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MICHIGAN STATE UNIVERSITY 1968





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#### INTRODUCTION

The purpose of this handbook is to provide information concerning current regulations and structures relating to student rights and duties. It contains regulations that pertain to students as individuals and regulations that relate to the activities and programs sponsored by student organizations. This handbook should be viewed as a reference and an initial point for students in understanding their responsibilities and the regulations at Michigan State University.

In seeking to understand University expectations it is important to distinguish between a University ordinance and a student regulation. University ordinances, as established by the Board of Trustees of Michigan State University, apply equally to all individuals — students, faculty, staff, and visitors — on the campus and are enforced by the University's Department of Public Safety. Although this handbook contains selected ordinances, everyone is expected to comply with all the University ordinances, which are available for reference in the Office of the Secretary of the University and in the Division of Student Activities, Office of the Vice President for Student Affairs.

A student regulation, in contrast to a University ordinance, is applicable only to those individuals who have registered as students. The current Student Motor Vehicle Regulation, for example, provides driving and parking regulations for students that are different from driving and parking regulations for visitors and faculty. In some cases, student regulations may provide exceptions to University ordinances. University Ordinance 30.00 on selling and advertising, for example, prohibits soliciting by persons for any purpose whatsoever. A student regulation on fund-raising events, however, provides for such events by registered student organizations, living unit organizations, major governing groups, and Associated Students of Michigan State University (ASMSU) and, as such, is an exception to a University ordinance.

It should be noted that in many instances a policy statement concerning the University's purpose or goal in having a particular rule precedes the actual regulation. The Outside Speakers Policy, for example, states in the first paragraph that ". . . It is the policy of Michigan State University to foster a spirit of free inquiry and to encourage the timely discussion of a wide variety of issues . . ." The specifics of the regulation then follow.

To further understand one's rights and duties, a student should be cognizant of those regulations which have been developed by the governing body of one's respective living unit. Information regarding these student regulations is available in the student's living unit.

Article 4 of the 1967 Academic Freedom for Students Report should be used as a reference for information regarding the process for the adjudication of alleged violations of student regulations. This article also contains the procedural guidelines for due process which are used by the University's various judicial bodies.

Special mention should be made of the procedure utilized by students in recommending changes in ordinances or student regulations. As indicated in the 1967 *Academic Freedom for Students Report*, recommendations for change are submitted through the structure of the Associated Students of Michigan State University (ASMSU) and the University Student Affairs Committee (Faculty Committee on Student Affairs). Recommendations by these bodies are then forwarded to the Vice President for Student Affairs for his consideration. Changes in student regulations may or may not require the approval of the Board of Trustees, depending on how the changes would affect existing policies of the University. Changes in University ordinances always require Board of Trustees' approval.

In addition to University regulations and ordinances, students are expected to live in accordance with local, state, and national laws. Normally the enforcement of such laws is the responsibility of the legal and judicial authorities duly established for that purpose. The University has become involved, however, in the disposition of such cases when invited to do so by the appropriate authority or when in the judgment of the University an individual act constitutes a significant danger to the University community.

In order to provide current and specific information relative to academic regulations, references are made in this handbook to other publications, such as the *Michigan State University Catalog* and the *Schedule of Courses and Academic Handbook*. In addition, information relative to the Office of the Vice President for Student Affairs, Associated Students of Michigan State University, major governing groups, programming organizations, living unit organizations, and registered student organizations is included.



## ACADEMIC POLICIES AND REQUIREMENTS

- 1. All-University academic requirements and policies that apply to both undergraduate and graduate study are stated in the "General Information" section of the *Michigan State University Catalog*. The "Undergraduate Education" section of the catalog states policies related to undergraduate study; the "Graduate Education" section has reference to graduate study. The programs of study and the requirements of the individual colleges are stated in the section of the catalog entitled "The Colleges and Programs of Study." Students are encouraged to consult their academic advisers concerning academic requirements.
- 2. The Schedule of Courses and Academic Handbook, which is published each term and is available at the Office of the Registrar, Administration Building, should be used as a reference for the general procedures and regulations that pertain to the academic programs, including the following:

Academic Record

Academic Action Degree Colleges University College

Change of Registration Adding and Dropping Courses Adjustment of Fees

Class Attendance Absences Class Visitor or Auditor Credits Class Standing Credit Load Fees and Tuition Out-of-State Tuition Payment of Fees Refund of Fees Final Examinations Grades Grade Changes

Grade Point Averages

#### ADDRESS CHANGE

Students living off campus make address changes in the Office of the Registrar, Administration Building. As stated in the Housing Regulations, failure to register a change of address is cause for cancellation of registration.

## ALCOHOL

#### Liquor (Ordinance 22.00)

. . . No person shall possess or consume alcoholic beverages of any kind anywhere within the confines of land governed by said Board: Provided, however, that the prohibitions of this section shall not apply to possession or consumption by the residents and their guests, who, having attained the age of 21 years, possess or consume alcoholic beverages in their married housing facilities provided by Michigan State University.

The above ordinance is further clarified by the following policy statement that is contained in the Off-Campus Housing Regulations:

. . . Students are expected to observe the liquor laws of the State of Michigan especially as they apply to the age of purchaser (21 years is the legal age), furnishing liquor to minors, transporting liquor in an automobile, and falsely representing one's age in a liquor purchase. In addition, no student shall possess or consume alcoholic beverages, including beer, in any Michigan State University residence hall, supervised housing, organized living unit, or within the confines of land governed by the Board of Trustees of Michigan State University. This prohibition shall not apply to possession or consumption by the residents and their guests, who, having attained the age of 21 years, possess or consume

alcoholic beverages in their married housing facilities provided by Michigan State University.

- Faculty Committee on Student Affairs

## ALL-UNIVERSITY EVENTS AND ACTIVITIES

All-University events and activities sponsored by registered student organizations, living unit organizations, and major governing groups must be calendared through the Division of Student Activities, Student Services Building.

#### ANIMALS

Dogs, cats, or other animals are not permitted in University residences. (This policy is based on health and sanitation requirements.)

- Administrative Ruling of July, 1953 - Dormitories and Food Service

## BICYCLES

The following statements summarize University ordinances pertaining to bicycles on the Michigan State University campus. Copies of this summary and a map of bike routes are available from the Department of Public Safety.

## 1. Licensing

Every bicycle operated or possessed on the campus must be licensed either by the University for a fee of 50 cents, or by the cities of Lansing or East Lansing. Licenses issued by the University are available in the Vehicle-Bicycle Office, Quonset 103. Licenses must be immediately attached to the bicycle.

# 2. Parking

Unattended bicycles must be placed in bicycle racks and locked. When racks are full, the bicycle must be parked in the immediate vicinity of the racks. Under no circumstances shall bicycles be parked in shrubbery, on sidewalks, near building exits and entrances, or in vehicle parking areas.

#### 3. Operation

The Michigan Motor Vehicle Code requires that bicycles be operated as if they were motor vehicles. You are required to yield the right of way to pedestrians in marked crosswalks, obey all traffic control signs and devices, and keep as far to the right on the roadway as is possible. Riding on sidewalks or footpaths, riding more than two abreast, and riding against traffic is prohibited.

#### 4. Equipment

Bicycles operated during dusk, darkness or dawn hours shall show a white light to the front and a red light or reflector to the rear.

# 5. Impounding

Bicycles not properly parked, not licensed, or parked unlocked will be impounded and may be reclaimed at the Department of Public Safety upon proof of ownership and payment of the established impounding fee.

# 6. Enforcement and Administration

The Department of Public Safety is responsible for the enforcement and administration of the University Traffic Ordinance, the Michigan Motor Vehicle Code, and the bicycle licensing and control provisions thereof.

# **CAMPUS BUS PASSES**

1. Bus passes can be purchased at the MSU Book Store, Union Ticket Office, Married Housing Office, and other places as announced in the *State News*. The printed bus schedule is available to all students.

- 2. Bus passes are to be used by the purchaser and are not transferable to other individuals. Violation of this policy shall result in the taking up of the pass by the bus driver.
- 3. The following types of bus passes may be purchased:
  - a. Term Passes Unlimited usage
    - (1) Fall, Spring and Summer terms: \$14.00 per term.
    - (2) Winter term: \$20.00 with a rebate of \$6.00 if the student's fall term pass is surrendered.
  - b. A Commuter Pass can be purchased at a cost of \$8.00 per term. This pass is valid only on the commuter bus route and cannot be used on any other route.
  - c. A strip ticket (blue) of ten (10) tickets can be purchased at a cost of \$1.50. This strip ticket is obtainable only in the Married Housing Office and can be used only by student wives.
  - d. A strip ticket (red) of ten (10) tickets can be purchased by any student at a cost of \$1.50. These tickets are valid only after 5:30 p.m. on weekdays and all day on Saturdays and Sundays.
  - e. Students who are temporarily required to use the buses due to an injury or disability should contact the Campus Bus System Office for information regarding the purchase of a temporary bus pass.
  - f. In addition to the types of bus passes listed above, during the summer, bus passes are available at \$7.00 per five-week session.

## CAMPUS MESSENGER SERVICE - CAMPUS MAIL

- 1. At its May, 1965 meeting, the Board of Trustees reaffirmed that the MSU Mail Service is intended only for the distribution on campus of official University communications and the collection and metering of mail for off-campus mailing. So that the purpose could be more clearly understood the name was changed to Messenger Service.
- 2. Examples of communications that will be handled are: notices of faculty meetings or other University department sponsored affairs or programs; communications from one department of the University to another; and memorandums from one individual to another when pertaining to University business. Those that cannot be distributed are: requests for contributions (except Community Chest); sales or collections by campus organizations; notices of political or organization meetings (except meetings of learned and professional societies); church announcements; etc. (Student organizations having questions regarding the use of the Messenger Service should contact the Division of Student Activities, Student Services Building).

## CONTRACTS, HOUSING

- 1. A student living in a residence hall should consult the manager of the hall for information and policies regarding housing contracts.
- 2. A student living in an off-campus organized living unit should consult the individual unit for information and policies regarding housing contracts.

#### COUNTERFEITING, ALTERING AND COPYING (Ordinance 15.00)

. . . No person or persons with intent to injure or defraud shall falsely make, forge, manufacture, print, reproduce, copy, tamper with, or alter, any writing, record, document or identification used or maintained by Michigan State University.

. . . No person or persons shall knowingly possess, display or cause or permit to be displayed any writing, record, document, or identification form used or maintained by Michigan State University knowing the same to be fictitious, altered, forged, counterfeited or made without proper authority.

. . . No person or persons without proper authority shall knowingly possess, make or cause to be made any key to operate any lock or locking mechanism used or maintained by Michigan State University.

## **DISORDERLY ASSEMBLAGES OR CONDUCT (Ordinance 16.00)**

. . . No person or persons shall, without authorization, assemble together anywhere on the campus for the purpose of creating any noise or disturbance, riot, or other improper diversion, or assemble in a manner which obstructs the free movement of persons about the campus or the free and normal use of University buildings and facilities, or prevents or obstructs the normal operations of the University.

. . . No person or persons shall disrupt the normal operation of any properly authorized class, laboratory, seminar, examination, field trip or other educational activity of the University.

. . . No person or persons shall disrupt the normal use of any campus building or area which has been assigned or scheduled through appropriate channels for educational or extracurricular activities. Included within, but not limited to the foregoing, is the use of appropriate buildings or areas for dramatic or musical presentations, lectures, athletic events, military exercises, orientation meetings, registration, commencement ceremonies, and placement activities.

. . . No person or persons shall disrupt the normal activity or molest the property of any person, firm or agency while that person, firm or agency is carrying out the provisions of a contract or agreement with the University.

. . . No unauthorized person or persons shall enter upon the playing area of any athletic contest or exhibition while said contest or exhibition is in progress.

. . . No person or persons shall project or drop any object which could cause injury, damage or interference in the spectator or playing area where any athletic contest or exhibition is conducted.

. . . No person shall enter or attempt to enter into any dance or social, athletic, theatrical or other public event without a ticket of admission to such event when such tickets are required, or enter or attempt to enter contrary to any established rules or qualifications for eligibility for attendance at such events as provided by the sponsors. No person ineligible to attend such events shall loiter about the premises where such an event is being held.

## DRESS REGULATIONS

The governing bodies of each organized living unit or residence hall living unit establish dress regulations for its own members. Students should consult the governing body of their living units for its current policy.

## FALSIFICATION OF UNIVERSITY RECORDS

Each student is expected to complete accurately and honestly any University record. Falsification of a University record is cause for cancellation of registration. (See also Counterfeiting, Altering and Copying.)

