

Student Handbook

This student handbook has been prepared to help acquaint you with the Stautzenberger Institute, services available to you, policies and procedures, and general information. Please read the manual carefully and refer to it for any questions you may have.

The Stautzenberger Institute is happy to have you enrolled as a student. May your educational career be memorable and successful.

The Stautzenberger Institute is committed to doing everything in our power to help you meet your goals and career objectives through your hard work and diligence, along with guidance from the faculty and staff; your dreams will soon become a reality.

Administration

PRESIDENT

George Simon

EXECUTIVE VICE PRESIDENT

Brian Niedzwiecki

CAMPUS DIRECTOR

Laura Majewski

ACADEMICS

Susan Hahn - Medical Technology Director

Lisa Risch - Personal Fitness / Massage Therapy Program Coordinator

ACCOUNTING

Roger Kidd - Controller/Vice President of Business Development

ADMISSIONS

Karen Fitzgerald - Director of Admissions and Marketing

Tina Houvener - Admissions Representative

Kaitlyn Cahill - Admissions Representative

DIGITAL MEDIA ADMINISTRATION

Scott Hammer - Digital Media Administrator

Katie Fitzgerald - Design Assistant to DMA

FINANCIAL AID

Mari Huffman - Financial Aid Director

Diane Risner - Financial Aid Officer

SYSTEM ADMINISTRATION

Greg Litten - Senior Network Administrator

Academic Policies

ATTENDANCE AND ABSENTEEISM

Regular and punctual attendance is important to a high standard of work. Students are expected to notify their instructors by direct communication of any absence. The instructor of each course is responsible for determining the effect of absenteeism on a grade or opportunity to complete the course. This information is provided on the first day of class. In any case, a student who fails to attend all classes for a period of two weeks or who fails to meet standards of an individual course without notification will be automatically withdrawn from that class or from the school for the remainder of the term. The Program Coordinator must approve reinstatement and the possibility of successful completion of the term must exist.

Students should be aware that poor attendance resulting in the lowering of a grade or in withdrawal from a class might have a severe negative effect when determining whether the standards of satisfactory progress have been met or when financial aid is calculated.

GRADING SYSTEM

The academic standing of all students is based on the following grading system:

GRADE	NUMERICAL VALUE	QUALITY POINT RANK
A	93-100	4.0
B	85-92	3.0
C	77-84	2.0
D	70-76	1.0
F	Below 70	0.0
I		Incomplete

An Incomplete is issued only in a case in which the student has made satisfactory progress throughout the course, but is slightly deficient in skills or lacking a few assignments. The grade is changed to "F" if the course is not completed within a reasonable period of time, usually two weeks.

W	Withdrew
AD	Audit
CR	Credit by proficiency or transfer

MAKEUP TESTS

Makeup tests may or may not be offered at the discretion of each instructor. If an instructor permits a makeup test, the student must schedule an appointment to take the test within one week of the student's return to class.

TUTORING

If you need tutoring, please contact the instructor or the Program Coordinator. Please take advantage of the instructor's office hours for any extra help that you need. Also, tutors are available to help you.

ACADEMIC HONESTY

In order to establish both consistency and the highest level of professionalism at Stautzenberger Institute, every student is subject to the following Policy in all courses, whether residential or on-line. Students with questions concerning this Academic Honesty Policy may speak with their Program Coordinator, or the Campus Director.

Honesty and integrity are essential to your success in your chosen profession. Moreover, every student must master a threshold level of knowledge before he or she will be permitted to graduate with a Stautzenberger Institute certificate or diploma. That knowledge is based upon understanding the material taught in the classroom or in lab, and upon successful completion of assignments and projects. Grading is designed to assist an Instructor in determining whether a student is performing at the appropriate level. Students who cannot meet the threshold performance standard may require additional assistance; grades assist the Institute in identifying individuals in need of such assistance. To the extent that academic dishonesty prevents the accurate measurement of a student's grasp of material, it deprives the student of access to resources that may help the student master material essential to his or her success.

