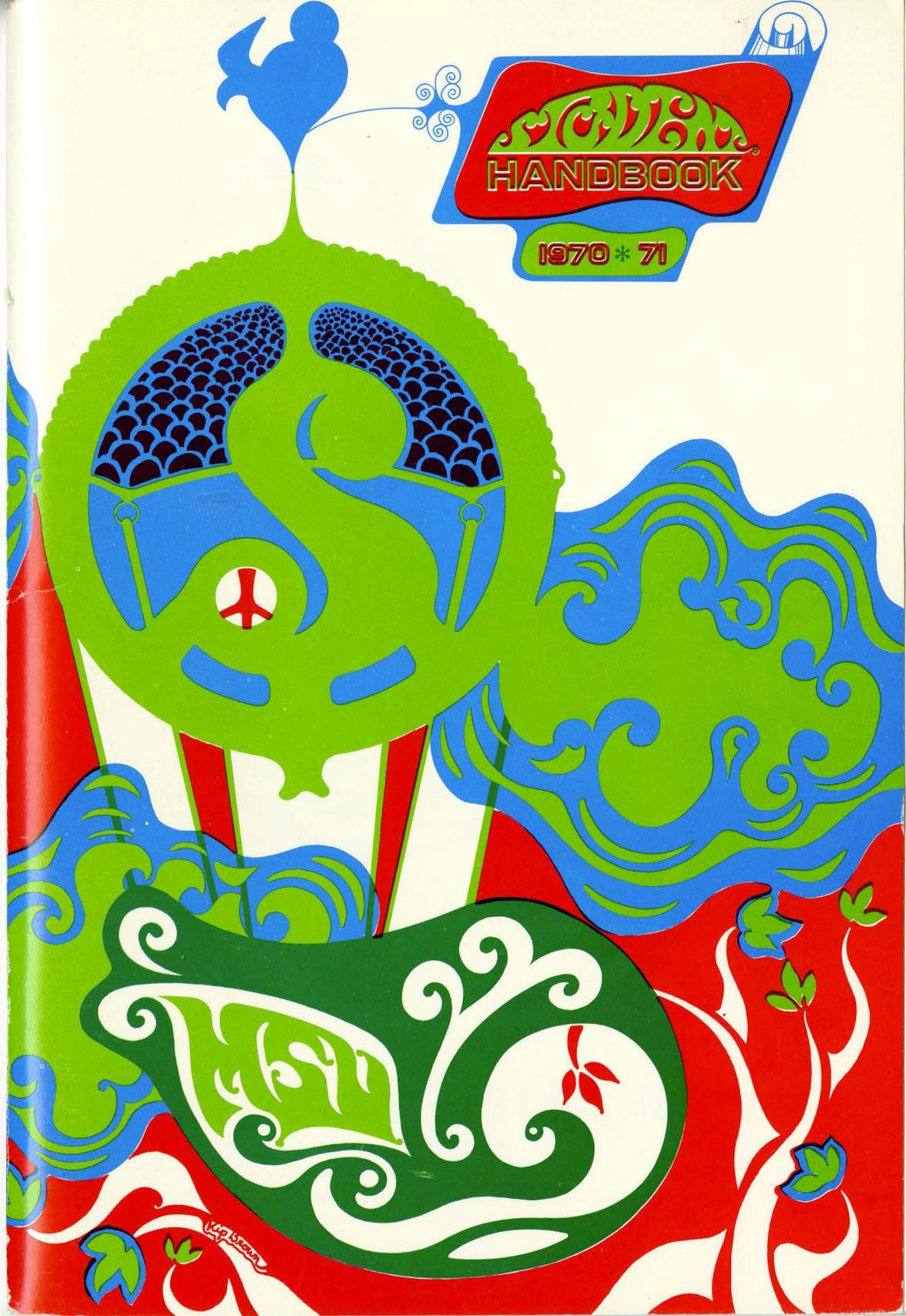


Handbook

HANDBOOK

1970 * 71





STUDENT HANDBOOK



MICHIGAN STATE UNIVERSITY

1970-71

Published by the Office of the Vice President for Student Affairs

TABLE OF CONTENTS

General Information	5
University Organization	17
Policies and Procedures	29
Index	69



GENERAL INFORMATION



When publishing a student handbook, the first question one must answer invariably is what information should the handbook contain. The staff of the Office of the Vice President for Student Affairs is concerned that, while most publications make commendable efforts to inform students of their responsibilities to the University and many try to give students a summary of their rights, little space is given to information about services available to students or to general information which would help students make use of University facilities.

This first section of the **Student Handbook** is designed to provide students with this latter type of information. It is our belief that explanations of services and facilities provided for student use are at least equally as important as explanations of regulations and procedures governing student conduct.

It should be mentioned that this handbook is a guide, and not a complete detailing of University operations. Lists of services are by no means exhaustive. This section contains explanations of those services which are most frequently used or needed by students and general information that is most commonly sought.

Finally, one item of general advice may be more helpful to students than any other information. Before going to a particular office, unless you are **sure** it is the correct office, **use the telephone**. Often the names of offices are confusing. Often rumored information about the right person to see is inaccurate. Call the office first and ask if it is the correct office for your business. Many unneeded trips across a rather large campus can be saved by calling first. Occasionally the entire matter may be handled by phone. Telephone numbers may be obtained from the University operator by dialing 355-1855.

SHORT GUIDE TO UNIVERSITY INFORMATIONAL PUBLICATIONS

There exist several Michigan State University (MSU) publications which contain information, useful to students and not contained in this handbook. Some of these publications are listed below with brief explanations of their content. In addition several others are distributed by various offices of the University. For example, the Library has several pamphlets explaining procedures and facilities. Students should feel free to request such booklets from the offices that they visit.

1. 1967 Academic Freedom for Students at Michigan State University

Commonly called the "Academic Freedom Report," this document which is available free from the Division of Student Activities, 101 Student Services Building, exists as a quasi-constitution within the University and provides guidelines for members of the University in the following areas:

- a. Student rights and responsibilities
- b. Academic rights and responsibilities of students
- c. Student records
- d. Judicial processes
- e. Procedures for passage of regulations governing student conduct
- f. Student publications
- g. Amendment of the document
- h. The Office of the Ombudsman and general recommendations for informing students of rights and responsibilities.

2. A Guide to Off Campus Living

This booklet, published by Off Campus Council, contains information of interest to students moving or living off campus. It includes information on how to find living space; leases; means of legal protection and redress; and housing regulations. It is available free from the Division of Student Activities, 101 Student Services Building, or Off Campus Council, 316 Student Services Building.