# FINANCIAL ACCOUNTS — STUDENT ORGANIZATIONS

An all-University policy regarding student organization accounts held with the University Business Office was being reviewed by the Associated Students of Michigan State University and the Faculty Committee on Student Affairs at the time of publication. Copies of the policy will be available in the Division of Student Activities, Student Services Building, or the University Business Office, Administration Building.

#### **FIREARMS** (Ordinance 19.00)

... No person shall possess any weapon capable of casting a projectile by air, gas, explosives, or mechanical devices, anywhere upon the lands governed by said Board: Provided, however, that the prohibitions of this paragraph shall not apply to the possession of such weapons in the residence or vehicles of those persons lawfully residing in apartments or other married housing facilities provided by Michigan State University.

... The use of any such device is prohibited anywhere upon the lands governed by the Board except in those areas specifically set aside and supervised as range facilities.

#### FIRES (Ordinance 20.00)

... It shall be unlawful for any person or persons to set a fire upon the lands governed by said Board except in approved stoves and grills in designated picnic areas or as required by University personnel in the dump area.

#### HEALTH CENTER

The policies of Olin Memorial Health Center are as follows:

#### 1. Office Hours

Monday through Friday: 8:00 a.m. to 11:30 a.m.

1:30 p.m. to 5:00 p.m.

Saturday and Sunday: For emergencies and urgent cases only.

## 2. Fees

- a. No fee is charged the student for his or her visit to the Olin Memorial Health Center if the visit occurs during the hours of 8:00 a.m. to 5:00 p.m. Students requesting service after 5:00 p.m. and before 8:00 a.m. are charged a service fee of \$2.00 for that visit. In addition to this service fee, students requesting service after 5:00 p.m. and before 8:00 a.m. must also pay the conventional drug and other fees applicable to their cases at this visit.
- b. All medications and medical supplies are dispensed at a cost plus a reasonable handling fee.
- c. X-ray services are provided on a cost of the film basis.
- d. The services of the Department of Physiotherapy are provided for a "per visit" fee which is specifically established for each case. This fee is a minimal amount and varies with the extent and type of services involved.

- e. Students who have procured at their own expense special medications or allergy vaccines may have these substances stored at the Olin Memorial Health Center, and may have the scheduled administration of the products performed there for a minimal service fee for each treatment.
- f. Students who are too ill to attend classes are hospitalized in the University hospital at a charge derived solely from the above mentioned fees which are apropos to their respective cases. There is no charge for the hospital room and meals up to a total of 40 hospital days per student in any one school year. After a total of 40 hospital days has been surpassed, a daily fee of \$28.00, plus the conventional drug and special services charges, will be made for each additional day.
- g. Consultants are called upon the recommendations of the staff physicians, and their fees are charged to the respective students.
- h. All surgery, except minor surgery, is charged to the student.
- i. All anesthetist fees are charged to the respective students.
- j. Any laboratory, X-ray, or other special medical services not ordered by Olin Memorial Health Center personnel, but requested by individuals outside the University, will be provided at the current medical fee schedule effective in this area.
- k. The University will not pay for ambulance service unless the need for such service arises from injuries sustained through classroom work, participation in scheduled intramural sport events, or University employment. The ambulance fee in all other cases will be charged to the involved student.

#### 3. Persons Eligible for Care

- a. All students regularly enrolled in the University and taking seven or more credits are entitled to health service during the term in which they are enrolled. Graduate assistants, regularly enrolled in the University and working toward a graduate degree, are considered eligible. The student identification card must be presented when service is requested. Part-time students taking six credits or less are not eligible. Faculty members employed full time and enrolled in one or more courses are not considered students and are not eligible to use the Olin Memorial Health Center.
- b. A student is entitled to use the Olin Memorial Health Center facilities only when he or she is enrolled in the University. The date and time limitations apropos to specific periods of enrollment are those established from the University calendar which is printed in the Michigan State University Catalog.

The following is the only exception to this rule:

Any student who has been eligible for Olin Memorial Health Center care in an immediate past term, will be eligible for care during an inter-term recess provided he or she intends to enroll in the ensuing subsequent term. In the instance of summer term enrollees, this privilege is extended only to students who are enrolled in the *full* summer term and is not applicable to half (five-week session) summer term enrollees. If a student utilizes the facilities of Olin Memorial Health Center during an inter-term recess, and then fails to enroll for the subsequent term, he or she will be billed for the services rendered at the prevailing fee for this area.

# 4. Class Excuses

The Olin Memorial Health Center is authorized to issue class absence excuses only to those students who have been hospitalized in the center. These excuses cover just the period of time that the student has been a hospital patient. No other class absence excuses can or will be issued by the center personnel except in those cases where a very temporary infirmity prevents participation in physical education classes.

# 5. Notification of Parents

Parents are notified by the Olin Memorial Health Center, at once, through a person-to-person long distance telephone call whenever a student is hospitalized for any of the following reasons:

- a. Serious or significant illnesses;
- b. Surgical observation or emergency surgery;
- c. Traumatic cases (auto accidents, significant falls, etc.);
- d. Prolonged hospitalization anticipated;
- e. Significant emotional upsets.

If any student is in the hospital 72 hours after admission and his parent has not been notified because the case did not appear to fall into any of the above categories, the parent is then notified by phone, unless he has visited the student or has been contacted by the student during the 72-hour postadmission period.

# HOUSING REGULATIONS

## 1. First-Year Residence

All first-year undergraduate students (freshmen and transfer) must reside in the residence halls during their first year at Michigan State University with the following exceptions: married students; students living at home with parents (letter from parents must be sent to the Hall Assignments Office, Holmes Hall); veterans with one or more years of active service; students attaining the age of 21 during the academic year in which they enter; and students who have been admitted to junior or senior standing.

-Board of Trustees

#### 2. Off-Campus Supervised Housing

Undergraduate students under 21 years of age who are not required to live in the residence halls and *who are not eligible to live in unsupervised off-campus housing* (see eligibility criteria in Section 3, d of these regulations) must live in supervised housing. Supervised housing includes sororities, fraternities, cooperatives, religious living units, and University designated off-campus supervised housing.

- Faculty Committee on Student Affairs
- Board of Trustees

# 3. Off-Campus Unsupervised Housing

Any undergraduate student enrolled for seven or more credits per term (summer term included) at Michigan State University is considered a student and is subject to the following University housing regulations:

a. Students are members of both the University and local community. All students are expected to live in accordance with state and local laws. When

students violate such laws, it is of concern to both the local and University community.

- b. Students are expected to observe the liquor laws of the State of Michigan especially as they apply to the age of purchaser (21 years is the legal age), furnishing liquor to minors, transporting liquor in an automobile, and falsely representing one's age in a liquor purchase. In addition, no student shall possess or consume alcoholic beverages, including beer, in any Michigan State University residence hall, supervised housing, organized living unit, or within the confines of land governed by the Board of Trustees of Michigan State University. This prohibition shall not apply to possession or consumption by the residents and their guests, who, having attained the age of 21 years, possess or consume alcoholic beverages in their married housing facilities provided by Michigan State University.
- c. Students are required to report their correct local address at the time of registration. Failure to register the actual residence at which they are living, or a change of address, is cause for cancellation of registration. (Change of address is made in the Office of the Registrar, Administration Building.)

# Eligibility

- d. Students who will have attained senior status by the last official day of registration fall term or who will attain the age of 21 during the academic year will be eligible to live in unsupervised housing beginning with fall term of that year. For purposes of this policy, a senior student is defined as a student who has accumulated 130 term credits. Academic year is defined as September 15 to June 15 inclusive.
- e. Any eligible student (i.e., a student turning 21 during the academic year or attaining senior status by fall term registration) under the age of 21 must have a parental consent form filed in the Off-Campus Housing Office in order to be eligible to live in unsupervised housing. Such consent form must be submitted not later than September 1 of the year the student plans to live in unsupervised housing. These steps are not required of students over 21. (Consent forms and any other information desired may be obtained in the Off-Campus Housing Office, 161 Student Services Building.)

-Faculty Committee on Student Affairs

- f. Undergraduate students commuting from home beyond a 50-mile radius must have special permission from the Off-Campus Housing Office, Student Services Building.
- g. Undergraduate students living with relatives must have special permission from the Off-Campus Housing Office, Student Services Building.

# **IDENTIFICATION CARDS**

- 1. Upon completion of registration each student shall be provided an identification card which shall remain in his or her possession at all times.
- 2. Students who withdraw or are withdrawn within a term shall surrender to the proper University authorities said identification cards.
- 3. The falsification or alteration of said identification cards or of any other University records or documents shall be cause for the cancellation of registration.
- 4. In case of violation of any rule or regulation of the University or of any local, state, or federal ordinances or laws, students shall, upon demand, surrender

said identification cards to the appropriate University authorities charged with the conduct of student affairs or to a member of the Department of Public Safety.

#### INSURANCE

- 1. All foreign students are required by the University to purchase an accident and health insurance policy during registration, unless such insurance is provided by their government.
- 2. Information regarding the student insurance program sponsored by Associated Students of Michigan State University (ASMSU) is on page 54 of this handbook.

## INTEGRITY OF SCHOLARSHIP AND GRADES

- 1. The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing protect the validity of University grades. This means that all academic work will be done by the student to whom it is assigned, without unauthorized aid of any kind. Instructors, for their part, will exercise care in the planning and supervision of academic work, so that honest effort will be positively encouraged.
- 2. If any instance of academic dishonesty is discovered by an instructor, it is his responsibility to take appropriate action. Depending on his judgment of the particular case, he may give a failing grade to the student on the assignment or for the course.
- 3. In instances where only a failing grade in a course is given for academic dishonesty, the instructor will notify the student's academic dean in writing of the circumstances.
- 4. The student who receives a failing grade based on a charge of academic dishonesty may appeal to the Student-Faculty Judiciary a judgment made by a department or a college. (Refer to the 1967 Academic Freedom for Students Report, Article 4, Section 3, 4, 2, b [3], page 17.)
- 5. When, in the judgment of the academic dean, action other than, or in addition to, a failing grade is warranted, the dean will refer the case to the Student-Faculty Judiciary which shall have original jurisdiction. (Refer to the 1967 Academic Freedom for Students Report, Article 4, Section 3, 4, 2, a [2], page 16.)
- 6. In instances of academic dishonesty where the instructor feels that action other than, or in addition to, a failing grade in the course is warranted, the instructor will report the case to his departmental chairman and to the student's academic dean. The dean will then refer the case to the Student-Faculty Judiciary which shall have original jurisdiction. (Refer to the 1967 Academic Freedom for Students Report, Article 4, Section 3, 4, 2, a [2], page 16.)

— Academic Council — Academic Senate

In addition to the above statements, Michigan State University has the following ordinance (18.00) on examinations:

. . . No person or persons shall take, steal, or otherwise procure in any unauthorized manner any piece or pieces of writing which, as can be shown by competent authority, contain the questions or answers to an examination scheduled to be given, at some subsequent date, to any individual or group enrolled in any course of study offered by Michigan State University. . . . No person or persons shall sell, give away, lend or otherwise furnish to any unauthorized individual any piece or pieces of writing which, as can be shown by competent authority, contain the questions or answers to an examination scheduled to be given, at some subsequent date, to any individual or group enrolled in any course of study offered by Michigan State University.

. . . The unauthorized possession of any of the aforesaid writings shall be considered prima facie evidence of an attempt to violate the provisions of this section.

-Board of Trustees

## LIBRARY

- 1. All users of the Library are required to present their ID Cards and their plastic library cards before being permitted to check out items from the Assigned Reading sections and for use outside the Library.
- 2. Since the Main Library consists of a Research Library and an Undergraduate Library, access to the Research Library stacks will be closed to undergraduate students. Books from the Research Library needed by undergraduates will be paged at the circulation desk and may be checked out on regular loan. Undergraduate Library shelves are open to users.
- 3. All users of the Research Library are required to show their briefcases and other possessions upon leaving the area.
- 4. Most books may be borrowed for a two-week period and are renewable unless requested by another user.
- 5. Bound journals may be taken from the Research Library for three days by graduate students and faculty members. Journals may not be charged out of the Undergraduate Library.
- Graduate students may borrow books on a research loan for one term provided:
   a. The book has not been charged out by another reader more than once during the past 12 months;
  - b. The book is not from the Undergraduate Library;
  - c. The book is not designated "Room Use Only."
- 7. While subject to change during the academic year, the following library fines are currently in effect for overdue books:
  - a. Two-week Circulation: \$.25 per day, per book, with a maximum fine of \$10.00 per book.
  - b. Assigned Reading Books: \$.25 for the first hour overdue and \$.10 per hour thereafter, with a maximum fine of \$15.00 per book.
- 8. Students who do not pay fines or have not returned books by the time of registration will be put on the Accounting Office hold list. They will be held from registration until such time as their account with the Library is cleared.
- 9. Lost or mutilated books will result in a \$15.00 replacement charge.
- 10. Smoking is permitted only in the properly marked area in the west stairwell and in designated smoking rooms in the Research Library.
- 11. Lending policies may vary slightly in the branch libraries.