In order to ensure that the Institute may effectively serve all of its students, faculty and employers, it has adopted the following Academic Honesty Policy:

Plagiarism

To plagiarize is to use the ideas and/or words of another without properly identifying and giving credit to the source. If a student uses another's work as if it were his or her own, the student not only fails to learn the necessary information or skill set that he or she must master in order to be effective in his or her field, but also damages the morale of his or her peers. Plagiarism includes copying or paraphrasing ideas, phrases, statements, papers or other information.

The definition of plagiarism does not vary according to the source of the material. The original source may be a published item, such as a book, article, website, lyrics or movie; it may also be an unpublished item, such as another student's work, or an instructor's notes.

Plagiarism will not be tolerated, and anyone who engages in plagiarism will be subject to immediate discipline as outlined below.

Tests/Quizzes/Exams

"Cheating" is defined by the Institute as the act of using any source of information or information processing (other than the student's own knowledge) during a test, quiz or exam.

Unless otherwise stated by an Instructor, students may not use notes, calculators, books, note cards, computers, cell phones or other aids or electronic devices during a test, quiz or exam. All materials and devices must be removed from students' desks prior to testing. All electronic devices must be turned off during testing unless an Instructor indicates that they are required to complete the test.

Similarly, students may not assist one another on a test, quiz or exam.

Any student who is suspected of cheating or assisting another to cheat will be subject to the discipline outlined below.

Collaboration Among Students

Students must present original work at all times. While we encourage students to form study groups and assist each other in learning course material, all homework, projects, quizzes, tests, research papers and all assignments of any kind must be completed independently by each student, unless otherwise stated by the Instructor. If a student turns in work that an Instructor believes is the same as, or is substantially similar to, the work turned in by another student, both students will be subject to immediate discipline. The Institute will not distinguish between the student who knowingly provides the materials to be copied and the student who copies the materials as to either quality or kind of discipline. Both will be subject to the disciplinary process outlined below, from the students' desks prior to testing. In addition, computer monitors will be turned off during testing unless they are required to complete the test.

Disciplinary Process and Consequences

If a student violates the Institute's Academic Honesty Policy, he or she will face the following consequences:

- The Institute will investigate allegations of academic dishonesty by interviewing relevant witnesses, such as the student, the Instructor and others who may have knowledge of the events in question.
- If the violation is the first instance or allegation of academic dishonesty, the student will receive a "0" on that assignment and will be placed on Probation. The student will remain on Probation as long as he or she remains a student at Stautzenberger Institute. For further information concerning Probation status for academic dishonesty and its impact on a student's career with Stautzenberger Institute, please see your school catalog.
- If a student engages in any additional academic dishonesty, whether of the same or different nature, the student will be permanently dismissed from Stautzenberger Institute.

Any student who is placed on Academic Honesty Probation or who is dismissed from the Institute may appeal in writing to the Stautzenberger Institute Review Board, 16630 Southfield Road, Allen Park, MI 48101. The decision of the Review Board may be appealed to the Office of the Campus Director, Stautzenberger Institute, 16630 Southfield Road, Allen Park, MI 48101. The decision of the Campus Director is final.

CONDUCT

Each student is expected to pursue an objective according to a prescribed curriculum and to maintain satisfactory progress. Each member of the faculty and staff will assist students in their development. Cooperation of the student is important. All students must protect the rights of others and must adhere to the following rules:

- The lounge is available for eating/drinking. Food is **NOT** allowed in the classrooms. Only closed beverage containers are allowed in the classrooms, but away from equipment. Remember to throw away containers.
- Smoking is prohibited on the campus.
- Radios are not permitted in the school building. Pagers and cell phones must be turned off during class.
- The school's property must be used with respect, including supplies, equipment, tapes, etc., and may not leave designated areas.
- Your clothing and behavior must match that which would be expected of you in a professional occupation. Prospective employers visit the school to interview students

and it is important to create a good impression. Please refer to the Dress Code Section of the manual.