3. Bylaws of the Faculty

This booklet contains the complete bylaws of the faculty, the "rulebook" of academic government. The contents detail the governmental structure and rules of procedure. It is available free from the Office of the Secretary of the Faculties, Basement, East Wing, Library.

4. Campus Maps

Campus Maps — the several types including building location maps, student housing maps, maps of parking facilities and bus routes — are available from several offices of the University. The central distribution point is the Department of Information Services. These maps are available at no charge from 10 Agriculture Hall.

5. Faculty and Staff Telephone Directory

This publication lists names, phone numbers and addresses of all University employees by alphabetical listing, and by department and office. It also contains information concerning the academic organization and central administration of the University and is available for one dollar at the Union desk, Union Building.

6. Fraternity and Sorority Rush Booklets

Students interested in Greek life, both sorority and fraternity, should consult these annually revised booklets for information on each chapter, rush rules and activities, officers, and Greek activities. A small pamphlet, **Why Go Greek**, is also available free from Interfraternity Council, 318 Student Services Building; Panhellenic Council, 319 Student Services Building; and the Division of Student Activities, 101 Student Services Building.

7. MSU Source Booklet

This booklet, published by the Center for Urban Affairs (CUA) contains information regarding the structure and organization of CUA, student organizations of interest to minority group students, financial assistance, counseling and related services, academic procedures, minority group businesses and churches in Lansing, a listing of the staff of CUA, and a listing of MSU minority group faculty and staff. The Center for Urban Affairs, located on the first floor of Owen Graduate Center, provides this booklet free of charge.

8. Men's and Women's Intramural Handbooks

These handbooks contain information about the men's and women's intramural programs—awards, building hours and locations, sports calendar, eligibility for intramural competition, facilities, equipment, and sports and recreation clubs. The women's handbook is available free in 121 Women's Intramural Building, and the men's handbook, in 201 Men's Intramural Building.

9. Michigan State University Catalog

This book, revised annually, contains detailed information concerning all academic courses and programs, the annual academic calendar, and information about the official structure of the University. It is available for one dollar from the Union desk, Union Building.

10. Michigan State University Ordinances

This document contains all the ordinances duly approved by the Board of Trustees of MSU. These ordinances govern all persons on the land controlled by the Board, and are the equivalent of state laws. It is available free from the Office of the Executive Vice President and Secretary to the Board of Trustees, 484 Administration Building.

11. Profile of Michigan State University

This booklet, compiled by the Department of Information Services, contains a pictorial description of the campus and its facilities. It is available free from 10 Agriculture Hall.

12. Residence Hall Room Folder

Policies and procedures relating to residence halls, including management rules and regulations, are contained in folders distributed to each room in the residence halls.

13. Schedule of Courses and Academic Handbook

This booklet, published each term, contains information concerning current regulations and structures relating to academic programs and procedures. Additionally, it lists course schedules for the current term. This is distributed free each term to all students and is available in the Office of the Registrar, 150 Administration Building.

14. This Is Michigan State University (Facts Book)

This booklet, compiled by the Department of Information Services, contains diverse information about the University, including brief explanations of the functions of each office of the University, college, and extension facility and information about University officers, facilities, services, programs, events, and procedures. The booklet, organized by topic and revised annually, is available free from 10 Agriculture Hall.

ACADEMIC INFORMATION

The major references for academic information are the **Michigan State University Catalog** and the **Schedule of Courses and Academic Handbook**. The following informa-

tion has been selected to help students seeking assistance in planning academic programs.

1. Academic Colleges - Organizational Structure

Departments of instruction at Michigan State University are organized into 15 colleges. Each department within the various colleges consists of its several faculty members and is administered by a chairman. Various faculty committees—some with student membership—are assigned either advisory or decision-making roles within the department. Each department is a unit of a college. The college is administered by its dean, usually with the help of one or more assistant deans. College faculty are assigned either advisory or decision-making roles in the college. The dean of the college reports to the Provost.

To further clarify academic organization, the following illustration may more clearly distinguish between colleges and departments. When a student enrolls as a freshman, whether or not he expresses a major preference, he is generally enrolled in University College. When he reaches junior status he will, if qualified, be enrolled in the college of his choice, for example, Arts and Letters. His major preference, for example English, connects him with a particular department of that college, for example the Department of English. He will then receive a degree from the college of which his department is a member.

Students interested in departmental structure should contact their departmental chairman. Those interested in college structure should contact the assistant dean of their college. (See page 8 of this handbook for a listing of assistant deans for undergraduate students.)

Information regarding the location of departmental, college, advisers' and professors' offices is contained in the **Faculty and Staff Telephone Directory**, which is on sale at the Union newsstand for one dollar. Such information can also be obtained free by calling the University operator, 355-1855.

2. Academic Advisement

Each student is assigned a faculty member or an advisement center for academic advice and planning. A student with a specific major is assigned a faculty member or center within the area of his major interest. A no preference student is advised under the direction of the Academic Student Affairs Office of the University College.

It is each student's responsibility to study and know University, college, and department requirements as stated in the **Michigan State University Catalog**; and to prepare tentative academic plans for review by his academic adviser. The Assistant Dean for Academic Student Affairs in each college will supply information about the academic advisement program in his college.

3. Assistant Deans-Academic Student Affairs Offices

- a. Each college through its dean or an assistant dean maintains an office in charge of academic affairs of students in the college. These offices assist their students in academic matters such as enrollment, changes of major program, and withdrawal and readmission procedures.
- b. The University College Academic Student Affairs Office advises freshmen and sophomore no preference students. In addition this office assists freshmen and sophomore students with concerns relating to student enrollment; changes of major preference; academic recess, dismissal, and reinstatement; and authorization for incomplete grades. The central office is 170 Bessey Hall. The other offices are: 109 Brody Hall (for residents of Brody Group); 245 West Fee Hall (for residents of Akers, Fee, Holmes, McDonel, and Hubbard); S-33 Wonders Hall (for residents of Case, Holden, Wilson, and Wonders).
- c. Assistant Deans for undergraduate students in the various colleges are:

Agriculture and

Natural Resources	David L. Armstrong	121 Agriculture Hall	355-0234
Arts and Letters	John A. Waite	201 Berkey Hall	355-0368

Business	James F. Rainey	7 Eppley Center	355-7605
Communication Arts	Erwin P. Bettinghaus	423 S. Kedzie Hall	355-3407
Education	Kenneth L. Harding	134 Erickson Hall	355-1900
Engineering	George Van Dusen	112 Engineering	355-5120
Human Ecology	Rosalind B. Mentzer	7 Home Economics	355-7690
Human Medicine	Robert Brooks	48 Giltner Hall	353-7800
James Madison	Gary Frost	319 S. Case Hall	353-6754
Justin Morrill	Charles K. Niles	57 Snyder Hall	353-5082
Lyman Briggs	Director of Academic Advising	30 E. Holmes Hall	353-6480
Natural Science	J. R. Hoffman	103 Natural Science	355-4470
Social Science	Baljit Singh	110 Linton Hall	353-5087
University College	John N. Winburne	170 Bessey Hall	355-3515
Veterinary Medicine	John P. Newman	178 Giltner Hall	355-6510
Honors College	Frank H. Blackington	Eustace Hall	355-2327
	Dorothy A. Arata	Eustace Hall	355-2327

4. Graduate Record and Law Board Examinations

Applications for these tests can be obtained in the testing office of the Counseling Center, 207 Student Services Building.