#### LOITERING (Ordinance 21.00)

. . . No person shall loiter or trespass in any building, construction area, building under construction, street, tunnel, rest rooms or sleeping room areas of persons of the opposite sex, or area where he is not assigned for living, work, organized recreation or study purposes.

#### **MOTOR VEHICLES**

- 1. Motor vehicles are defined as all motor driven vehicles, such as automobiles, trucks, motorcycles, motor bicycles, and motor scooters.
- 2. The current Student Motor Vehicle Regulation, approved by the Board of Trustees, governs the possession and operation of motor vehicles on the Michigan State University campus. Copies of this regulation in its entirety are available at the Vehicle-Bicycle Office in Quonset 103. Listed are several provisions of this regulation, which affects all persons enrolled for "0" or more credits, and their spouses.
  - a. Freshmen, unless married, age 21, physically disabled, or residing off campus, and first year Agricultural Technology students are prohibited from possessing or operating a motor vehicle on campus except as noted in the current Student Motor Vehicle Regulation. All other students may operate duly registered motor vehicles on the campus subject to this regulation.
  - b. A student *shall not* possess or operate a vehicle on MSU property without having first registered it and properly affixing the permit. (This required registration is effective twenty-four [24] hours, seven [7] days a week.)
  - c. A student registers a motor vehicle at class registration or at the Vehicle-Bicycle Office in Quonset 103. When the Vehicle-Bicycle Office is closed the Department of Public Safety, Quonset 104, may issue an interim registration certificate which will be valid only until 4:00 p.m. of the first University business day that follows.
  - d. To register a motor vehicle a student must:
    - (1) Pay an annual registration fee (no refunds) at class registration or at the Vehicle-Bicycle Office in Quonset 103.
      - (a) Six (\$6.00) dollars if first registered during fall term.
      - (b) Four (\$4.00) dollars if first registered during winter term.
      - (c) Two (\$2.00) dollars if first registered during spring or summer terms. (No fee is initially charged if the student is enrolled for 0-6 credits but must be paid if at a later date the student enrolls for seven or more credits.)
      - (d) Exceptions to the above fee schedule are stated in the current Student Motor Vehicle Regulation.
    - (2) Present a valid driver's license.
    - (3) Submit proof of personal or immediate family ownership of the vehicle.
    - (4) Possess liability and property damage insurance.
  - e. A short-term registration permit, effective for a 72-hour period, may be purchased by an eligible student at the Vehicle-Bicycle Office for \$1.00. This permit can be acquired for any motor vehicle regardless of ownership.
  - f. The student registering a vehicle shall be responsible for its operation.
- 3. The current Student Motor Vehicle Regulation (copies available at the Vehicle-Bicycle Office in Quonset 103) should be referred to for information pertaining to:
  - a. Driving permits and regulations;
  - b. Motor vehicle violations, penalties, and fine payments;
  - c. Parking regulations;
  - d. Permits.
- 4. Motor Vehicle Violations Traffic Appeals: Students who wish to appeal a summons issued for a violation of the Student

Motor Vehicle Regulation may submit an appeal to the Student Traffic Appeal Court via the Vehicle-Bicycle Office, Quonset 103. All appeals are received by the Student Traffic Appeal Court and are answered by mail. Students who are not satisfied with the court's decision in the absence of a hearing may make an appointment for a hearing by contacting the Vehicle-Bicycle Office, Quonset 103.

5. Proper registration and operation of motor vehicles in accord with the Student Motor Vehicle Regulation is a condition of enrollment as a student of MSU.

# **OFFICER ELIGIBILITY — STUDENT ORGANIZATIONS**

As stated in the Student Organization Registration Policy, only students registered at Michigan State University may hold an office in a registered student organization. Honoraries and professional organizations may request that this requirement be waived, so that Michigan State University faculty and staff may hold office in these organizations. In placing a student on disciplinary probation, the All-University Student Judiciary may withdraw the privilege of holding an office in a campus organization. Other than these provisions the University does not stipulate any eligibility requirements for students holding an office. Each registered student organization and each living unit organization is encouraged to develop the eligibility requirements for its officers.

## PARADES AND PROCESSIONS

- 1. A University ordinance (40.14) states the following:
- Permits required for parades, processions, and sound trucks: No funeral, procession or parade, excepting the forces of the United States Armed Services, the military forces of this state, and the forces of the police and fire department shall occupy, march or proceed along any street or roadway except in accordance with a permit and such other regulations as are set forth herein which may apply. No sound truck or other vehicle equipped with amplifier or loudspeaker may be used unless written authorization is obtained from the Secretary of the University. (NOTE: See page 24 for information regarding this authorization.)
- 2. Permits to conduct parades or processions are obtained by individual registered students and registered student organizations according to the following all-University policy:
  - a. Permission to conduct parades and processions must be secured in the following order: 1) cabinet president of ASMSU; 2) Division of Student Activities;
    3) Department of Public Safety. (Forms for this permission can be obtained in the Division of Student Activities, Student Services Building.)
  - b. If any portion of the route involves travel on an East Lansing street, permission must also be secured from the East Lansing Police Department.
  - c. The person applying for the permission to conduct a parade or procession will be held responsible for proper conduct of those persons participating in the event.
  - d. There shall be no more than 12 vehicles in the procession and they shall not stop along the route except as necessary to comply with traffic laws. Drivers of the vehicles will be held responsible for compliance with the current motor vehicle regulations and traffic ordinances.
  - e. Noise-making equipment shall be operated only when the parade or procession is moving.
  - f. Parades and processions may be held on weekdays only between 5:30 p.m. and 6:30 p.m.

## PREGNANCY POLICY

It shall be the general policy of Michigan State University to treat coed pregnancy on an individual basis. In the case of the unwed mother, particularly, the University recognizes that in addition to there being medical aspects to the situation, there may be serious psychological and social aspects as well. Within reasonable limits, the University shall attempt to be of assistance in all of the above areas during early pregnancy.

The University does not, however, maintain maternity facilities and cannot provide hospital care for childbirth.

In trying to be of assistance to the pregnant coed, the University has four major concerns.

#### 1. Medical

The first of these concerns is medical. The University is concerned that the pregnant coed is under the care of a physician. This is the reason that even though the coed may make use of the services of Olin Memorial Health Center physicians during early pregnancy, it is recommended that she obtain the services of an off-campus physician who can see her through her pregnancy. Olin Memorial Health Center personnel shall be happy to assist in making an appropriate referral.

#### 2. Course of Action

This concern relates primarily to unwed coeds. Appropriate University personnel are ready and available to provide counsel and advice to the unwed coed with respect to various courses of action she may take, including such alternatives as marriage, making use of various social agencies designed to assist unmarried mothers, and the like. If the coed wishes, these personnel also shall be happy to work with the coed's parents in finding an appropriate solution.

## 3. Living Environment

This concern primarily relates to the unwed coed. The University is concerned that the coed's environment during pregnancy is conducive to her health and well-being. This is true whether she is living off campus or in a residence hall. The University recognizes that the environment in a residence hall, especially during a coed's last trimester of pregnancy, may not be conducive to the coed's health or well-being, or be in the best interests of the hall residents. Should this be the case, the University will arrange to help the coed find other suitable housing.

## 4. Academic Environment

The University is concerned with certain aspects of the academic environment which may not be conducive to the health or well-being of the pregnant coed. This may include such things as laboratory courses in which certain chemicals are used, standing for long hours at lab desks, and the like. In such cases the University shall advise the coed against taking such courses during pregnancy.

The above concerns shall be used as general guidelines by University personnel in advising and counseling pregnant coeds. Within the limits of its personnel and facilities the University shall attempt to be of as much assistance as possible to both married and unmarried pregnant coeds. In the final analysis, the matter of whether a coed, married or not, shall continue at the University during her pregnancy shall rest with her physician. If the coed is unmarried and under 21, the matter of whether her parents should be notified also shall rest with her physician.

It is recognized, depending on the individual case, that a coed may have to be absent from the campus for a period of time during her pregnancy. The University shall encourage the coed to return to complete her education as soon after pregnancy as her health permits and stands ready to provide whatever personnel and facilities it can to assist to that end.

Associated Students of Michigan State University
 Faculty Committee on Student Affairs

- Vice President for Student Affairs

— January 26, 1968

— January 20, 1900

## PROPERTY: LOST, FOUND, STOLEN OR ABANDONED (Ordinance 28.00)

. . . It shall be the duty of the director of the Department of Public Safety of Michigan State University to maintain an accounting of all moneys, goods, wares and merchandise deposited in his office as lost or abandoned property which has been found within the campus of said institution. On the first secular day in the months of January, April, July, and October in each year, or more often as necessary, said director of the Department of Public Safety shall cause a notice of all such property as shall remain unclaimed to be posted in four conspicuous places on said campus for three successive weeks to all persons interested or claiming such property: Provided, however, that if any of such goods, wares, merchandise or chattels shall be of a perishable nature or expensive to keep, then it shall be lawful for said director of the Department of Public Safety to sell the same at public auction at such time and after such notice as shall to him and the Board seem proper.

. . . It shall be the duty of the director of the Department of Public Safety, on receiving satisfactory proof of ownership, to deliver such property to the owner thereof on payment of all necessary and reasonable expenses which may have been incurred in the recovering, preservation or sustenance of such property and the expense of advertising the same unless the University Attorney or the prosecuting attorney of the County of Ingham shall otherwise direct.

. . . It shall be the duty of the director of the Department of Public Safety to cause all property unclaimed after the expiration of the notice specified in Section 1, money excepted, to be sold at public auction to the highest bidder, unless the prosecuting attorney of the County of Ingham shall direct that it shall remain unsold for a longer period to be used as evidence in the administration of justice; and the proceeds thereof shall be forthwith paid to the University's Business Office together with all money, if any, which shall remain in his hands after such notice as aforesaid, first deducting actual charges of said sale.

#### RECORDS

#### 1. Academic Records

Michigan State University recognizes the responsibility to maintain records for each individual student to preserve authentic evidence of the events and actions that are important and can contribute to the efforts to educate the student; and to facilitate the intelligent and purposeful direction necessary to the achievement of the educational goals of the University. The general principles and procedures governing the release of information by the University from student academic records is stated in the MSU Catalog and the Schedule of Courses and Academic Handbook.

#### 2. Student Personnel Records

Article 3 of the 1967 Academic Freedom for Students Report begins with a statement that: "Achieving educational goals, providing direction to students,

and extending service to society demand that the University keep records." It is for these purposes that student personnel records are kept. Such records are necessary if both faculty and administrative staff are to better understand the individual student and assist him in achieving his educational, vocational, and life goals. In keeping with the guidelines established in Article 3 of the 1967 *Academic Freedom for Students Report*, the Office of the Dean of Students has developed certain practices with respect to the collecting, recording, and releasing of information about students from student personnel records. Copies of the "Policy Governing Graduate and Undergraduate Student Personnel Records" are available from the Office of the Dean of Students, 153 Student Services Building.

#### **REGISTRATION WITHHOLDS**

Students may be withheld from registration because of failure to meet financial responsibilities to the University or for mental health or disciplinary reasons. The student must clear with the individual or office that issued the hold card before continuing registration.

## SAFETY

It is the desire of the Board of Trustees of Michigan State University to conserve the human resources of the University by prevention of accidents to University personnel, students, and visitors which may cause property damage, injury, or loss of life. Humanitarian motives impel the enunciation of the University policy on accident prevention.

It is the policy of Michigan State University to prevent accidents in work, class, and other activities which the University supervises, is responsible for, or sponsors. Each person, regardless of official or unofficial status, who assumes or is assigned responsibility for the work or activities of others is administratively responsible for their safety during such work or activities. Investigation of accidents to University personnel and students during work, class, or sponsored activities is the responsibility of the person whose job it is to supervise the person injured.

It is the intention of the University that there shall be compliance with safe practice standards which are a matter of professional knowledge and with official codes and regulations.

Each department is responsible for the establishment and preservation of safe conditions and safe practices within the area of jurisdiction of the department.

- Board of Trustees

In compliance with this policy, each student organization is responsible for the establishment and preservation of safe conditions and safe practices within its area of activity and for the prevention of accidents to members and guests. Questions regarding safety standards, codes, and regulations should be directed to the Office of Safety Services of the University Department of Public Safety, Quonset 103, 355-2171. Copies of safety standards pertaining to decorations, seating, food sanitation, and accident prevention are available in the Division of Student Activities, Student Services Building.