- Respect for staff members and other students must be maintained.
- No children may accompany student to school.

REPEATING A COURSE

A student is allowed only two attempts to successfully pass any course. Students with extenuating circumstances may appeal for a third attempt. Appeals need to be in writing to the Stautzenberger Institute Review Board.

All courses attempted are included in the calculation of the successful course completion rate.

CHANGE OF CLASS SCHEDULE

Any student who wishes to change a schedule should contact their Program Coordinator.

INCOMPLETES AND WITHDRAWALS

A grade of Incomplete or "I" may be issued to any student who does not completely fulfill the requirements of a course. A student must request an Incomplete from their instructor before the end of the class. All requests must be approved by the Program Coordinator. A grade will be substituted for the "I" if the student successfully completes the unfinished work. Failure to complete the work required for a course (generally within the two-week period following the end of the quarter) will result in the letter grade of "F".

A student may withdraw from a course without receiving a grade at any time prior to the end of the eighth week of the term. A student who withdraws during this period will receive a "W".

CHANGE OF PROGRAM

Students who wish to change programs must meet with their Program Coordinator for counseling. Upon approval, all relevant courses with a letter grade of "C" or better will be transferred to the new program. A new maximum time frame will be computed by subtracting the total of the transferred credits, from the total credits of the new program.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Students are required to maintain satisfactory academic progress toward their program each and every quarter. This means maintaining a cumulative grade point average (CGPA) and cumulative course completion percentage (CCCP) that will allow them to graduate within the maximum time frame. Students who fall below minimum standards will be placed on Academic Warning or Probation depending on how many credit hours they have attempted.

All students are required to maintain a **minimum CGPA of 2.0**. Any student who falls below 2.0 will be placed on Academic Warning or Probation depending on how many credit hours they have attempted.

All students are required to maintain a **minimum CCCP of 67%**. Any student who falls below 67% will be placed on Academic Warning or Probation depending on how many credit hours they have attempted. A successfully completed course for this standard is defined as any course in which a student receives a grade of "A", "B", "C" or "D". Please note that a grade of "D" may not be sufficient in some courses to graduate or move on to further classes in some programs (ie. Personal Fitness Training). And for all "MAS" classes in the Massage Therapy programs a grade of "C" is not sufficient to graduate or move on to further classes. See program descriptions.

The **maximum time frame** for completing any program is a period of time during which a student attempts 1.5 times the number of credit hours required to complete the program. For example a program requiring 96 credits would have a maximum time frame of 144 credits attempted ($96 \times 1.5 = 144$). Credits earned by transfer or proficiency exam will be subtracted from the maximum credits allowed thereby reducing the maximum time frame. For example a student in a 96 credit program who transfers in 16 credits will have a maximum time frame of 128 attempted credits ($144 - 16 = 128$). In no case may a student take longer than the maximum time frame and receive the original academic credential for which he or she enrolled.

All students will be evaluated each quarter for academic progress. Any student who has attempted 12 or less cumulative credits and who falls below either a 2.0 CGPA or a 67% CCCP will be placed on **Academic Warning**. Any student who has attempted 13 or more cumulative credits and who falls below either a 2.0 CGPA or a 67% CCCP will be placed on **Academic Probation**.

Academic Warning means that a student who is early in their program is having some trouble and may be in danger of being placed on Academic Probation if they do not improve during the next quarter. Students on Academic Warning are advised to meet with their Program Coordinator for academic counseling. Students on Academic Warning are considered to be making satisfactory progress and are eligible for financial aid.

Academic Probation means that a student is in danger of not being able to complete their program in the maximum time frame at their current rate of progress. A student placed on Academic Probation shall remain on probation for at least one quarter. Students on Academic Probation are advised to meet with their Program Coordinator for academic counseling. Students on Academic Probation are considered to be making satisfactory progress and are eligible for financial aid.

While on Academic Probation a student must:

- Successfully complete all courses attempted
- Achieve a minimum quarterly GPA of 2.0
- Be able to complete their program within the maximum time frame

A student who meets the above conditions will remain on Academic Probation until they exceed both a 2.0 CGPA and a 67% CCCP.