5. Overseas Study Programs

Michigan State University sponsors various overseas study opportunities through its academic departments and cooperative arrangements with other institutions of higher education. These opportunities include programs offered in Western and Eastern Europe, Asia, and Latin America. Information is also available on overseas opportunities offered through other American universities, foreign institutions and non-academic educational organizations. Inquiries should be directed to the Office of Overseas Study, Center for International Programs.

BANKING SERVICE

The Cashier's Office, 110 Administration Building, will cash personal checks up to \$50 written on out-of-town banks and hold money for students in no-interest Student Passbook Accounts. The office is open from 8:15 a.m. to 4:15 p.m. Monday through Friday. The telephone number is 355-5024.

CAMPUS BUS PASSES

Campus 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 procedures and regulations for usage of the campus bus pass and bus system will be available when a pass is purchased. The printed bus schedule is available to all students.

CENTER FOR URBAN AFFAIRS (CUA)

The Center for Urban Affairs is an academic unit whose primary function is to develop the University's potential for helping to solve urban problems and to meet urban needs. The programmatic efforts of the center are in the areas of curriculum development, community action, and research and evaluation. Each term the CUA is sponsoring several graduate and undergraduate courses which may eventually lead to a degree program in urban affairs and ethnic studies. These courses are listed in the publication **Schedule of Courses and Academic Handbook** or a list may be obtained from the Center for Urban Affairs located on the first floor of Owen Graduate Center. The CUA also has a number of ongoing programs in the Lansing community in which student volunteers sometimes participate.

COMMUNITY SERVICES — EAST LANSING

1. Draft Information Center

The Draft Information Center, 507 East Grand River, East Lansing, is a complete counseling service on everything concerning the draft. Persons seeking help at the

center can be counseled concerning all deferments and the draft law. Legal assistance is also available. The center is open 1-5 p.m. Monday through Friday and 6-8 p.m. Monday through Thursday. The telephone number is 351-5283. A one dollar donation is asked of persons who use the service.

2. Drug Education Center (DEC)

The Drug Education Center is a volunteer agency which was formed to provide information on drugs and drug-related topics for the residents of East Lansing and the surrounding communities. Persons interested in information pertaining to drugs; persons having drug-related problems; or those who seek to explore the drug scene are welcome to participate in the various activities such as drug classes, open discussion groups, or informal talks with the staff members at the center. The DEC is staffed by trained volunteers and is open from noon to midnight seven days a week. A variety of other activities complement the center's functions such as Free University classes. For further information call 351-8108.

3. Michigan Clergy for Problem Pregnancy Counseling

This service offers help to persons seeking information or counseling on sexual problems, contraception, pregnancy testing, or problem pregnancy. By telephoning 332-6410, the caller will hear a recorded message giving the names and telephone numbers of clergymen in the area who are available for consultation. There is no charge for this service.

4. The Listening Ear

The Listening Ear is a 24-hour-a-day crisis intervention center. Staffed by trained volunteers, the Listening Ear will help with a wide range of problems — from personal-emotional to need for referral to a community service. Persons wanting to talk over a problem or find an agency that can help them may call 337-1717 or stop by at 547½ East Grand River in East Lansing.

5. The Raft

The Raft is a short-term emergency shelter for runaway teenagers located at 420 Evergreen Street in East Lansing. Through the Raft, minors can initiate counseling help for themselves or their families. Trained personnel are on duty 24 hours a day. The telephone number is 337-1767.

COUNSELING CENTER

The services of the Counseling Center, whose main offices are located in 207 Student Services Building, 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. Counseling Center Offices are also located in the MSU Health Center and in:

109 Brody (for residents of Brody Group)

229 West Fee Hall (for residents of Akers, Fee, Holmes, Hubbard, and McDonel)

S-36 Wonders Hall (for residents of Case, Holden, Wilson, and Wonders)

DEAN OF STUDENTS, OFFICE OF

The responsibilities of the Office of the Dean of Students are implemented through the Division of Graduate Education Programs and Research, the Office of Judicial Programs, the Residence Hall Area Directors, and the Division of Student Activities. These offices are located in the Student Services Building.

1. Graduate Education Programs and Research

The Division of Graduate Education Programs and Research is responsible for coordinating research in all areas of student affairs, is concerned with the re-admission of students who have withdrawn from the University for non-academic and non-

disciplinary reasons, and is responsible for coordinating the student personnel practicum for graduate students.

2. Judicial Programs

The Office of Judicial Programs has responsibility for facilitating and assisting all levels of the University's judicial process by providing training to judiciary members and advisers; for clarification and interpretation of the judicial process; for coordination of procedures; and for evaluating the current judicial system. The All-University Student Judiciary and the Student-Faculty Judiciary may be contacted through this office.

3. Residence Hall Area Directors

The Office of the Dean of Students, through area directors, 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. It is also responsible for the Black Student Aid Program which is planned to provide a black staff person to work with black students residing in residence halls and to assist them in becoming oriented to the University and in solving problems they may have.

4. Student Activities

The Division of Student Activities is responsible for advising the Student Board and the Cabinet of Associated Students of Michigan State University (ASMSU), the all-University events sponsored by ASMSU, 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, Women's Inter-Residence Council, Men's Halls Association, and Intercooperative Council. Through the Off Campus Housing Office, this division has the responsibility for implementing the off campus housing policies and advising the Off Campus Council. Education 415 (see page 11 of this handbook) is also coordinated through this Division.

DRAFT DEFERMENTS

Information can be obtained from the Office of the Registrar, 150 Administration Building, or from the University's draft deferment counselor who can be contacted through the Office of the Vice President for Student Affairs, 152 Student Services Building.

EDUCATION 415

In Education 415, Student Leadership Seminar, an opportunity is presented to students to accept a greater responsibility for their own education. Students in discussion with staff and resource personnel identify the principal areas of concern and decide how each area is to be explored. Generally topical areas selected have included: learning more about oneself (the identity crisis); learning more about interacting with others (group dynamics); learning more about the University (goals, purposes, structure). Discussions of current issues facing the University are an important part of the class. Students desiring to take the class should request approval from the Division of Student Activities, 101 Student Services Building, before registering for the course.