#### SIGNS (Ordinance 31.00)

. . . No person shall efface, alter, tamper with, destroy, or remove any sign or inscription on any property governed by the said Board.

#### SMOKING (Ordinance 32.00)

- . . . Smoking is hereby prohibited:
  - . . . In classrooms, lecture halls and teaching laboratories;
  - . . . In barns and farm buildings except where specifically approved for smoking by the director of the Department of Public Safety;

. . . In and adjacent to all buildings used primarily for storage of combustible materials and/or flammable liquids; provided, however, that all buildings and areas other than classrooms shall be clearly posted as "No Smoking" areas.

. . . Smoking is hereby permitted:

. . . In private offices, conference rooms, non-teaching laboratories, and such other buildings and areas as shall not be subject to actual hazard by reason thereof when so certified by the director of the Department of Public Safety.

# SOCIAL REGULATIONS

#### 1. Individuals

- a. Students of the opposite sex shall not be permitted to enter the living quarters of another student living in a residence hall, supervised housing, or organized living unit except during a registered open house.
- b. Visiting hours
  - (1) Members of the opposite sex are restricted to the established public areas of women's residences except during a registered open house.
  - (2) Women may be in designated public areas of men's residence halls at any time provided:
    - (a) The areas designated shall be agreed upon by the hall government, management, and the adviser.
    - (b) An individual residence hall may set time limits if it desires.
    - (c) The residence hall student government shall assume reasonable responsibility for behavior of students in these areas.
  - (3) Members of the opposite sex are not permitted in women's residence halls or men's and women's organized living units and supervised housing after women's closing hours in the evening and before these residences officially open in the morning.
  - (4) Individual residences may establish more restrictive visiting hours to which visitors must conform.

-Faculty Committee on Student Affairs

#### 2. Groups

Registered student organizations, living units, and major governing groups

a. All group social functions attended by student couples must be registered with the exception of those functions sponsored by clubs which are attended exclusively by married couples.

(NOTE: Information regarding the policies and procedures pertaining to the registration of social functions is available in the Division of Student Activities, Student Services Building.)

- b. Social events of an all-University nature must be cleared through the Division of Student Activities and placed on the social calendar at least one term prior to the event.
- c. Overnight social activities are not permitted.
- d. There shall be no drinking of intoxicating beverages at any time at any social function either on or off campus.

e. Members of the opposite sex are not permitted to enter the sleeping or study quarters of their dates, except during a registered open house or when such quarters are being used as a cloakroom for a party.

-Faculty Committee on Student Affairs

# SOLICITATION

## 1. Selling and advertising (Ordinance 30.00)

. . . No person, firm or corporation shall engage in the business of selling or advertising any services, activities, or goods, or take orders or make contacts for the purchase or delivery thereof, or sell or offer for sale tickets for goods, activities or services or solicit for any purpose whatsoever, within the boundaries of Michigan State University.

. . . No person shall erect or otherwise display any sign or poster or distribute handbills upon property governed by the Board which advertises or otherwise calls attention to any product, service or activity.

#### 2. Exceptions

Exceptions to the above University ordinance pertaining to selling and advertising are provided as follows:

a. Fund-raising Events

At the time of publication, an all-University policy regarding fund-raising events and/or projects sponsored by registered student organizations, living unit organizations, and major governing groups was under review by the Associated Students of Michigan State University (ASMSU) and the Faculty Committee on Student Affairs. Copies of the policy will be available in the Division of Student Activities, Student Services Building and should be obtained before a student organization plans a fund-raising event and/or project.

#### b. Student Publications

The sale and distribution of student publications — publications of student living units, governing groups, MSU student organizations, MSU student groups, and student publications sponsored by colleges or departments of the University — shall be in accordance with the guidelines established in the 1967 Academic Freedom for Students Report. (These guidelines are on pages 27-28 of this handbook.)

# SOUND TRUCKS — MOBILE SOUND UNITS

As stated in Ordinance 40.14, written authorization from the Office of the Secretary of the University, Administration Building, must be obtained before a sound truck or other vehicle equipped with amplifier or loudspeaker may be used on the Michigan State University campus. An Activity Approval Form should be obtained from the Division of Student Activities, Student Services Building, before contacting the Office of the Secretary for written authorization. The following rules govern the use of sound trucks and/or mobile sound units.

- 1. The sound equipment may be used on campus only between 5:00 p.m. and 6:30 p.m. (Depending on the location of the equipment and the event, exceptions to this time limit may be recommended by the Division of Student Activities.)
- 2. Permission must be obtained from the East Lansing authorities if the equipment is used in East Lansing proper.

## SPEAKERS POLICY, OUTSIDE

The current policy pertaining to speakers invited to the campus by student groups was adopted by the Board of Trustees on December 14, 1962. This policy replaces the former policy of December, 1960.

#### **General Policy**

It is the policy of Michigan State University to foster a spirit of free inquiry and to encourage the timely discussion of a wide variety of issues, provided that the views expressed are stated openly and, therefore, are subject to critical evaluation. Restraints on free inquiry should be held to that minimum which is consistent with preserving an organized society in which peaceful, democratic means for change are available. Therefore, registered student organizations are encouraged to invite speakers to the campus subject only to the following provisions:

- 1. The speaker must not urge the audience to take action which is prohibited by the rules of the University or which is illegal under federal or Michigan law. Advocating or urging the modification of the government of the United States or of the State of Michigan by violence or sabotage is specifically prohibited. It is the responsibility of the student organization to inform speakers of these prohibitions.
- 2. Sponsorship must be by a student organization which has been registered under the general regulations approved by the appropriate University authorities.
- 3. For purposes of preserving a record of all such public meetings and/or coordinating them with the calendar of other activities taking place on University property, the sponsoring organization must (a) make all arrangements for reservation of space with the appropriate University officials, and (b) complete a form to be furnished by the appropriate University office indicating, among other things, the subject to be discussed, the names of all speakers and the time and place of the meeting, the form to be certified by the signature of the appropriate officer of the organization and the faculty adviser. All rules for administration of requests from registered student organizations must conform to the "General Policy" stated above. It shall be the responsibility of the director of the Division of Student Activities to certify that all appropriate steps have been taken before the event is officially scheduled.

(NOTE: The registration forms and information regarding the Outside Speakers Policy are available in the Division of Student Activities, 104 Student Services Building.)

#### Michigan State University Implementing Policy

- 4. Any student organization violating the provisions of this by-law is subject only to the procedures and penalties applicable to students and student organizations that violate other University rules.
- 5. Public announcements concerning the speaker shall contain statements that clearly and accurately identify him.
- 6. At meetings dealing with controversial issues, ample time shall be allowed for questions and free discussion of the ideas presented.
- 7. The director of the Division of Student Activities of the Office of the Dean of Students is responsible for establishing programs whereby organizations and their faculty advisers shall be informed about the University's policy on speakers.
- 8. The director of the Division of Student Activities, 104 Student Services Building, shall receive the speaker registration forms.

# STUDENT ORGANIZATION REGISTRATION POLICY

- 1. In order to exercise the privileges accorded to registered student organizations, a student group which is not a living unit organization must register with Associated Students of Michigan State University (ASMSU).
- 2. Registration shall be valid from the date of registration until the end of the fourth week of the succeeding fall term. Student organizations must reregister each year.
- 3. Registered student organizations have the option of having an adviser(s).
- 4. To be registered, a student organization must file the following information with ASMSU:
  - a. The name of the organization.
  - b. The names and titles of the officers.
  - c. The purpose of the organization.
  - d. The name(s) of the adviser(s), if any.
  - e. A constitution and/or written statement providing that:
    - (1) Only students registered with Michigan State University are officers and/or voting members.
      - (a) The Student Board of ASMSU, upon request of honorary and/or professional societies may waive this requirement so that Michigan State University faculty and administrative staff may be included as officers and/or voting members.
    - (2) No discrimination on the basis of race, creed, religion, or national origin shall exist within the organization.
- 5. ASMSU must be notified of any change made in the original required information (as indicated in Section 4 above) presented to ASMSU within four weeks after an organization has instituted the change.
- 6. If the required information is not submitted, a group will be denied registration.
- 7. Registered student organizations may submit to ASMSU for informational purposes:
  - a. Notification of national affiliations.
  - b. Notification of dates and times and locations of regularly scheduled meetings.
  - c. Notification of dates and times and locations of regular and special activities.
- 8. No organization may have its registration denied or suspended on the grounds of its beliefs, its goals, or its attitudes.
- A student organization may have its registration suspended by ASMSU if:
   a. The organization is found guilty of submitting falsified required information.
  - b. The organization is found guilty of violating an ordinance or written policy or regulation of Michigan State University or written policies of the Associated Students of Michigan State University (ASMSU).
- 10. The University may request ASMSU to suspend the registration of a student organization if:
  - a. The organization is found guilty of violating an ordinance or written policy or regulation of Michigan State University.
  - b. The organization is found guilty of failing to discharge its financial obligations to the University.

- 11. Any or all parts of a decision by ASMSU to suspend the registration of a student organization may be appealed to the All-University Student Judiciary.
- 12. This policy shall go into effect on September 1, 1968.
  - Associated Students of Michigan State University
  - Faculty Committee on Student Affairs
  - Vice President for Student Affairs

# STUDENT PUBLICATIONS

The following guidelines, which pertain to the sale and distribution of student publications, are from the 1967 *Academic Freedom for Students Report*, Article 6, Section 3, adopted by the Board of Trustees, March 16, 1967.

- ... Students should have maximum freedom to express opinions and communicate ideas by writing, publishing, and distributing materials.
- ... For the purpose of this instrument, student publications are publications in which Michigan State University students have been involved, at least in part, in writing, publishing, and distributing, namely,
  - a. Publications of student living units and governing groups;
  - b. Publications of MSU student organizations and MSU student groups;
  - c. Student publications sponsored by colleges or departments of the University.
- ... The following guidelines are established:
- ... Responsibility for editorial or other content, finance and distribution shall lie with the sponsoring agency, group, or organization.
- ... The University shall not authorize student publications.
- ... Every student publication shall identify the sponsoring agency, group, or organization.
- ... These guidelines shall apply to all student publications, whether distributed free or offered for sale.
- ...a. 1. The privilege of distribution which is accorded to any free student publication shall be equally accorded to all.
  - 2. Any place established for distribution of the *State News* shall be equally accessible for the distribution of any free student publication.
  - 3. The places of free distribution shall be limited to the places established for the distribution of the *State News*.
  - 4. No door-to-door or hand-to-hand free distribution shall be permitted in any organized living unit or in any classroom or office building.
  - 5. No door-to-door solicitations for sale shall be permitted in any organized living unit or in any classroom or office building.
  - 6. In accordance with the five provisions just stated, each living unit shall decide for itself whether (and if so, where) it wants such a place of distribution in the building. Its policy shall be formalized according to the procedures laid down in Article 5.
  - 7. For buildings other than organized living units the Vice President for Student Affairs shall determine, after consultation with the administrative occupants and in accordance with the first five provisions just stated, the places of distribution.
- ...b. 1. The establishment of booths or self-service stands for the sale of student publications or of subscriptions to them shall be permitted in the lobby of the Student Union and in the lobby of the International Center.

- 2. No solicitation for advertising, subscription or sale shall be permitted in any organized living unit for any publication whatever. The places authorized for such solicitation within buildings are restricted to the Student Union and the International Center.
- 3. The sale of any student publication in an organized living unit is prohibited, unless the organized living unit, according to the procedures laid down in Article 5, chooses to have it by self-service distribution (automatic vendor, coin box, etc.).
- ...c. Free distribution and sale by students of student publications shall be permitted on the campus outside the confines of campus buildings, subject only to such limitations as are necessary to prevent interference with the use of streets, sidewalks and building entrances.
- ...d. The office of the Vice President for Student Affairs shall keep available for inspection an up-to-date list of places of distribution within campus buildings.

... The University shall neither authorize nor prohibit the solicitation of advertising by any student publication.

... Any regulations necessary to implement the general policy of these guidelines relating to the distribution and selling of student publications on campus shall be developed according to the procedure described in Article 5.

-Board of Trustees

# Policy for Distribution of Material in Residence Halls

The following, as developed in May, 1965 by Women's Inter-Residence Council (WIC), Men's Halls Association (MHA), Office of Residence Hall Programs, and Residence Hall Management, is the policy for the distribution of material in residence halls at Michigan State University.

