rehabilitation programs for possession and trafficking of a controlled substance.

There is help available to our employees and students. Dorsey Schools offers confidential assistance to students and staff. Contact the managing director of the school or your supervisor for assistance. There are many programs that can provide help and support, contact:

National Institute on Drug Abuse Hotline	(800.662.HELP)	Oakland County Substance Abuse Office	(313.858.8001)
Substance Abuse Services in Lansing	(517.335.8810)	Narcotics Anonymous 24-hour Helpline	(313.543.7200)
Macomb County Substance Abuse Information Center	(313.791.5544)	Alcoholics Anonymous Regional Office	(313.541.6565)

CAMPUS CRIME STATISTICS

The *Campus Crime Statistics* contain the criminal offenses and disciplinary instances as reported to the campus or the local law enforcement as occurring on campus, off campus, or on public property within close proximity of the campus. The Campus Crime Statistics include the number of offenses or instances for the last three completed calendar years.

The following information on campus crimes is listed below for your review. The following criminal offenses were reported to campus security authorities or local police agencies as having occurred on campus and on surrounding public property:

	2011	2010	2009
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Robbery	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

The following criminal offenses manifesting evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistics Acts were reported as having occurred on campus, in non-campus buildings or property, and on surrounding public property:

Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Robbery and Burglary	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Aggravated Assault	0	0	0
Simple Assault	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Larceny-Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

In addition to the above crimes, the following numbers of arrests were made or persons were referred for campus disciplinary action during 2009-2011 for these specific violations:

Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Illegal Weapons Possessions	0	0	0

Campus Phone Numbers

Dorsey School of Business – Madison Heights (248)588-9660
 Madison Heights Police Department (248)585-2100 (911)

Campus Security Contact Information

Managing Director (Campus Security Officer) - Vince DeRita
 Academic Dean - Amy Farmer