EQUAL OPPORTUNITY PROGRAMS (EOP)

Broadly defined, the Office of Equal Opportunity Programs (EOP) directs and coordinates those programs which are intended to assure non-discriminatory access of the disadvantaged minority populace to the University and to eliminate discriminatory practices by the University in all of its functions and programs, including employment. Recruitment and financial aid programs for black and other minority graduate students receive cooperation from EOP. Implementation of the Michigan State University Anti-

Discrimination Policy and Procedures (see pages 34-39 of this handbook) is another responsibility of this office. The Office of Equal Opportunity Programs is in 312 Administration Building, 353-3922.

FACILITIES AND SERVICES

A list of University facilities and services available to student organizations is available in the Division of Student Activities, 101 Student Services Building. Policies related to the use of University facilities are on pages 44-45 of this handbook.

FINANCIAL AID PROGRAMS

Grants, Loans, Scholarships, and Work-Study Program

- a. The Office of Financial Aids and Withdrawals of the Office of the Vice President for Student Affairs administers the following financial aid programs: 1) the Federal Education Opportunity Grants (EOG) Program; 2) student loan programs, including the Michigan State University (MSU) 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; 4) the Work-Study Program; and 5) Student Aid Grants. 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, 265 Student Services Building.
- b. Associated Students of Michigan State University (ASMSU) has a loan fund, from which registered undergraduate students may borrow a maximum of \$20 for up to a three-week period. The ASMSU Loan Office is located at 307 Student Services Building.

HEALTH CENTER

The Michigan State University Health Center provides facilities for students who are in need of medical, surgical, or psychiatric care. An office for the ASMSU student insurance program is located in the Health Center. Policies of the MSU Health Center are on pages 47-48 of this handbook.

INTRAMURAL ACTIVITIES AND FACILITIES

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

IDENTIFICATION (ID) CARDS

If you lose your student identification card, go to the Student and Faculty Identification Card Office, 142 Administration Building. The telephone number is 355-5055. Policies related to identification cards are on page 49 of this handbook.

LIBRARIES

1. Main Library

The University Main Library is open during the regular terms 8 a.m.-11 p.m., Monday through Friday; 9 a.m.-11 p.m., Saturday; 10 a.m.-11 p.m., Sunday. The hours during

vacations are: 8 a.m.-6 p.m., Monday through Friday; 9 a.m.-5 p.m., Saturday; and closed Sunday. The policies and procedures of the Library are on page 51 of this handbook.

2. Branch Libraries

The following branch libraries are open to students. The hours and lending policies of a particular branch may be obtained by calling the listed telephone number.

- Agricultural Economics** — 29 Agriculture Hall — 355-6650
- Agricultural Engineering** — 217 Agricultural Engineering Building — 355-4270
- Animal Industries** — 208 Anthony Hall — 355-8483
- Art** — 116 Kresge Art Center — 355-7640
- Audio** — Fourth Floor, West Wing, Main Library — 353-1753
- Business** — Eppley Center — 355-3380
- Chemistry** — 426 Chemistry Building — 355-8512
- Conrad Hall** — 353-1738
- Continuing Education** — Ground Floor, West Wing, Main Library — 355-2345
- Cyclotron** — 7 Cyclotron Building — 355-9671
- Engineering** — 308 Engineering Building — 355-8536
- Geology** — 105 Natural Science Building — 355-4626
- Instructional Resources Center** — 133 Erickson Hall — 355-1753
- Learning Resources Room** — 205 Bessey Hall — 353-6610
- Mathematics** — A304 Wells Hall — 353-8852
- Music** — 253 Music Building — 355-7660
- Physics** — 228 Physics-Astronomy Building — 355-9704
- Veterinary Medicine** — 153 Giltner Hall — 355-6537
- Voice Library** — Fourth Floor, West Wing, Main Library — 355-5122
- Wilson Hall** — Wilson Hall — 355-1522

OFF CAMPUS HOUSING OFFICE

The Off Campus Housing Office, 101 Student Services Building, has listings of available supervised and unsupervised off campus housing. Staff members in this office also provide assistance in student problems resulting from off campus housing situations.

OMBUDSMAN, OFFICE OF

The Office of the Ombudsman was established with the adoption of the **1967 Academic Freedom for Students Report**. The Ombudsman is an official, chosen from among the senior faculty, to whom students may appeal for redress of grievances involving faculty and administration. He must decide the validity of the complaint and recommend or take action to resolve it. To assist him in his work he has broad powers of investigation, including direct and ready access to University officers and faculty and to official records. The Office of the Ombudsman is located in 100 Linton Hall, and students are encouraged to visit this office.

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.

SPECIAL SERVICES FOR MINORITY STUDENTS

A major concern which resulted from the separation of the Office of Equal Opportunity Programs and the Center for Urban Affairs was related to the most effective placement of support programs for minority students. The provision of counseling, tutoring, and financial assistance to educationally and financially disadvantaged students was seen as a critical University effort.

In order to insure complete development and implementation of University efforts

in this regard, the Office of Special Services for Minority Students was created. The major function of this office is to coordinate the total University effort of support assistance to minority students. An additional responsibility is that of providing a systematic approach to the question of admission of educationally disadvantaged students to the University.

Dr. Lloyd Cofer is the director of Special Services for Minority Students. The main office is located in 202 Administration Building. The telephone number is 353-5130. Tutorial assistance will be available through "field" offices located in Brody, Fee Hall, Wonders Hall, the Union Building, and Bessey Hall. Counseling services will be available through the Counseling Center offices.

STUDENT GOVERNMENT SERVICES

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

1. Consumer Relations Gripe Line

The Consumer Relations Gripe Line is an "action" line for students with problems related to their situation as a consumer in the East Lansing area. Gripe Line can be reached by dialing 353-8859.

2. Course Evaluation — Critical University

Course Evaluation and the Critical University are involved in gathering student opinion of various courses and professors in the University. A booklet, which will be a compilation of this information, will be published.

3. Electronics Workshop

The Electronics Workshop offers low cost repair of stereos, televisions, and radios. The Electronics Workshop is located in 326 Student Services Building.

4. Free University

The Free University, which can be contacted through the Man and Nature Bookstore, arranges non-credit classes for interested groups of students on any topic requested. Teachers for the courses come from all parts of the University community.

5. Great Issues

The Great Issues series brings individuals of current national interest to the campus to speak. Great Issues programs are announced in the **State News**.

6. Insurance

ASMSU sponsors a student insurance program which is available to students carrying seven credits or more per term. Information regarding the student insurance policy can be obtained from 3-5 p.m. every day in the MSU Health Center.