1. Mailbox distribution

Material may be placed in University residence hall mailboxes provided it qualifies as one of the following:

- a. U.S. mail.
- b. Campus mail with student's name and room number.
- c. Material from head resident adviser, manager, or the hall student organization.
- d. Material from chartered and authorized University or student organizations (registered student organizations, living unit organizations, major governing groups, and ASMSU), if the material carries the student's name and room number.
- e. Material presented to the desk receptionist if the material has the student's name and room number. (This is to be understood as communication between individuals, not mass distribution).

The above procedures are to protect all the occupants of the halls from mass distribution of material that is generally not of interest to the majority of the occupants; to protect the privacy of the individual; and to facilitate a method of circulation which is feasible and effective.

2. Free-will, pick-up distribution

Mass distribution of material, on a free-will, pick-up basis, may be accomplished in the University residence halls at the designated distribution center. Any University or student group or organization may distribute at this center, provided the name of the individual or individuals responsible for the material appears on the item to be distributed. If the organization or group is registered or has obtained a charter, the name of the organization shall appear on the material. This material may be removed after three (3) days of exposure.

- 3. Door-to-door distribution There shall be no door-to-door distribution of any nature.
- 4. Commercial distribution No advertising for commercial and/or non-University interests shall be permitted, other than regular United States mail fully addressed with the student's name and room number.
- 5. Bulletin boards
  - a. All notices and publicity for recognized and authorized student organizations (registered student organizations, living unit organizations, major governing groups, and ASMSU) to be posted in residence halls shall be cleared through the Office of Residence Hall Programs, Student Services Building.
  - b. All other notices or publicity shall be cleared by the head adviser. A blanket approval may be issued by the manager of residence halls or the Office of Residence Hall Programs.
  - c. No advertising for commercial interests will be permitted.
  - d. Size of notices and publicity shall not exceed 12" x 18".
  - e. Each individual residence hall shall have final authority to make exceptions in regard to its policy of bulletin board maintenance.
- 6. Violation of this policy
  - a. Any student in a University residence hall who does not comply with this policy will be referred to the student's head adviser. The head adviser may refer the student to the hall judiciary if deemed necessary.
  - b. Any other student will be referred to the Office of the Dean of Students.
  - c. Any individual outside the University community who does not comply with this policy will be referred to the proper authorities.
- 7. Revisions

Any revision of any part of this policy must be approved by MHA, WIC, the Office of Residence Hall Programs, manager of residence halls, and the Faculty Committee on Student Affairs.

## **TELEPHONES** (Ordinance 33.00)

... It shall be unlawful for any person to telephone any other person repeatedly for the sole purpose of harrassing or molesting such other person or his family, whether or not conversation ensues.

... It shall be unlawful for any person to use any threatening, vulgar, indecent, obscene, immoral or insulting language over any telephone instrument or equipment.

# UNIVERSITY FACILITIES AND SERVICES

At the time of publication, a policy regarding the use of University facilities and services by registered student organizations, living unit organizations, major governing groups, and Associated Students of Michigan State University (ASMSU) was being recommended by ASMSU and the Faculty Committee on Student Affairs. Copies of the policy will be available in the Division of Student Activities, Student Services Building.

## WASHING VEHICLES (Ordinance 48.00)

. . . No person shall attach a hose to any University water supply for the purpose of washing non-University owned vehicles.

. . . This does not prohibit the washing of vehicles through the use of a pail or similar container.

# WITHDRAWAL PROCEDURES AND POLICIES

1. A student who decides to drop *all* his courses or his *only* course before the term in progress is completed must withdraw from the University. The student initiates the withdrawal procedure in the Office of Financial Aids and Withdrawals, Student Services Building.

(NOTE: Interruption of school at the conclusion of a completed term does *not* necessitate withdrawing from the University.)

- 2. The withdrawal procedure will not take place automatically for the student who leaves campus because of illness, of either one's self or family member, but must be initiated by the student. If this cannot be done in person, it can be initiated by calling or writing the Office of Financial Aids and Withdrawals, Student Services Building.
- 3. A student who leaves the University without withdrawing properly forfeits any fees or deposits paid to the University.
- 4. A student who does not officially withdraw will be reported as having failed all courses for that particular term.
- 5. Refunds:
  - a. The MSU Catalog or the Schedule of Courses and Academic Handbook should be consulted for information regarding the policy on the refund of fees.
  - b. A student living in a residence hall should consult the manager regarding the policy on the refund of room and board. (It should be noted that a student withdrawing during the last two weeks of any term will not receive a refund on room and board.)
  - c. A student living in an off-campus organized living unit should consult the individual unit for policies regarding room and board refunds.
- 6. For information about policies regarding the effect of official withdrawal on grades and credits, refer to the *MSU Catalog* section on "Withdrawals," to the specific academic department, or the *Schedule of Courses and Academic Handbook*.
- 7. If a student returns to Michigan State University the term following withdrawal, he cannot pre-register but must follow the regular registration procedure. If one or more *complete* terms of school are missed, the student must apply for readmission through the Office of the Registrar, Administration Building.
- 8. A student who is called into the Armed Forces during the term should present his orders for induction at the Office of Financial Aids and Withdrawals, Student Services Building, for appropriate action.

## WOMEN'S REGULATIONS

These regulations apply to all University women's residences, sorority houses, and off-campus supervised housing.

## 1. CLOSING HOURS IN UNIVERSITY RESIDENCES

The following women's closing hour policies reflect the University's intention to provide for the development of maturity on the part of coeds as they progress from the home through the University community to the society-at-large. Freshmen closing hours provide guidelines for new coeds as they make the transition from the home environment to the University community. Selective closing hours provide greater opportunities for selfregulation on the part of sophomore, junior, and senior coeds. This selective closing hours policy is based, in part, on the assumption that coeds are able to grow toward maturity when they have the opportunity to practice selfregulation. Further, such a policy provides for the transition the coed will make from the University community to the society-at-large. Selective closing hours are not intended to encourage late hours, but rather to provide the freedom of choice necessary for self-regulation.

# a. University closing hours

(1) Women's residence halls, sororities, and supervised housing will be closed by the following hours:

Sunday — Thursday: 12:00 midnight

Friday — Saturday: 1:00 a.m.

(2) Non-residents are not permitted in these residences between the closing hour and the official opening hour of the next day.

#### b. Freshmen closing hours

- (1) Freshmen women under 21 years of age are required to return to their residences within the University closing hours.
- (2) Freshmen coeds may select three weekend nights (Friday or Saturday) each term as 2:00 a.m. late permission nights.
- c. Selective closing hours
  - (1) Sophomore, junior, and senior women and coeds 21 years of age or over are exempt from closing hours established by the University. These coeds are permitted to leave and return to their University residences at any hour.
  - (2) Sophomore women are defined as those coeds who have accumulated 40 credit hours by the last official day of registration of any given term.

## 2. SIGNING OUT AND SIGNING IN

The sign out provides the opportunity for the University to become concerned for the welfare of a coed who does not return when anticipated and assists in subsequent efforts to locate her. Coeds are encouraged to make use of this opportunity for their own protection. In addition to the sign out requirements listed below, the sign out procedures may be utilized voluntarily by any coed in instances where a sign out is not required.

# a. Sign out regulations

(1) Registration Week

Every coed is required to sign in, in person, when she arrives at her residence during registration week. If a coed with closing hours leaves the residence for overnight before classes start, she must sign out for an overnight absence.

(2) Beyond the Greater Lansing Area

Any time a coed plans to leave the Greater Lansing Area (this area is defined as including those locations designated by the Lansing Area Telephone Directory) she is encouraged to sign out.

(3) Coeds with Closing Hours — Returns to the Residence after Closing Hours

Any time a coed with closing hours plans to return to her residence

after closing hours, as a result of special permission or of use of her weekend late permission nights, she is required to sign out.

- (4) Overnight Absences
  - (a) A coed with closing hours is required to sign out prior to overnight absences, defined as an absence from the residence after closing unless a special permission has been granted.
  - (b) Although coeds with selective closing hours are not required to sign out for overnight absences, it is recommended that they do so, especially for an absence of more than 24 hours.
  - (c) A coed with closing hours must leave the residence before closing hours on the night of her departure unless special permission has been granted by the appropriate residence hall governing body or sorority judiciary or her head resident adviser.
  - (d) A coed can stay as a guest in another MSU residence provided that guest provisions have been made in accordance with the current University regulations.

## b. Sign out procedures

The procedures listed below must be followed in those instances where a sign out is required.

- (1) A coed is required to sign out, in person, on the form provided, indicating her destination and hour of return.
- (2) When a coed, out of her residence, realizes that she has forgotten to sign out as required by the above sign out regulations, she must call the advisory office of her residence as soon as possible.
- (3) When delayed, a coed is to notify the advisory office of her residence, indicating the expected time of her return.
- (4) Immediately after returning to her residence a coed is required to sign in, in person.

To assist in the location of a coed who has not returned when expected, parents or police may be notified if the head resident adviser has been unable to locate the coed within an hour.

# 3. PERMISSIONS FOR FRESHMEN COEDS

## a. Permission for early departure or late return

Permissions may be granted to freshmen coeds whose special plans or obligations require that they leave the residence before it officially opens or return to the residence after closing hours. Freshmen coeds who wish exceptions to the closing hour regulations should seek the permission of the appropriate residence hall governing body or sorority judiciary or head resident adviser in advance.

## b. Parental permission for overnight absences

Every woman under 21 years of age living in a University residence who has not attained sophomore status (defined as the accumulation of 40 term credit hours) is required to have a Parental Permission Card on file in her residence authorizing overnight absences. The University will not keep a Parental Permission Card on file for sophomores, juniors, seniors, and coeds 21 years of age or over. Permission may be granted as follows:

- (1) A coed can have permission to use her discretion, in accordance with University regulations, in taking overnight absences from her University residence.
- (2) A coed can have permission to take overnight absences to those places listed on the permission card in addition to her home. Parents will notify the head resident adviser, in writing, each time their daughter has permission to take overnight absences to places other than those listed on the card.

# 4. GUESTS IN WOMEN'S RESIDENCES

- a. Residents may have overnight guests on Friday and Saturday nights during the term. Overnight guests are not permitted on evenings preceding class days or examination days as determined by the University. In addition, guests are prohibited on those weekend nights preceding final examination periods.
- b. The hostess may not take an overnight while she has a guest.
- c. Residents are expected to make arrangements for their guests in advance. All guests must be registered by the hostess with the head resident adviser no later than the closing hours of the days they arrive.
- d. All overnight guests must observe University regulations.
- e. Any guest of a resident of University residence halls, sorority houses, or off-campus supervised housing must observe the same women's closing hour regulations and sign out regulations as her hostess.
- f. All MSU coeds who are guests in University residences must observe women's closing hour regulations according to their own age or class standing.
- g. A student hostess is responsible for her guest and must assume all penalties contracted by her guest, unless the guest is a student of MSU or of a college to which the infractions can be referred. Student nurses, student teachers, and others training off campus must assume the responsibility for all penalties acquired while visiting the campus.
- h. It is recommended that coeds entertain no more than three guests per term. This recommendation is made in consideration of other students and to maintain the academic atmosphere of the living unit.
- i. Special requests for guests during the week must be referred in advance to the appropriate residence hall governing body or sorority judiciary or head resident adviser.

#### 5. SERENADES

- a. Serenades are held on Monday through Thursday nights.
- b. The head resident adviser of the living unit to be serenaded must be contacted in advance.
- c. The burning of insignia on sidewalks is prohibited.
- d. The serenade must be concluded by:
  - (1) Women's Residence Halls 12:30 a.m.
  - (2) Sororities 12:00 midnight.

## Please Note:

Women students are urged to take precautions to avoid being alone outside their living units after dark. It is advisable to stay on well traveled paths and walk with other people.




#### **BOARD OF TRUSTEES**

The Board of Trustees, elected by the voters of the State of Michigan and responsible to all of the people of Michigan, exercises the final authority in the government of the University, within the limits fixed by the State Constitution. In exercising its responsibility, the Board delegates to the President of the University and through him to the faculty, appropriate authority, and jurisdiction over matters for which they are held accountable by the Board. These matters include educational policy and the development of a strong and efficient organization with which to accomplish the objectives of the University.

# ACADEMIC COUNCIL

The Academic Council, as established in the by-laws of the faculty of Michigan State University, is composed of the President, the Provost, the elected faculty representatives, the deans, members of the steering committee, and designated ex officio members including two undergraduate students selected by the Associated Students of Michigan State University and one graduate student selected under procedures developed by the Graduate Council. The Academic Council has several functions, which include advising the President on all matters of educational policy and approving or rejecting major changes in courses and curricula.