A student who is on Academic Probation and does not meet the above conditions a first time will be **suspended** for one quarter. A student who returns from suspension shall remain on Academic Probation. A student who does not meet the above conditions a second time will be **dismissed**.

APPEALS

Any student who is dismissed for failure to meet the Standards of Progress has the right to appeal this dismissal in writing to the Stautzenberger Institute Review Board, 16630 Southfield Road, Allen Park, MI 48101.

GRIEVANCE PROCEDURE

If you need additional information or have any concerns, please ask your Admissions Representative, instructor or any member of our staff. If you require further assistance, please contact the Campus Director. You may address questions or concerns in writing to the Stautzenberger Institute Review Board, 16630 Southfield Road, Allen Park, MI 48101, or write to the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241 (phone: 202-336-6780). Students who wish to file a complaint with the State of Michigan may do so at www.michiganps.net.

COUNSELING AND GUIDANCE

The Stautzenberger Institute believes in an open-door policy and encourages students to seek guidance when problems arise. In a friendly, understanding atmosphere, solutions are sought that benefit the individual.

Educational guidance is available through the Program Coordinator or another qualified staff member to whom the student may be referred. Qualified staff members may also provide personal guidance; however, in areas other than those related to education, students will be referred to a community organization or to other facilities with the resources to assist the student. Information regarding such resources is maintained in the administrative office.

GRADUATION REQUIREMENTS

To graduate, the student must have a cumulative grade point average of 2.0 on all progressive classes that apply toward their certificate or diploma, and a cumulative grade point average in all classes of 2.0. Candidates for graduation must be free of all indebtedness to the Institute. Some programs may have additional requirements. See program descriptions in the catalog.

TRANSCRIPT OF GRADES

Transcript requests must be written. There is a \$5.00 charge. The Stautzenberger Institute reserves the right to withhold diplomas or transcripts from students who are indebted to the institution.

WAIVER OF A PREREQUISITE FOR A SPECIFIC COURSE

Students who believe they may have the ability to pass a course before taking the prerequisite of a specific course may have their requests considered under the following conditions:

- The request for the waiver must be presented prior to scheduling for the quarter.
- The request must be presented in writing by the student on the "Prerequisite Waiver Request" form, available from the student's Program Coordinator.
- The form must be signed and dated by the student and the Program Coordinator.
- The student must explain the reason for waiver and submit the proper documentation (i.e. letter from employer, evidence of certification in the area) with the form.
- Student must be meeting Satisfactory Academic Progress.
- The student cannot have previously attempted the course or the prerequisite.

The above requirements and procedures also apply to students wishing to take a course concurrently with its prerequisite course.

All requests for waivers will be forwarded to the Campus Director for final approval. The request for Waiver will be returned to the Program Coordinator within three business days. Students who wish to appeal the decision may submit their appeal in writing to the Stautzenberger Institute Review Board, 16630 Southfield Road, Allen Park, MI 48101. All appeals will be answered in writing within 30 business days from date of receipt of the appeal.

PROFICIENCY TESTING

Stautzenberger Institute recognizes post-secondary level achievement with a proficiency policy that grants institutional credit for successfully passing an examination. Students who believe they have already mastered the material of a specific course may take a test for credit in that course. Students who wish to test out of a course which is listed as a prerequisite for another course must pass the test before scheduling for the subsequent course. Applications are available at the front desk. The charge for each examination is \$30.00.

The following regulations govern the granting of credit by examination:

- Any enrolled student in good academic standing may make application to take an examination for credit.
- Credit is indicated on the student's record as a "CR" and is not included in the calculation of the cumulative grade point average. A nominal \$5 fee is charged for each credit hour granted.
- Students can only attempt a Proficiency Test one time per course.
- Students who have attempted the course in any fashion are not permitted to take the Proficiency Test.
- To receive credit, the student must score 85% or above on the test.
- Testing is available with advance notice on Wednesdays during the quarter at 3:00pm and 4:30pm.