7. 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 three dollar fee per consultation. The lawyer's office hours are 1-5 p.m. Wednesday, and an appointment can be made by calling 353-0659. The Legal Aid Committee, 337 Student Services Building, will help students make arrangements for bail and bond in certain cases.

8. Loan Program

A loan fund, which provides a maximum loan of twenty dollars (\$20) for a maximum of three (3) weeks, is available to registered undergraduate students. The ASMSU Loan Office is located in 307 Student Services Building.

9. Man and Nature Bookstore

The Man and Nature Bookstore, located in 326 Student Services Building, carries paperback books, posters, comic books, underground newspapers, and some text-

books. Yogurt and pop are also available in the bookstore. All materials are discounted 10 per cent to non-members and 20 per cent to members. Membership for one year is one dollar.

10. Mimeographing and Silk Screen Service

Mimeographing and silk screen service are available to registered students and registered student organizations. There is a minimum fee charged. For information regarding these services students may call 353-1749 or visit the office in 25 Student Services Building.

11. Not-So-Great Issues

Through this student government service, arrangements can be made for locally prominent figures to visit the campus and take part in informal discussions with groups of students. Further information on this program can be obtained by calling 353-8859.

12. Popular Entertainment

The ASMSU Popular Entertainment series presents two or three concerts per term. Dates for the concerts and ticket prices are announced in the **State News**. Entertainers featured are nationally known groups from all facets of the popular music field.

13. Speakers Bureau

The ASMSU Speakers Bureau will make arrangements for interested student groups to have on or off campus speakers appear. This office can be contacted at 355-8266.

14. Travel Service

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, 327 Student Services Building.

STUDENT ORGANIZATIONS

1. Interest Area Organizations

The categories of interest area organizations are honorary organizations; professional organizations and professional fraternities and sororities; recreational and athletic organizations; religious organizations; and academic interest area, political, social, and service organizations. These student organizations are registered with the Associated Students of Michigan State University (ASMSU). A list of these organizations and additional information are available in the Division of Student Activities, 101 Student Services Building, 353-3860.

2. Major Governing Groups

Information pertaining to the functions of major governing groups is on pages 19-23 of this handbook.

3. Programming Organizations

a. Association of Collegiate Women (ACW)

Last year the officers of the Association of Collegiate Women (ACW), formerly the Associated Women Students, spent considerable time discussing the role of their organization in relation to the changing nature of this campus, to student government and student organizations, and to the increasing interest, nationally, in the status of women. These discussions subsequently led to a revision of their constitution which now reflects a primary organizational commitment to educational programs for women students, programs that seek to create greater understanding of the possibilities and responsibilities of educated womanhood in an everchanging society. The MSU ACW is a member of the Intercollegiate Association of Women Students, a national women students' organization. The programs

and services of ACW are coordinated by a general council composed of 14 women. Information regarding this organization and its programs and services can be obtained by calling 355-8324.

b. Office of Black Affairs

The Office of Black Affairs works to develop programs and plan events for the black students on campus. First established in 1969, the office has recently expanded in staff and scope so that it handles such tasks as distributing newsletters and newspapers to enrolled black students, orienting new black students to Michigan State University life, maintaining contacts with black students in other colleges, and sponsoring campus events.

The office is directly responsible to the Black United Front, the representative black student organization on campus. Located in 308 Student Services Building, the office is run by a five-member Board of Directors, appointed by the Black United Front.

c. Senior Class Council

The Senior Class Council consists of approximately 14 seniors. The council assumes responsibility for the following projects: selection of the senior of the week; selection of the '71 Club members and arrangements for the '71 Club banquet; coordination of the senior receptions; selection of the class gift; planning for commencement; and special projects.

d. Union Board

Union Board is responsible for planning programs designed to offer meaningful service to the University community. Members of Union Board direct programs which include a ride bureau, European charter flights, dances, Activities Carnival, an activities calendar, flea market, browsing room, message center, rap sessions, travel office, and service scholarship.

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.

UNION BUILDING

The Union Building is a cultural, social, recreational, and service center for students, faculty, administration, alumni, and guests of Michigan State University. Included among its facilities are a cafeteria, grill room, catering service, meeting rooms, ticket office, information desk, campus lost and found department, bowling alley, billiard room, barbershop, lounge, browsing room, ballroom, private dining rooms, and the offices of the Alumni Association.

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.

VOLUNTEER PROGRAMS

The Michigan State University (MSU) Office of Volunteer Programs, 26 Student Services Building, provides information, assistance, coordination, and encouragement to students seeking volunteer positions in community and social service projects. The office is divided into two functional units, the MSU Volunteer Bureau and the MSU Volunteer Transportation Pool. The bureau receives requests for volunteer assistance from community agencies and individuals, recruits MSU volunteers, and makes the appropriate assignment or referral. The transportation pool maintains a fleet of vehicles solely for the transportation of MSU volunteers from the campus to their volunteer assignments. In addition, information concerning national volunteer programs, such as VISTA, Peace Corps, and Teacher Corps, is available in the Office of Volunteer Programs.

UNIVERSITY ORGANIZATION



The information in this section of the handbook, rather than being all-inclusive, is intended to be a reference and one of the initial points for students seeking to understand the organization of Michigan State University and some of the structures through which students participate in the decision-making process. Any explanation of the operation of the University must begin with the Board of Trustees, which exercises final authority for all University governance, within the limits established by the State Constitution. The Trustees delegate authority to various divisions of the University through the President. The officers of the University, the academic administration, academic governing bodies, student governing bodies, and student-faculty-administrative committees each are delegated a portion of the authority for decision-making or adjudication within the University. Brief descriptions of some of these divisions are contained in the following pages.

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 to the Board of Trustees. These matters include educational policy and the development of a strong and efficient organization with which to accomplish the objectives of the University.

The Board consists of eight members serving six-year terms, which expire at staggered intervals. The Trustees meet monthly, first in a private financial business meeting as a committee of the whole, and then in an open public meeting in the board room, fourth floor, Administration Building. The names of current Board members are printed annually in the **Student Telephone Directory**. Information regarding meeting times and procedures for placing business on the Board agenda is available from the Office of the Executive Vice President and Secretary to the Board of Trustees, 484 Administration Building.

OFFICERS OF THE UNIVERSITY

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. The other officers of the University are appointed by the Board of Trustees upon the recommendation of the President. The following positions comprise the officers of Michigan State University: President, Provost, Vice President for Business and Finance and Treasurer, Executive Vice President and Secretary to the Board of Trustees, Vice President for Research Development, Vice President for Special Projects, Vice President for Student Affairs, Vice President for University Relations, and University Attorney. The names, office numbers, and telephone numbers of these officers are in the **Faculty and Staff Telephone Directory**.