# **EXECUTIVE OFFICERS**

The President of Michigan State University is elected by the Board of Trustees and is an ex officio member of the Board without the right to vote and is the Board's sole administrative officer. The President presides at meetings of the Board of Trustees.

The executive officers of the University are appointed by the Board of Trustees upon the recommendation of the President. The following positions comprise the executive officers of Michigan State University: President, Provost, Vice President for Business and Finance and Treasurer, Vice President for Research Development and Dean of the School for Advanced Graduate Studies, Vice President for Special Projects, Vice President for Student Affairs, Assistant to the President and Director of University Relations, Secretary of the Board of Trustees and of the University, Assistant to the President for Equal Opportunity Programs, Assistant to the President, and University Attorney.

## VICE PRESIDENT FOR STUDENT AFFAIRS

The Vice President for Student Affairs has the general administrative responsibility for all student personnel matters. The multiple services of the Office of Student Affairs are carried out through the Counseling Center, the Office of the Dean of Students, the Olin Memorial Health Center and the Office of Intramural Programs.

#### 1. Counseling Center

The services of the Counseling Center, whose main offices are located in the Student Services Building, Room 207, are available at no charge to all Michigan State University students. The Counseling Center aids students in making the best possible adjustment to the University, offers educational, vocational, and personal counseling, provides a complete testing service, and maintains occupational information libraries. Students living in the Hubbard (Akers, Fee, Holmes, Hubbard, and McDonel halls), Brody, and Case-Wilson-Wonders-Holden complexes may use Counseling Center Offices in

those residence halls. The Counseling Center also maintains an office at the Olin Memorial Health Center.

# 2. Office of the Dean of Students

The responsibilities of the Office of the Dean of Students are carried out through the Office of Financial Aids and Withdrawals, the Division of Residence Hall Programs, and the Division of Student Activities.

- a. The Office of Financial Aids and Withdrawals has the responsibility for administering the various loan and scholarship programs, the Federal Work-Study Program, and within-the-term withdrawals from the University.
- b. The Division of Residence Hall Programs is responsible for the selection and training of the residence hall advisory staff; the implementation of policy within the residence halls; coordination of educational, social, and recreational programs within the individual residence halls; and the advisement of the individual living unit governments and the major governing groups, Women's Inter-Residence Council and Men's Halls Association, and the activities of these groups.
- The Division of Student Activities is responsible for advising the Student C. Board and the Cabinet of Associated Students of Michigan State University (ASMSU), the all-University events sponsored by ASMSU, the All-University Student Judiciary, and the Traffic Appeals Court; and for coordinating the interest area student organizations. It is also responsible for the advisory program in sororities, fraternities, cooperatives, and religious living units; the implementation of policy within these units; the coordination of the educational, social, and recreational programs in these living units; and advisement of the major governing groups - Interfraternity Council, Panhellenic Council, and Intercooperative Council. Associated Women Students (AWS) is also advised from this office. Through the Off-Campus Housing Office, this division has the responsibility for implementing the off-campus housing policies and advising the Off-Campus Council. The Office of Volunteer Programs coordinates the voluntary programs of various student organizations and is responsible for the operation of the MSU Volunteer Bureau.

#### 3. Olin Memorial Health Center

The Olin Memorial Health Center provides facilities for Michigan State University students who are in need of medical or surgical care. Policies of the Health Center are on pages 12-14.

# 4. Office of Intramural Programs

The Intramural Office has the responsibility of coordinating all intramural activities. All students, regardless of their level of ability, are urged to take advantage of the recreational opportunities offered by the University. Information and handbooks regarding these activities can be obtained from the Women's Intramural Office, 121 Women's IM Building, and the Men's Intramural Office, 202 Men's IM Building.

### STUDENT-FACULTY-ADMINISTRATIVE COMMITTEES

Student-faculty-administrative committees provide an opportunity for students, faculty, and administrators to work together in evaluating, recommending, and

implementing policy. This university community approach to decision making and policy formulation creates a better understanding of the total University and gives each segment an equal opportunity to discuss various points of view. Depending on their origin these committees are responsible to the Board of Trustees, the President of the University, the Vice President for Student Affairs, and/or the Academic Council.

Individual students may express their views and ideas to members of a specific committee or they may initiate discussion within their respective major governing groups or the Student Board of Associated Students of Michigan State University (ASMSU) with these groups in turn communicating with the various committees. Students interested in serving on these committees should contact the chairman of the ASMSU Student Board for information regarding the appointment process.

Currently students are represented on the Advisory Board for the *State News* and the *Wolverine*, the All-Campus Radio Board, the All-University Traffic Committee, the Athletic Council, the Lecture-Concert Series Committee, the Student Activities Advisory Committee, the Standing Committee on the Academic Rights and Responsibilities of Students, the Student-Faculty Judiciary Committee, the University Curriculum Committee, the University Educational Policies Committee, the University International Projects Committee, University Library Committee, and the University Student Affairs Committee.

#### 1. Advisory Board for the STATE NEWS and the WOLVERINE

The Advisory Board for the State News and the Wolverine, as established in Article 6, Section 1 of the 1967 Academic Freedom for Students Report, is composed of the following voting members: four students, not affiliated with any student publication — two students, not members of the ASMSU Student Board, nominated by the ASMSU Student Board and appointed by the President of the University, and two students selected from the student body at large by open petition to the President, who shall make the appointment; and four faculty members, selected according to the pattern employed for establishing the membership of faculty standing committees. The two non-voting members of this committee are the professional consultant and the financial consultant to the Advisory Board for the State News and the Wolverine.

As one of its responsibilities the Advisory Board for the *State News* and the *Wolverine* provides advice, counsel, and criticism to the staff of the *State News* but does not exercise any veto or censorship over the content of the newspaper.

## 2. All-Campus Radio Board

The All-Campus Radio Board is composed of the network manager, the WMSN (W-Michigan State Network) station manager, managers of affiliated stations, the adviser to the network, two residence hall students appointed by the radio board from open petitioning, one representative from each of the following areas: Women's Inter-Residence Council, Men's Halls Association, the ASMSU Student Board, the Office of the Dean of Students, the Division of Residence Hall Programs, Dormitories and Food Services, and the Television and Radio Department, and a chairman. The All-Campus Radio Board is responsible for the operation of the student radio station designated as WMSN; for the establishment of general policies for the network; for the appointment of the network manager; and for the financial operations of WMSN and the network.

Charles Tweedle, Chairman

# 3. All-University Traffic Committee

The All-University Traffic Committee was established by the Board of Trustees and consists of four faculty members nominated by the Committee on Committees and appointed by the President, four student members nominated by the Student Board of the Associated Students of Michigan State University (ASMSU) and appointed by the President, and four ex officio members — the director of the Department of Public Safety, the University motor vehicle supervisor, who acts as secretary, a representative from the Office of the Vice President for Student Affairs, and a representative from Physical Plant Planning and Development. The committee is charged with recommending to the President any changes in the faculty and student driving and parking regulations. It also has the responsibility of evaluating requests for exceptions to the driving and parking regulations.

> Mr. James Tanck, Chairman Mr. Robert Bissell, Secretary

#### 4. Athletic Council

The Athletic Council is composed of six faculty members, two alumni members, and five ex officio members. The ex officio members are the faculty representative to the Intercollegiate Conference, the director of athletics, the director of alumni relations, the Vice President for Business and Finance and Treasurer, and the chairman of the Student Board of Associated Students of Michigan State University. The faculty members are appointed by the President subject to the approval of the Academic Senate.

The Athletic Council is responsible for formulating policy as it relates to: athletic schedules, athletic tickets, television and radio broadcasts of athletic contests, and athletic awards. It serves in an advisory capacity to the director of athletics, to the faculty representative to the Intercollegiate Conference and to the University administration on matters of intercollegiate athletic policy.

> Dr. John A. Fuzak, Chairman Mr. John R. Kinney, Secretary

#### 5. Lecture-Concert Series Committee

The Lecture-Concert Series Committee is composed of eight faculty members appointed by the Provost; two student members appointed by the Student Board of the Associated Students of Michigan State University; and a chairman, the director of Continuing Education Services.

The responsibilities of this committee are to advise in the formulation of policies regarding the Lecture-Concert Series, to review the cultural offerings on the campus and to make recommendations to the Provost of the University.

Dr. Armand L. Hunter, Chairman Dr. Wilson B. Paul, Director

## 6. Standing Committee on the Academic Rights and Responsibilities of Students

The Standing Committee on the Academic Rights and Responsibilities of Students is composed of five students appointed by the ASMSU Student Board; five faculty members selected according to the pattern employed for establishing the membership of faculty standing committees; and one member of the Provost's staff who serves as secretary without a vote. This committee, as established in Article 2, Section 3 of the 1967 Academic Freedom for Students Report, may make recommendations to the Provost and to the Academic Council on matters relating to the academic rights and responsibilities of students.

## 7. Student Activities Advisory Committee

The Student Activities Advisory Committee is composed of one student representative from each of the following organizations: ASMSU Student Board, ASMSU Organizations Bureau, Women's Inter-Residence Council, Men's Halls Association, Panhellenic Council, Interfraternity Council, Off Campus Student Association, Intercooperative Council, Associated Women Students, Union Board, and Intramural Programs. The advisers to each of the above organizations, and the director of Intramural Programs are also members of this committee which is chaired by the director of the Division of Student Activities or his designee. This committee exists to coordinate the communication, implementation, interpretation, and review of University policies pertaining to student activities.

## 8. Student-Faculty Judiciary Committee

The Student-Faculty Judiciary Committee, as established in Article 4, Section 3 of the 1967 *Academic Freedom for Students Report*, is composed of four students appointed by the ASMSU Student Board from nominees submitted by the All-University Student Judiciary; seven faculty members selected according to the pattern employed for establishing the membership of faculty standing committees; and one member appointed by the Vice President for Student Affairs who serves ex officio with no vote and who also serves as secretary to the judiciary.

The 1967 Academic Freedom for Students Report establishes the original and appellate jurisdiction of the Student-Faculty Judiciary. In addition the Student-Faculty Judiciary shall review the substance of a regulation or an administrative decision which is alleged to be inconsistent with the guidelines established in Article 1 ("Student Rights and Responsibilities"), Article 2 ("Academic Rights and Responsibilities of Students"), Article 3 ("Student Records"), and Article 6 ("Student Publications") of the 1967 Academic Freedom for Students Report.

## 9. University Curriculum Committee

A faculty standing committee, the University Curriculum Committee's specific responsibilities are to review, evaluate, and approve or disapprove minor course changes; to review, evaluate, and recommend approval or disapproval of all major course changes to the Academic Council; to review, evaluate, and recommend approval or disapproval of degree requirements to the Academic Council; to suggest procedures for the elimination of courses that do not enroll a sufficient number of students; to suggest the need for new courses or curricula where the need seems evident; and to maintain a close working relationship with the All-University Graduate Council. The voting membership of the Curriculum Committee shall consist of its elected faculty members. The registrar and a representative of the Provost's Office shall serve ex officio without vote and the student representatives — one undergraduate student selected by the Student Board of the Associated Students of Michigan State University and one graduate student — shall be non-voting members.

## 10. University Educational Policies Committee

The voting membership of the University Educational Policies Committee, a faculty standing committee, consists of elected faculty members. The Provost and the director of the Educational Development Program serve ex officio without vote and one undergraduate student representative and one graduate student representative serve as non-voting members. The undergraduate student shall be selected by the Student Board of the Associated Students of Michigan State University. This committee examines and and evaluates policies relating to subject matter, methods of instruction, facilities, and support for research of faculty members and students; curriculum organization, including establishment or disbandment of departments, divisions, and colleges; and curriculum revisions.

## 11. University International Projects Committee

The University International Projects Committee has several functions which include advising the Dean of International Programs, the Provost, and the Academic Council with respect to the coordination of the University's overseas projects with the University's academic program. It also examines, evaluates, and suggests policies concerning types of overseas projects in which the University should engage; relation of University-sponsored projects to government agencies, foundations, other fund-granting agencies and other universities; qualifications for employment of non-university project members: informational benefits to on-campus curricular research activities deriving from such projects; and any aspect of project activity which may affect the reputation of the University or its faculty, either nationally or internationally. The voting membership of this faculty standing committee consists of elected faculty members. The Dean of International Programs, one undergraduate student representative selected by the Student Board of Associated Students of Michigan State University, and one graduate student representative comprise the non-voting membership.

## 12. University Library Committee

The voting membership of this committee, which is a faculty standing committee, consists of its elected faculty members. The director of libraries serves ex officio without vote as do the student representatives — one undergraduate student selected by the Student Board of the Associated Students of Michigan State University and one graduate student. The Library Committee has the responsibility to study and evaluate library services, facilities, and policies, and to advise the Provost, director of libraries, and the Academic Council thereupon.