Proficiency tests are based on individual course objectives and materials and utilize current course test banks to determine proficiency in subject matter.

FINANCIAL AID

Financial Aid resources are available to those who qualify. Interested applicants should contact the Financial Aid Office early so a financial assistance plan may be developed.

The Institute's Financial Aid Office will provide the following information:

- Financial assistance which is available including information on all federal, state and institutional financial aid programs.
- Any deadlines for submitting applications for each of the financial aid programs.
- The details regarding cost of attendance.
- Refund policy and Return to Title IV Financial Aid Policy.
- The resources considered in calculation of financial need.
- The amount of financial need that is met.

The regulations governing Federal financial assistance programs are subject to change by the Federal Government. Stautzenberger Institute's Financial Aid Office has the most recent information.

TUITION AND BOOKS

Payments must be received on or before the first day of each quarter.

The bookstore will be open during orientation and during the first week of class. All books required are available through the Stautzenberger Institute bookstore; however, they may be purchased at any other non-affiliated location. Used books may be purchased from continuing students. Used book notices are posted on the bulletin boards in the Student Lounge. When purchasing used books, please ensure that the proper edition is being purchased.

Students will be responsible for purchasing books with cash, check or credit card. In some cases, when financial aid is used to purchase books, the student is issued a voucher, which may be used to purchase the book(s).

GENERAL INFORMATION

DRESS

Stautzenberger students are being prepared for entrance into the workplace. As such they are expected to dress in a socially appropriate manner.

Students in specialized programs may be required to purchase and wear uniforms. Detailed information is provided at New Student Orientation.

STUDENT PARKING

Parking is available in the lot adjacent to the Stautzenberger Institute building. Parking specifics are addressed at orientation and are posted in the lounge. Be careful with snow on the ground that you park carefully to avoid blocking other cars.

WEATHER CLOSINGS

If day classes need to be cancelled due to weather, a decision will be made by 7:30 a.m. A decision will be made by 3:00 p.m. to determine if evening classes will be held or not.

CALL

You can check to see if classes are canceled by calling the Institute at 313.294.9715. When the phone system answers and you hear the message stating "Thank you for calling the Stautzenberger Institute" please enter "300."

INTERNET

You can also check to see if classes are canceled by going to the Stautzenberger Institute website at www.sitoday.com and click on weather.

TELEVISION

If you have access to a TV during the day - we inform WDIV Channel 4 of our school closing due to weather.

RADIO

If you have access to a radio during the day, please tune in to AM 950.

EMERGENCIES

If for any reason you should become ill or be required to leave for an emergency, please notify the Receptionist or Program Coordinator.

STUDENT ID CARD

Student ID Cards are issued to all new students within the first two weeks of class. Student ID Cards should be carried at all times when on school grounds. A \$5 fee will be assessed to replace lost or stolen Stautzenberger Institute Student ID Cards. Requests may be made for a replacement at the front desk.

INTERNET POLICY

The use of school computers to access the Internet should be considered a privilege and is not guaranteed. Viewing or accessing pornographic or otherwise inappropriate material is not permitted. Internet access may be eliminated or restricted at any time solely at our discretion.

PEER-TO-PEER (P2P) COMPUTING POLICY

The installation and use of peer-to-peer file-sharing programs is strictly prohibited on computers attached to the Stautzenberger Institute network. Examples include, but are not limited to, Kazaa, LimeWire, and BitTorrent. The installation or operation of any program or service which assists others in the use of P2P file-sharing programs is prohibited. Stautzenberger Institute reserves the right to monitor the network and all attached computers to ensure compliance with this policy. The Stautzenberger Institute firewall recognizes most popular forms of P2P traffic. Students will be considered in violation of this policy if their internet traffic is identifiable as using P2P programs or protocols. When students are found to be in violation of this policy, the disciplinary process outlined below will be followed.