1. Office of the President

All offices of the University report directly or indirectly to the President, and through him to the Board of Trustees. Directly under the Office of the President are the Offices of the Vice Presidents, the Provost, the Executive Vice President and Secretary to the Board of Trustees, the Ombudsman, and three specific divisions of University organization—the Department of Public Safety (campus police), International Programs, and Campus Parks and Planning. One of the President's responsibilities is to preside at meetings of the Board of Trustees. He also presides as an ex officio member at meetings of the Academic Council and the Academic Senate. The Office of the President is located in 450 Administration Building.

2. Office of the Provost

The Provost is the chief academic officer of the University and all academic offices ultimately report through him to the Board of Trustees. Some of the academic offices reporting to the Provost are the deans of the 15 colleges, the Dean for the School of Advanced Graduate Studies, the director of the Honors College, the director of the Library, the director of the Center for Urban Affairs, and the director of the Office of Institutional Research. The Office of the Provost is located in 438 Administration Building.

3. Office of the Vice President for Student Affairs

The Vice President for Student Affairs has the general administrative responsibilities for all student personnel matters. The multiple services of the Office of Student Affairs are carried out through the Office of the Dean of Students, the Counseling Center, the Michigan State University Health Center, the Office of Intramural Programs, the Office of Volunteer Programs, and the Office of Financial Aids and With-

drawals. Information regarding each of these areas is listed within the alphabetical categories in the first section of this handbook.

The Vice President is also delegated authority for decision-making in the legislative process used in approving regulations governing student conduct as outlined in Article 5 of the **1967 Academic Freedom for Students Report** (for further explanation, see "Procedures-Student Regulations", page 27). As outlined in Article 4 of this report, the Vice President serves as the final appeal in the process of adjudication of violations of regulations. The Office of the Vice President for Student Affairs is located in 152 Student Services Building.

ACADEMIC SENATE

The Academic Senate is composed of all faculty members who hold the rank of professor, associate professor, and assistant professor, and who are appointed within the rules of the tenure system. Additionally, the President and Provost serve as members. Its meetings are open only to members and invited guests and are chaired by the President or, in his absence, the Provost. The secretary of the Senate is appointed by the President and is designated the Secretary of the Faculties.

Senate action shall be taken on issues of major importance relating to matters of educational policy. The Academic Council by majority vote shall determine whether a matter must have Senate action. The Senate may bring up for consideration any matter within the jurisdiction of the faculty which pertains to the general welfare of the University.

ACADEMIC COUNCIL

The Academic Council, as established in the bylaws of the faculty of Michigan State University, is composed of the President, the Provost, the elected faculty representatives, the deans of the colleges, 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 by the Council of Graduate Students. The Academic Council, which acts for and on behalf of the Academic Senate, has several functions, which include advising the President on all matters of educational policy; approving or rejecting major changes in courses and curricula; considering any proposals on any matter pertaining to the general welfare of the University; and advising the President on any matters he may present. The Academic Council holds open meetings, and the Secretary of the Faculties, Basement, East Wing, Library should be consulted for the time and place of the meetings.

STUDENT GOVERNMENT

Student governing bodies consist of local living unit governing groups, major governing groups, the Associated Students of Michigan State University (ASMSU), and the Council of Graduate Students (COGS). Through these groups, as established in Article 5 of the **1967 Academic Freedom for Students Report**, students participate in the review, evaluation, and recommendations of regulations governing student conduct. For a summary of these procedures see "Procedures—Student Regulations" page 27 of this handbook.

Currently the Student Board of ASMSU and COGS recommends student representatives to student-faculty-administrative committees. A description of ASMSU, each of the major governing groups, and COGS follows.

1. Associated Students of Michigan State University (ASMSU)

The all-University student government of MSU is a 17-member governing body called the Student Board. This board is composed of 14 voting representatives from geographic districts, two voting representatives appointed by the Office of Black Affairs, a voting chairman (elected by the group) and the six presidents, who serve without vote, of the major governing groups—Men's Halls Association, Women's Inter-Residence Council, Interfraternity Council, Off Campus Council, Intercooperative Council, and Panhellenic 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 initiation, evaluation, and recommendation of all-University policy; the welfare and rights of students; direct student benefits; and the coordination of organizations. Information regarding student government services is on page 14 of this handbook.

2. Intercooperative Council (ICC)

The Intercooperative Council (ICC) is the governing group for cooperative living units, the six for men and the one 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 membership recruitment, and the settling of any judicial matters arising within the houses.

Information about cooperative living is available by calling 355-8313 or the president of each cooperative living unit listed below.

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

3. Interfraternity Council (IFC)

The Interfraternity Council (IFC) is the governing body for the 36 fraternities at Michigan State University. It is responsible for the coordination of the fraternity system. 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 IFC adviser in the Division of Student Activities.

Alpha Gamma Rho	Phi Kappa Psi
Alpha Kappa Psi (Professional)	Phi Kappa Sigma
Alpha Phi Alpha	Phi Kappa Tau
Alpha Tau Omega	Phi Mu Alpha (Professional)
Beta Theta Pi	Phi Sigma Kappa
Delta Chi	Pi Kappa Phi
Delta Sigma Phi	Psi Upsilon
Delta Sigma Pi (Professional)	Sigma Alpha Epsilon
Delta Tau Delta	Sigma Alpha Mu
Delta Upsilon	Sigma Chi
FarmHouse	Sigma Nu
Kappa Alpha Psi	Sigma Phi Epsilon
Kappa Sigma	Tau Delta Phi
Lambda Chi Alpha	Theta Chi
Omega Psi Phi	Theta Delta Chi
Phi Beta Sigma	Theta Xi
Phi Delta Theta	Triangle
Phi Gamma Delta	Zeta Beta Tau

Open rush for freshmen begins the first full week of classes fall term. To enter a period of pledgship 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 pledgship begins no sooner than the first Sunday after the beginning of rush week and extends for a period of one term. 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, 355-8250 or in the **State News** during the first week of each term.

4. Men's Halls Association (MHA)

The Men's Halls Association (MHA) is the major governing group for the men living in the residence halls. Its purpose is to further within the University the interests of the men living in the residence halls. This includes formulating and recommending policies and regulations in the residence halls; promoting better relations and communications between the men's halls and other groups within the University; coordinating and providing activities for the men's halls, such as the MHA-WIC movies; and furnishing knowledge, resources, and connections sometimes not available to individual living units.

Structurally, MHA is composed of all men living in residence halls who can present their opinions and recommendations through their hall president or representative. The president of MHA sits on the ASMSU Student Board as the representative of the men's halls and also serves as a check and guarantee of the successful operation of the district representative system.