# 13. University Student Affairs Committee (Faculty Committee on Student Affairs)

The University Student Affairs Committee examines, studies, and evaluates all policies of the Office of the Vice President for Student Affairs as they affect academic achievement in the University and advises the Vice President for Student Affairs, the Associate Dean of Students, and the Academic Council thereupon. In addition this faculty standing committee reviews and recommends changes in regulations governing student conduct as developed and proposed by living units and governing groups. The committee may initiate, review, and recommend changes in procedures through which such changes are promulgated and may make appropriate recommendations to the Academic Council. The voting membership of the University Student Affairs Committee consists of elected faculty members. The Vice President for Student Affairs, the Associate Dean of Students, the undergraduate student representative selected by the Student Board of Associated Students of Michigan State University, and the graduate student representative serve on the committee as ex officio non-voting members.

> Dr. T. Clinton Cobb, Chairman Dr. Eldon Nonnamaker, Secretary



# **GOVERNING GROUPS**

## ASSOCIATED STUDENTS OF MICHIGAN STATE UNIVERSITY (ASMSU)

Student Board Chairman:	Peter Ellsworth,	355-8268
Student Board Vice Chairman:	Raymond Doss,	355-8267
Cabinet President:	Gregory Owen,	355-4560
Adviser:Di	r. Louis Hekhuis,	355-8286

The student governing body on campus is directed by a seventeen-member governing board called the Student Board. This board is composed of the presidents of the six major divisions of the Associated Students: Men's Halls Association (MHA), Interfraternity Council (IFC), Off-Campus Council (OCC), Intercooperative Council (ICC), Panhellenic Council (Panhel), and the Women's Inter-Residence Council (WIC); six members elected at large from the student body; cabinet president; secretary; comptroller; and the chairman of the Student Academic Council. The Student Board organizes and administers the cabinet which carries out the policies and programs of the board. A judiciary branch has original jurisdiction over cases involving student infractions of University rules, regulations, and policies. ASMSU directs its efforts in four major areas: the evaluation and recommendation of all-University policy, the welfare and rights of students, direct student benefits, and the coordination of organizations. Information regarding the student services provided by ASMSU is on pages 54-55 of this handbook.

## **INTERCOOPERATIVE COUNCIL (ICC)**

The Intercooperative Council (ICC) is the governing group for cooperative living units, the seven (7) units for men and the new unit for women. Co-ops are student owned and managed houses that contribute to the living experiences, social benefits, and economic savings of the members. The ICC meets regularly to discuss and coordinate problems of cooperative living. The president of ICC represents the group on the ASMSU Student Board. The council states as its purposes: continual expansion, holding open rush, and the settling of any judicial matters arising within the houses.

Information about winter and spring rush is available in the *State News*, by calling 355-8313, or by calling the president of each cooperative living unit listed below.

Beal House Bower House Elsworth House Hedrick House Howland House Montie House Motts House Ulrey House (Women)

## **INTERFRATERNITY COUNCIL (IFC)**

President: Pierce Myers, 355-8250 Adviser: Mr. Edwin Reuling, 355-5280

The Interfraternity Council (IFC) is the governing body for the 35 fraternities and three colonies at Michigan State University. It is responsible for governing the fraternity system and for coordinating and directing activities which involve all fraternities on the campus. The President's Council, composed of the presidents of each chapter, is the legislative body of the IFC. The executive and judicial arm of IFC is the Executive Board, which is responsible for executing and administering IFC policy and enforcing the rules and regulations specified by the IFC Constitution and by the University. The IFC continually works toward fostering communication between the houses; encouraging and rewarding scholastic achievement, service, and athletic programs; and promoting the continual improvement and welfare of the fraternity system.

The individual fraternities are listed below, and the names of the presidents can be obtained from the adviser in the Division of Student Activities.

Alpha Epsilon Pi Alpha Gamma Rho Alpha Kappa Psi (Professional) Alpha Phi Alpha Alpha Tau Omega Beta Theta Pi Delta Chi Delta Sigma Phi Delta Sigma Pi (Professional) Delta Tau Delta Delta Upsilon FarmHouse Kappa Alpha Psi Kappa Sigma Lambda Chi Alpha Omega Psi Phi (Colony) Phi Delta Theta Phi Gamma Delta Phi Kappa Psi

Phi Kappa Sigma Phi Kappa Tau Phi Kappa Theta (Colony) Phi Mu Alpha (Professional) Phi Sigma Delta Phi Sigma Kappa Pi Kappa Phi Psi Upsilon Sigma Alpha Epsilon Sigma Alpha Mu Sigma Chi Sigma Nu Sigma Phi Epsilon Tau Delta Phi Theta Chi Theta Delta Chi Theta Xi (Colony) Triangle Zeta Beta Tau

Open rush for freshmen begins the second week of classes fall term. To be eligible to pledge a fraternity a rushee must visit a minimum of five (5) houses and must submit his rush preference and registration card to the IFC. To enter a period of pledgeship both the rushee and the fraternity to which the rushee wishes to pledge must indicate a mutual preference. Membership selection at MSU is done on the basis of individual merit.

The period of pledgeship extends for a period of one term and a minimum all-University grade point requirement of 2.00 is needed to become an active member of a fraternity. Information regarding open rush is available in the Interfraternity Council Office, Student Services Building, or in the *State News* during the first week of each term.

# MEN'S HALLS ASSOCIATION (MHA)

President: Brian Hawkins, 353-2963 Adviser: Mr. William Barr, 353-3780

Men's Halls Association (MHA) is an association which provides a means of uniting the individual men's residence halls to further the common interests of their residents; to formulate and recommend policies and regulations pertaining to residence halls; to coordinate their activities; and to promote better relations and communications between the men's halls and other groups on campus. All residents of men's residence halls are members of MHA and exercise their voting rights and opinions through the presidents of their respective halls.

Grouped by complex, the individual men's halls are listed below, and the names of the presidents may be obtained from the adviser in the Division of Residence Hall Programs or the MHA Office, Student Services Building.

Brody Complex Armstrong	Red Cedar Complex Abbot Snyder
Bailey Bryan	Shaw-McDonel-Holmes Complex McDonel, West
Emmons	Shaw, East Shaw, West
Fee-Akers-Hubbard Complex	South Campus Complex Case, South
Akers, East	Holden, East
Fee, West	Wilson, East
Hubbard, North	Wonders, North

## OFF CAMPUS STUDENT ASSOCIATION (OCSA)

Chairman: \_\_\_\_\_Sue Hughes, 355-8300
President: \_\_\_\_\_Lenny Brenner, 355-8300
Adviser: \_\_\_\_\_Division of Student Activities

The purpose of the Off Campus Student Association (OCSA) is to promote the welfare and interest of off-campus students at Michigan State University, with respect to ASMSU, the University, and the surrounding communities. OCSA is the official body through which these students participate in policy formulation, in all-University student government, and in relations with the University administration. All students not living in residence halls or in fraternity, sorority, or cooperative houses are automatically members of the OCSA. Off Campus Council (OCC), the 11-member governing board of the OCSA, meets bi-weekly to consider problems affecting off-campus students. The Grievance Committee of OCC serves as a go-between for students who have complaints about living conditions in the off-campus community. All members of the OCSA may vote once a year to elect representatives at large to the OCC. Any OCSA member who is carrying at least seven credits is eligible to run in the spring election. The chairman of the OCC, who is elected each year by the newly-elected OCC members, serves as the official representative of the off-campus student and has a seat on the ASMSU Student Board.

# PANHELLENIC COUNCIL (PANHEL)

President: .....Judy Campbell, 353-2965 Adviser: .....Miss Mabel Petersen, 355-5280

Panhellenic Council is the governing group for the 23 national sorority chapters at Michigan State University. It is composed of two representatives from each chapter who meet once a week to discuss and act on such matters as membership, rush rules, and chapter activities. Panhellenic Council helps to sponsor Greek Week and Homecoming activities for sororities and provides a scholarship each year for a foreign student who attends Michigan State University.

The individual sororities are listed below, and the names of the presidents may be obtained from the Panhellenic adviser in the Division of Student Activities. Alpha Chi Omega Alpha Delta Pi Alpha Epsilon Phi Alpha Gamma Delta Alpha Kappa Alpha Alpha Omicron Pi Alpha Phi Alpha Xi Delta Chi Omega Delta Delta Delta Delta Gamma Delta Sigma Theta Delta Zeta Gamma Phi Beta Kappa Alpha Theta Kappa Delta Kappa Kappa Gamma Phi Mu Pi Beta Phi Sigma Delta Tau Sigma Gamma Rho Sigma Kappa Zeta Tau Alpha

The Panhellenic Council has a policy of deferred rush. This means that formal rush is held during winter term rather than fall term. The purpose of deferred rush is to give freshmen girls an opportunity to become acquainted with college and sorority life. During fall term there is a weekend of open houses in which every girl is given an opportunity to visit all the sororities. This will be considered Stage I of rush. To be eligible for sorority rush, according to the Panhellenic Council policy, each girl must register.

## 1. Rush Registration

Rush registration will be held during a special sign-up period fall term. Panhellenic Council will announce the dates in the *State News*. Late sign-ups will not be accepted.

#### 2. Eligibility

An eligible rushee must be registered for ten (10) or more academic credits fall term (improvement courses may not be counted).

## 3. Winter

- a. To continue with winter rush, a student must have carried ten (10) academic credits-exclusive of improvement courses.
- b. A rushee must carry ten (10) or more academic credits during the term she is rushing exclusive of improvement courses.
- c. Have a 2.00 all-University average and a 2.00 average the term preceding rush.

#### WOMEN'S INTER-RESIDENCE COUNCIL (WIC)

President: \_\_\_\_\_Sue Landers, 353-2034 Adviser: \_\_\_\_\_Miss Joy Tubaugh, 353-3780

Women's Inter-Residence Council (WIC) is the major governing group for the women living in residence halls. It is composed of the presidents of all the women's halls. WIC's purposes are to further the communication between individual halls and the University community; to sponsor and coordinate all-University activities for students living in residence halls; to formulate policies and regulations pertaining to residence halls; and to discuss areas of interest and concern to the students living in residence halls. In addition to these purposes, WIC also has judicial responsibilities which are implemented through the WIC Judiciary. An Officers' Workshop, Freshmen mixers, the MHA-WIC Movie Program, newsletters to all women, and an annual banquet for outgoing hall officers are some of the activities sponsored by WIC.

Grouped by complex, the individual women's residence halls are listed below,

and the names of the presidents can be obtained from the WIC Office, Student Services Building.

Brody Complex Butterfield Rather Fee-Akers-Hubbard Complex Akers, West Fee, East Hubbard, South Red Cedar Complex Mason Phillips Van Hoosen Shaw-McDonel-Holmes Complex Holmes, West McDonel, East South Campus Complex Case, North Holden, West Wilson, West Wonders, South

West Circle Complex Campbell Gilchrist Landon Mayo Williams Yakeley

# **PROGRAMMING ORGANIZATIONS**

# ASSOCIATED WOMEN STUDENTS (AWS)

Chairman: \_\_\_\_\_\_Roseann Umana Adviser: \_\_\_\_\_Mrs. Mary Luginsland, 355-8288

The programs and services of Associated Women Students (AWS) are coordinated by its General Council — a group composed of 14 women, seven of whom represent living unit areas of the campus. Through its educational programs, AWS seeks to create greater understanding of the possibilities and responsibilities of educated womanhood in an ever-changing society.

Activities sponsored by AWS include Who's Who and What's What — an orientation program for new coeds, Lantern Night — an event honoring outstanding senior women, Women's Week, and symposiums dealing with issues of special significance for women students.

# SENIOR CLASS COUNCIL

The Senior Council consists of approximately 14 seniors. Council members are selected by the president and vice president who are elected near the end of their junior year. The council assumes responsibility for the following projects: selection of the senior of the week; selection of the '69 Club and arrangements for the '69 Club banquet; coordination of the senior receptions; selection of the class gift; coordination of receptions for seniors sponsored by the colleges; planning for commencement; and special projects.

# UNION BOARD

of the activity program which include the following: a ride bureau, European charter flights, dances, bridge lessons, Activities Carnival, an activities calendar, films of away football games, art shows, fashion shows, an all-University talent show, Spartan Spirit, and the Miss MSU Pageant.

Students are encouraged to recommend new programs. Applicants for committee membership are welcome and applications may be obtained at the Union Board Office, Union Building.