Disciplinary Process:

First Violation

- A warning letter requesting removal of P2P software and downloaded files will be sent to the student's address on file.
- The Network Administrator will provide verification that the P2P software is removed and/or files deleted.

Second Violation

- Revocation of access to the student network for a period of 2 weeks.
- A fine, proportional to the amount of internet bandwidth used for download or upload purposes, will be assessed to the student's ledger account.
- A network access reconnection charge of \$35, upon Network Administrator verification that P2P software is removed and/or files deleted.

Third Violation

- The student is dismissed for repeated violation of Stautzenberger Institute policies.

Publication and Review:

This policy is subject to review and revision, and the official version will be posted at www.sitoday.com under the Current Students quicklink.

STUDENT PRIVACY

The Stautzenberger Institute identifies the following information as directory information: Name, Campus, Dates of Attendance, Field of Study, Degree/s Awarded, and Honors and Awards.

If you do NOT want the Stautzenberger Institute to disclose directory information or do NOT want public acknowledgement of academic achievements (i.e. Honor Roll), please complete a Directory Information Opt Out Form at the front desk.

If you do not object to the disclosure of directory information, no further action is necessary on your part. You may change your opt-out/opt-in status at any time by completing the Directory Information Opt Out Form.

SITODAY.COM WEB SITE

The Stautzenberger Institute website (www.sitoday.com) offers valuable information for our students under the "Current Students" section including: important announcements, class schedules, financial aid information/forms, career services, faculty email addresses, an interactive forum to communicate with other students and much more. Services will continue to be added in an effort to make your experience at the Stautzenberger Institute even more convenient, so please check the site often.

PLACEMENT

Contact the Career Services Representative for any of the following services:

- Student Placement Assistance
- Job Search Seminars
- Resume Planning
- Skill Assessments
- Career Counseling
- Graduate Placement Assistance
- Refresher Workshops

DISABILITY SERVICES

Students requesting an academic adjustment based on a disability are required to provide documentation in order to determine appropriate accommodations. Disclosure of a disability is voluntary; however, the Institute must be made aware of a disability if you want the school to provide an academic adjustment. Further information regarding disability services and required documentation can be obtained from the Campus Director.

STUDENT REFERRAL

If you are aware of an interested potential student, please notify the Admissions Department. The Admissions Representative will supply information to the prospective student.

CHANGE OF ADDRESS

Students who change their address (or telephone number) should notify the front desk or office immediately. If you are living in a temporary residence while in school, be sure both your temporary and permanent address and phone number are on file. This is a necessary precaution in the event of emergencies.

DRUGS AND ALCOHOL

Students are prohibited from the unlawful possession, use or distribution of illicit drugs and/or alcohol on school property, or as part of any school activities. The violation may result in a warning, probation, suspension or dismissal of the student, depending on the circumstances involved.

- No student will be permitted to attend class if he/she is under the influence of alcohol or illegal drugs, or is suspected of being under the influence of alcohol or illegal drugs.
- If an instructor, school administrator, or security personnel believe that a student is under the influence of alcohol because there is an odor of alcohol or the student is acting in a manner that is consistent with alcohol or drug use, the student will not be permitted to attend class.
- A school administrator will be willing to assist the student in making transportation arrangements, such as calling for a cab or other alternative transportation.
- As with any person that is believed to be driving under the influence of drugs or alcohol, the proper authorities may be contacted.

COMMUNITY RESOURCES

The Stautzenberger Institute encourages any student who has, or might have, a drug, alcohol or domestic problem to immediately seek counseling and professional help. The Stautzenberger Institute will strive to cooperate within parameters set and the needs of the Institute and its students.

DOMESTIC VIOLENCE AND EMERGENCY INFORMATION

Wayne County Family Independence Agency

Emergency 24 hours – (313) 256-1837

General Information – (313) 256-1000

Catholic Social Services (248) 855-4987

29475 Inkster Rd, Farmington, MI 48334

Services: Individuals and Families Can Find Help For: Marriage and Relationship Issues, Family Tension and Discord, Anxiety and Stress, Depression, Grief and Loss, Aging Issues, High-Risk Adolescents, Child Behavior Issues, Anger Management, Family Abuse & Trauma.