The following are the men's residence halls grouped by complexes. In addition to these halls East and West Shaw, Mayo, Williams and West Fee are co-ed residence halls. The names of the presidents and the MHA representatives can be obtained from the MHA Office, 323 Student Services Building, 355-8285.

Brody Complex

Armstrong
Bailey
Bryan
Emmons

Cedar Woods Complex

Holmes, East
McDonel, West

East Complex

Akers, East
Hubbard, North

Red Cedar Complex

Abbot
Snyder

South Complex

Case, South
Holden, East
Wilson, East
Wonders, North

5. Off Campus Student Association (OCSA)

The purpose of the Off Campus Student Association (OCSA) is to serve the needs of off campus students at Michigan State University with respect to their community, the University, and ASMSU. OCSA is the official body through which off campus students may attempt to influence policy formulation in all-University student government and the University administration. All students not living in residence halls, fraternity and sorority houses, or University-recognized cooperatives are automatically members of the OCSA. OCSA elects an 11-member governing board, called Off Campus Council, which maintains an office in 316 Student Services Building. The office is generally open on weekday afternoons. The phone number is 355-8300. Off Campus Council meets bi-weekly to consider problems affecting off campus students. Off Campus Council's grievance committee serves as a go-between for students who have complaints about living conditions in the off campus community. The grievance committee has no binding power on landlords. Off Campus Council is, therefore, formulating plans for a tenants' organization to deal more effectively with housing management. Also high on its list of priorities is the establishment of a food-buying

cooperative. A member of Off Campus Council has an ex officio seat on the ASMSU Student Board.

6. Panhellenic Council (Panhel)

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 weekly to discuss and act on such matters as membership, rush rules, and chapter activities. Panhellenic Council helps to sponsor various philanthropic, academic, and social events.

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 or the Panhellenic Office, 319 Student Services Building, 353-2965.

Alpha Chi Omega	Gamma Phi Beta
Alpha Delta Pi	Kappa Alpha Theta
Alpha Epsilon Phi	Kappa Delta
Alpha Gamma Delta	Kappa Kappa Gamma
Alpha Kappa Alpha	Phi Mu
Alpha Phi	Pi Beta Phi
Alpha Xi Delta	Sigma Delta Tau
Chi Omega	Sigma Gamma Rho
Delta Delta Delta	Sigma Kappa
Delta Gamma	Zeta Phi Beta
Delta Sigma Theta	Zeta Tau Alpha
Delta Zeta	

The Panhellenic Council sponsors fall rush. There is a weekend of open houses in which every coed is given an opportunity to visit all the sororities. To be eligible for sorority rush, according to the Panhellenic Council policy, each coed 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**.

2. Eligibility

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

3. Fall and Winter Term—Open rush is used from the time fall rush is completed until spring term. This is informal and more person-to-person than group oriented.

- A rushee must carry ten (10) or more academic credits during the term she is rushing—exclusive of improvement courses.
- Have a 2.00 all-University average and a 2.00 average the term preceding rush for ten (10) academic credits exclusive of improvement courses. (This applies to all but first term students.)

7. Women's Inter-Residence Council (WIC)

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 Serv-

ices Building, 353-2034. In addition to these halls, East and West Shaw, Mayo, Williams, and West Fee are co-ed residence halls.

Brody Complex

Butterfield
Rather

East Complex

Akers, West
Fee, East
Hubbard, South

Red Cedar Complex

Mason
Phillips
Van Hoosen

Cedar Woods Complex

Holmes, West
McDonel, East

South Campus Complex

Case, North
Holden, West
Wilson, West
Wonders, South

West Circle Complex

Campbell
Gilchrist
Landon
Yakeley

8. Council of Graduate Students (COGS)

The Council of Graduate Students (COGS) represents all registered, degree-seeking graduate students of departments sending representatives to COGS. Membership includes recognized representatives of the constituent department and graduate student representatives to the standing faculty committees of the Academic Council. The purpose of the organization is to promote academic, social, and economic aims of graduate students. Another objective is to establish effective communication among graduate students and to create channels of communication with other parts of the University. The names of the officers of the Council of Graduate Students may be obtained in the Division of Student Activities, 101 Student Services Building, 355-8286.

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 Provost, 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, the Student Board of Associated Students of Michigan State University (ASMSU), or the Council of Graduate Students (COGS) 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 or the president of COGS for information regarding the appointment process.

Committees which currently have student representatives are listed and described below.

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 commit-

tees. 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-University Health Center Advisory Board

The purpose of the All-University Health Center Advisory Board is to provide an opportunity for members of the University community to advise the MSU Health Care Administrative Committee on matters relating to the policies and services of the Health Center. The composition of the committee is five undergraduate students nominated by ASMSU and each representing the following areas: residence halls, off campus, foreign students, minority group students, and married students; one graduate student nominated by COGS; one faculty member nominated by the Committee on Committees; one representative from the administrative-professional employees; and one representative nominated by the Personnel Office. Ex officio members serving on the committee represent the offices of the Vice President for Business and Finance and Treasurer, the College of Human Medicine, the University Health Services, and the Vice President for Student Affairs (other than Health Services). The administrator of the Health Center and a physician nominated by the Ingham County Medical Society also serve as ex officio members.

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 the Council of Graduate Students (COGS) 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.

4. Athletic Council

The Athletic Council as established by the Board of Trustees is composed of six faculty members, two alumni members, and five ex officio members with votes. 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 nominated by the Committee on Committees and appointed by the President.

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.

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 the director of Continuing Education Services, who serves as chairman.

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.

6. Military Education Committee

The Military Education Committee is an advisory committee authorized by the Academic Council. Membership of this committee includes six faculty members selected by the Committee on Committees; two undergraduate students appointed by the ASMSU Student Board; and three ex officio members—representatives of the Office of the Provost, the Department of Aerospace Studies, and the Department of Military Science. This committee functions as an advisory committee which recommends curricular and policy changes in the area of military education to the appropriate committees and the Office of the Provost.

7. 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.

8. Student Advisory Group

The Student Advisory Group consists of the chairman of the Student Board of the Associated Students of Michigan State University (ASMSU) and another appointed member of ASMSU, the president of the Council of Graduate Students (COGS) and another appointed member of COGS, and the presidents of the major governing groups—Intercoperative Council, Interfraternity Council, Men's Halls Association, Panhellenic Council, Off Campus Council, and Women's Inter-Residence Council. The students meet regularly with the President, the Vice Presidents, and the Dean of Students to discuss matters of interest to both and to advise the administrative officers of the students' views and recommendations.

9. 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**.