# **REGISTERED STUDENT ORGANIZATIONS**

Student organizations are registered through the Organizations Bureau of Associated Students of Michigan State University (ASMSU) according to the Student Organization Registration policy. Following is a list of registered student organizations at Michigan State University. Additional information regarding these organizations and the names of the presidents and advisers can be obtained from the director of the Student Organizations Bureau, 316 Student Services Building, 353-6633, or the Division of Student Activities, 101 Student Services Building, 353-3860.

## ACADEMIC INTEREST AREA, POLITICAL, SOCIAL, AND SERVICE ORGANIZATIONS

African Students Association Agricultural Economics - Undergraduate Agricultural Education Club Agricultural Mechanism Club Agriculture and Natural Resources Council Agronomy Club AIESEC Alphabet 26 Alpha Phi Omega (National Scouting Fraternity) Amateur Radio Club Angel Flight Anthropology Club Arab Club Association of Natural Resource Clubs Avn Rand Society Biafra Association Black Students Alliance Block and Bridle Campus 4-H Child Development - Teaching Club Cinema Guild of MSU College Republicans Conference on Effective Community Action Crescent Club Dairy Club Education Council Engineering Wives Club English Graduate Club Evergreen Wives Club

Farm Equipment Service and Sales Club Filipino Club Fisheries and Wildlife Conservation Club Floriculture Forum Folklore Society of MSU Food Science Club Foods and Nutrition Club Forensics Union Forestry Club Freshman Home Economics Club Friends of the Paper Friends of the Student Non-violent Co-ordinating Committee Gamma Sigma Sigma Colony (National Service Sorority) Geophysical Society of MSU German Language Club Girl Scout Service Organization Graduate History Wives Club Health, Physical Education and Recreation Club (HPER) History Club Home Economics Council Home Economics Teaching Club Honors College Student Board India Club Industrial Arts Club Industrial Design Club International Club International Folk Dance

International Relations Club Israeli Student Organization Jean Piaget College of Education Korean Club Les Gourmets (Hotel, Restaurant, and Institutional Management) MSU Advertising Club MSU Chess Club MSU Committee for Open Housing MSU Film Society MSU People-to-People Association MSU Physics Club **MSU** Resistance MSU Russian Club MSU Scots Highlanders MSU Student Library Employees Association MSU Students for Nixon Michigan State Amigos Moslem Student Association Nigerian Students Association **Off-Campus Student Union** Order of the Owl Packaging Society Pakistan Student Association Park and Recreation Administration Club Phytopath Club Pomolar Poultry Science Club Pre-Law Club Pre-Medical and Pre-Dental Society Pre-Veterinary Club Ranger I Retailing Club **ROTC Cadet Officers Club** Science Fiction Club Semper Fidelis Society (Marine Corps) Sisters of the Shield Spartan Guard Drill Team Spartan Rifle and Pistol Club Spartan Wives Student Duplicate Club of Akers Hall Student Society of Urban Planners Students for a Democratic Society Students for Humphrey Students for McCarthy Students for Peace in Vietnam Students for Rockefeller Students for White Community Action Students Off-Campus The Bach Society The David Hilbert Club The Knytes Turkish Club Undergraduate English Club Undergraduate Psychology Club Undergraduate Social Work Club Veterans Association Young Americans for Freedom Young Democrats Young Socialists for Halstead and Boutelle

## HONORARY ORGANIZATIONS

*Alpha Lambda Delta	
*Alpha Phi Sigma	
*Alpha Zeta	Agriculture
	Accounting
*Beta Beta Beta	Bio-Science
*Beta Gamma Sigma	Business
*Blue Key	Junior and Senior Men's Scholastic and Service
Circle Honorary	Women's Residence Halls
*Delta Phi Epsilon	
*Delta Psi Kappa	
*Delta Sigma Rho-Tau Kappa	AlphaSpeech
Enzian Honorary	
*Eta Kappa Nu	
Excalibur	
Green Helmet	
Green Splash	

*Kappa Delta Pi	Education
*Mortar BoardS	enior Women's Scholastic, Leadership, and Service
*Omicron Delta Epsilon	Economics
*Omicron Delta Kappa	
*Omicron Nu	
	Dance
	Scholastic
*Phi Eta Sigma	Freshmen Men's Scholastic
*Phi Kappa Phi	Scholastic
	Engineering
*Phi Sigma Iota	
	Floriculture
	Packaging
*Pi Omega Pi	Business Education
*Pi Tau Sigma	Engineering
*Scabbard and Blade	Military Science
*Sigma Gamma Epsilon	Earth Science
*Sigma Lambda Chi	Building Construction
Sparta Men's Honorary	
Tau Alpha Rho	
	Engineering
Theta Alpha Phi	Theatre
Tower Guard	Sophomore Women's Scholastic and Service
*Xi Sigma Pi	
*National Affiliation	

# PROFESSIONAL ORGANIZATIONS AND PROFESSIONAL FRATERNITIES AND SORORITIES

Alpha Mu (Music Therapy Fraternity)	Gamma Theta Upsilon (Geography)
American Foundrymen's Society	Institute of Electric and Electronic
American Institute of Chemical	Engineers
Engineers	MSU Marketing Club — American
American Institute of Interior	Marketing Association
Designers	Phi Beta Lambda (Business Education)
American Medical Association	Phi Delta Kappa (Men's Education)
American Society for Metals	Phi Gamma Nu (Women's Business
American Society of Agricultural	and Economics)
Engineers	Pi Mu Epsilon (Mathematics)
American Society of Civil Engineers	Sigma Alpha Eta (Speech and
American Society of Mechanical	Hearing Science)
Engineers	Sigma Alpha Iota (Women's Music)
American Society of Medical	Sigma Delta Chi (Journalism)
Technologists	Society of Automotive Engineers
American Veterinary Medical	Student Association of Landscape
Association	Architects
Association for Computing Machinery	Student Education Association
Cantilever (Homebuilding)	Theta Sigma Phi (Women's Journalism)
Delta Omicron (Women's Music)	

## **RECREATIONAL AND ATHLETIC ORGANIZATIONS**

Acrobatics Club Boxing Club Crew Club Cycling Club Judo Club Karate Club MSU Badminton Club MSU Men's Volleyball Club MSU Ski Club MSU Sport Parachuting Club MSU Varsity Club Outing Club Promenaders Rugby Club Sailing Club Soaring Club Spartan Bowmen Water-Polo Club Weightlifting Club Winged Spartans, Inc.

#### **RELIGIOUS ORGANIZATIONS**

American Baptist Student Fellowship Baha'i Club Baptist Student Union \*Beta Sigma Psi (Lutheran Men) B'nai B'rith Hillel Foundation Bressee Fellowship Campus Crusade for Christ International Canterbury Club Chi Alpha (Assembly of God) Chinese Student Christian Fellowship Christian Science Organization Deseret Club Fellowship of Christian Athletes Friends Committee Friends of the University Christian Movement Gamma Delta (Lutheran Men)

\*National Affiliation

Geneva Forum (Christian Reformed Students) Liahona Fellowship Lutheran Collegians of MSU Lutheran Student Association MSU Mennonite Fellowship Pan-Orthodox Student Association Navigators Spartan Christian Fellowship St. John's Student Parish (Catholic Student Organization) Student Religious Liberals Trinity Collegiate Fellowship Twentieth Century Christian Fellowship University Reformed Student Association Wesley Foundation



## **ASMSU SERVICES**

The Associated Students of Michigan State University (ASMSU) provides the following services:

## 1. Discount Services

ASMSU is currently involved in a discount program which is designed to give the students discounts on their purchases at businesses in the Lansing-East Lansing area when they present their student identification cards. Students who wish to receive more information should call the ASMSU main office at 355-8266.

#### 2. Insurance

ASMSU sponsors a student insurance program which is available to students carrying seven (7) or more credits per term. Information regarding the student insurance policy can be obtained from 3:00 p.m. to 5:00 p.m., every day in the Student Insurance Office, 337 Student Services Building.

## 3. Legal Aid

A lawyer has been retained by ASMSU for registered students seeking advice on legal problems. To use this service, students must make an appointment and pay a \$3.00 fee per consultation. The lawyer's office hours are from 1:00 p.m. to 5:00 p.m. on Friday and an appointment can be made by calling the ASMSU Office, 355-8266. The Legal Aid Committee can also release funds to students pursuing cases involving the welfare of the University community.

## 4. Loan Program

A loan fund, which provides a maximum loan of fifteen dollars (\$15.00) for a maximum of three (3) weeks, is available to registered students. The ASMSU Loan Office is located at 307 Student Services Building.

## 5. Mimeographing Service

Mimeographing service is available to registered students and registered student organizations. There is a small charge for this service and the paper used. Information may be obtained either by visiting the Mimeographing Office, 25 Student Services Building, or calling 353-1749.

#### 6. Silk Screen Service

Silk screen service for the making of posters is available to registered students and registered student organizations. There is a minimum fee charged for the cutting of the screen and the paper used. For information regarding this service students may call 353-1749 or visit the office in 25 Student Services Building.

# 7. Travel

The Student Travel Service of ASMSU provides information to registered students on low cost transportation during the holiday periods. A special tour is also sponsored during spring vacation. Information concerning student travel may be obtained by calling 353-2966, 310 Student Services Building.

## 8. Tutoring Service

The purpose of the ASMSU Tutoring Service is to provide tutors in a wide range of courses. A registered MSU student can obtain the names of available tutors by calling 355-8302. The student then contacts the respective tutor to make further arrangements. A fee of \$1.50 per hour, which is payed directly to the tutor by the student, has been established by ASMSU for this service.

## DRAFT DEFERMENTS

Information can be obtained from the Office of the Registrar, Administration Building, or from the coordinator of draft deferments, 339 Students Services Building.

## FINANCIAL AID PROGRAMS

## 1. Fee Reduction

Michigan resident students paying fees for ten (10) or more credits may apply for a fee reduction if their parents' gross income is less than \$18,400. Further information, including fee reductions for graduate students, may be obtained from the Fee Determinations Office, Administration Building.

#### 2. Grants, Loans, Scholarships, and Work-Study Program

- a. The Office of Financial Aids and Withdrawals of the Office of the Dean of Students administers the following financial aid programs: 1) the Federal Educational Opportunity Grants (EOG) Program; 2) student loan programs, including the Michigan State University Short-term Loan Program, the National Defense Education Act Loans, the Michigan Higher Education Assistance Authority Loans, the United Student Aid Program, and the various out-of-state higher education loan programs; 3) scholarships for undergraduate students currently enrolled at MSU; and 4) the Work-Study Program. Information regarding the policies and regulations that pertain to specific financial aid programs listed above is available in the Office of Financial Aids and Withdrawals, Student Services Building.
- b. Associated Students of Michigan State University (ASMSU) has a loan fund, from which registered students may borrow a maximum of \$15.00 for up to a three-week period. The ASMSU Loan Office is located at 307 Student Services Building.

# INTRAMURALS

The Intramural Department is interested in providing organized intramural and recreational activities to all students. Information and handbooks regarding these activities as well as sport club opportunities may be obtained from the Women's Intramural Office, 121 Women's IM Building and the Men's Intramural Office, 202 Men's IM Building. The Women's Intramural Handbook and the Men's Intramural Handbook should be used as a reference for information pertaining to:

Building Hours Facilities Available to Students Informal Recreation Programs Intramural Competition Individual Team Intramural Eligibility Rules Intramural Sports Calendar Sports Equipment Available (Students may check out any available sports equipment by presenting their ID Cards.)

## MSU VOLUNTEER BUREAU

The Michigan State University Volunteer Bureau, 26 Student Services Building, provides information and assistance to students seeking volunteer positions in community service or social service projects. The bureau will recruit for campus student volunteer organizations as well as for community and social agencies in Lansing and other cities. The bureau also has information available on VISTA, the Teacher Corps, Upward Bound, and other federal programs. Information on summer and private social service volunteer positions is also available. The bureau is operated as a service of the MSU Office of Volunteer Programs.

## **OFF-CAMPUS HOUSING OFFICE**

The Off-Campus Housing Office, 161 Student Services Building, has listings of available supervised and unsupervised off-campus housing.

#### PLACEMENT BUREAU

The Placement Bureau, located in the Student Services Building, provides assistance to graduating students seeking jobs in business, industry, government, and the teaching profession. Employment opportunities offered through the bureau are listed in the *State News* and in the *Placement Bureau Bulletin*, which is published weekly. Through the Student Employment Office, the bureau assists students seeking part-time employment on and off campus and summer employment.

#### **VETERANS' GUIDANCE CENTER**

The Veterans' Administration maintains an office in the Student Services Building to assist veterans and war orphans who are in attendance at the University under one of the various public acts. The primary concern of this office is with educational and vocational counseling of students, but assistance with problems relating to the Veterans' Administration will be given.

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