LOW COST HEALTH CARE

Midwest Medical Center

Provides low cost services to all current Stautzenberger students. Services include physicals and blood profiles. There are five locations in the area that provide services from 7 am- 6pm. Additionally, one center provides services 24 hours a day, 7 days a week.

Dearborn

5050 Schaefer Rd.

Dearborn, MI 48126

(313) 581-6009

Hours: 24 Hours/ 7 days

Detroit

600 Woodbridge

Detroit, MI 48226

(313) 568-1433

Hours: M-F 8am-6pm

Livonia

30150 Plymouth Rd.

(734) 261-0100

Hours: M-F 8am-6pm

Romulus

9301 Middlebelt Rd.

Romulus, MI 48174

(734) 941-1000

Hours: M-F 7am-6pm

Taylor

8790 S. Telegraph Rd.

Taylor, MI 48180

(313) 295-2520

Hours: M-F 8am-5pm

Veterans Health Care

Provides comprehensive medical services including prescription assistance to all military veterans who have served in the United States Armed Forces. The services are either free or require a small copayment.

(800) 833-3450

Wayne County PlusCare

Provides comprehensive health services to residents of Wayne County, ages 21-64, who have low income and are ineligible for other medical coverage.

(313) 833-3450

Genesee Health

Wayne County Health Department
General Information
(734) 727-7000

Highland Park Clinic
(313) 883-6109

Taylor Clinic
(734) 955-3900

Westland Clinic
(734) 727-7100
Tel-Help of United Way Community Services of
Metropolitan Detroit
(313) 226-9888 or (800) 552-1183

SUBSTANCE/ALCOHOL ABUSE AND DEPRESSION

Detroit-Wayne County Community Mental Health
Services
(313) 833-2500

Detroit Department of Health/Bureau of
Substance Abuse
(313) 876-4070

Washtenaw Substance Abuse Coordinating Agency
(734) 481-2502 or (800) 440-7548

Covenant Community Care
28803 W. Eight Mile
Livonia, MI 48152
(248) 477-2600

To comply with the Student Right to Know and Campus Security Act, Public Law 101-542, the Stautzenberger Institute has established the following campus Security Policy:

PROCEDURES FOR REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES

The Stautzenberger Institute has become increasingly aware that in many cities, post-secondary campuses are targets for criminals. We have procedures that should be followed in the event that any type of criminal action has taken place.

We recommend that students avoid being alone in the parking lot after dark and use good judgment at all times. Avoid carrying large sums of money on your person when you attend class. Do not leave personal belongings, such as a purse, unattended. Do not place yourself in a vulnerable position, which would give a criminal the advantage. The Stautzenberger Institute has a Security Officer scheduled to be on campus during the evenings. If requested, the Security Officer will escort you to your vehicle.

Please notify the Campus Security Officer or the Campus Administration immediately of any criminal action that has been committed against you, including, but not limited to: robbery, burglary, vehicle theft, rape, sexual assault, arson, and aggravated assault. We will immediately contact local law enforcement in the event of any crime.

NOTICE

Campus crime statistics are compiled in accordance with the definitions of the Federal Bureau of Investigation's Uniform Crime Reporting System. Campus crime statistical information for the past three years will be posted in the student's lounge and updated July 1 of each year.

STAUTZENBERGER INSTITUTE CRIME STATISTICS

To comply with Federal Regulations, the Stautzenberger Institute provides the following statistics on reported incidents during the period January 1, 2009 to December 31, 2009.

	On Campus	Off Campus
Occurrences of: Murder/Manslaughter	0	0
Robbery	0	0
Aggravated Assault	0	0
Arson	0	0
Burglary	0	0
Motor Vehicle Theft	0	0
Weapons Violations/Arrests	0	0
Liquor Law Arrests	0	0
Liquor Law Violations		
Sexual Offences Forcible/Non-forcible	0	0