10. University Committee on Business Affairs

Membership on this committee consists of elected faculty members and four ex officio members—the Vice President for Business and Finance and Treasurer, two designees from his office, and the comptroller of ASMSU. This committee examines and evaluates policies within the service functions and business office that relate directly to the academic and research programs of the University. This does not in-

clude the allocation of financial resources. The committee recommends to the Vice President for Business and Finance and Treasurer appropriate policies for the Business Office and informs the Academic Council of any such policy recommendations.

11. 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 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 selected by the Council of Graduate Students — shall be non-voting members.

12. 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 ASMSU, and the graduate student, by COGS. This committee examines 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.

13. 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 selected by the Council of Graduate Students comprise the non-voting membership.

14. 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 selected by the Council of Graduate Students. 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.

15. University Student Affairs Committee

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 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. Article 5 of the **1967 Academic Freedom for Students Report** should be used as a reference for further explanation of the University Student Affairs Committee in developing student conduct regulations. A summary of this role is in "Procedures—Student Regulations" on page 27 of this section. The voting membership of the University Student Affairs Committee consists of elected faculty members. The Vice President for Student Affairs, the Dean of Students, the Associate Dean and Director of the Division of Student Activities, two undergraduate student representatives selected by the Student Board of Associated Students of Michigan State University, and two graduate student representatives selected by the Council of Graduate Students serve on the committee as ex officio non-voting members.

PROCEDURES — STUDENT REGULATIONS

Article 5 of the **1967 Academic Freedom for Students Report** outlines the legislative process used by Michigan State University to enact regulations governing student conduct. The report specifies four governmental units which are involved in this process. One level of the process is the student living units (such as residence halls and organized living units) or more specifically the living unit governments that form the "local" legislative bodies. These living units, by category of housing, are members of the six major governing groups which form the second governmental unit. These major governing groups are Men's Halls Association (MHA), Women's Inter-Residence Council (WIC), Interfraternity Council (IFC), Off Campus Council (OCC), Intercooperative Council (ICC), and Panhellenic Council (Panhel). These major governing groups are members of the Associated Students of Michigan State University (ASMSU), and each has an ex officio representative on the ASMSU Student Board, the central student governing body. The ASMSU Student Board is the third legislative unit involved in the passage of regulations governing student conduct, and the University Student Affairs Committee (Faculty Committee on Student Affairs) is the fourth unit.

Legislation is enacted in the following manner. Any of the four governmental units mentioned above may originate or review regulations. These regulations are then referred to the appropriate living units for their consideration. The living units then refer the regulations to their major governing group for review. The major governing group then forwards the regulations, together with any recommendations it cares to make, to the ASMSU Student Board and the University Student Affairs Committee (USAC). These two bodies, meeting separately, forward the regulations, together with their recommendations, to the Vice President for Student Affairs. If both bodies approve the regulations, the Vice President shall then make public his decision. If the two bodies disagree, the Vice President refers them to a four-man **ad hoc** conference committee, composed of two students appointed by the chairman of ASMSU and two members of the University Student Affairs Committee appointed by its chairman. The conference committee examines the points of disagreement, and forwards its recommendations to both bodies. If the recommendations are accepted, they are forwarded to the Vice President, who shall then make public his decision regarding the regulations. If either body rejects the recommendations, the regulations are returned to the originating body with an explanation.

POLICIES AND PROCEDURES



The purpose of this section of the handbook is to provide information concerning current regulations relating to student rights, responsibilities, 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 section should be viewed as a reference and an initial point for students in understanding their responsibilities and the regulations at Michigan State University. Other references are listed in the first section of this handbook. It should be noted that the **Michigan State University Catalog** and the **Schedule of Courses and Academic Handbook** should be used as references for specific academic policies and requirements.

The content of the ordinances, student regulations, administrative rulings, and the all-University policies presented in this handbook reflect the University's expectations for students. Responsibility for understanding these regulations is as important as understanding the University's academic expectations. While the source and authority for a particular regulation and the adjudication of a violation may vary, students are expected to be equally responsible for each.

University ordinances established by the Board of Trustees of Michigan State University are those rules and regulations which apply equally to all individuals — students, employees, and visitors — on campus. 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 Executive Vice President and Secretary to the Board of Trustees and in the Division of Student Activities, Office of the Dean of Students.

A student regulation, in contrast to a University ordinance, is applicable only to those individuals who are 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, for example, prohibits selling and advertising by persons for any purpose whatsoever. A student regulation on fund-raising and revenue-producing 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.

In addition to University ordinances and student regulations, this section also presents information regarding administrative rulings and all-University policies. Administrative rulings and procedural guidelines are developed by various offices of the University as a means of implementing delegated administrative responsibilities. In developing these rulings and guidelines, administrative staff may consult with advisory committees composed of students and faculty.

All-University policies are similar to student regulations and are proposed by existing decision-making bodies within the University or by committees appointed for a specific purpose. In general all-University policies and administrative rulings apply to those individuals registered as students. However, there are some policies, such as the Anti-Discrimination Policy and Procedures and the Safety Policy, which also apply to all employees of the University.

It should be noted that in many instances a statement concerning the University's purpose or goal precedes the actual policy statement or regulation. The Anti-Discrimination Policy and Procedures, for example, states in the first paragraph ". . . The Board of Trustees of Michigan State University reaffirms its commitment (Article 8, Bylaws of the Board of Trustees) to a policy of no discrimination on the basis of race, creed, ethnic origin or sex . . ."

To further understand one's rights, responsibilities, 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.

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.

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 violations of student regulations. This article also contains the procedural guidelines for due process which are used by the University's various judicial bodies. The University judicial bodies established in this report include living unit judiciaries, major governing group judiciaries, the All-University Student Judiciary, and the Student-Faculty Judiciary. This article also describes the procedures whereby a student may challenge the substance of any regulation or administrative decision on the grounds that it is in violation of the guidelines of this report.

In addition to the judicial bodies described in Article 4. of the **1967 Academic Freedom for Students Report**, the ASMSU constitution provides for a Student Traffic Appeal Court to hear the appeal of a summons issued for a violation of the Student Motor Vehicle Regulation. The Anti-Discrimination Judicial Board has been established by the Board of Trustees to hear cases involving violations of the University's policy against discrimination as defined in the Anti-Discrimination Policy and Procedures.

Violations of University ordinances may be adjudicated through the local court system or be referred by the Office of the Vice President for Student Affairs to one of the University's judicial bodies. Cases involving violations of administrative rulings may be referred through the Office of the Vice President for Student Affairs to one of the judicial bodies established within Article 4 of the **1967 Academic Freedom for Students Report**.

Information regarding the procedures for recommending changes in all-University

policy, administrative rulings, and ordinances is available in the Division of Student Activities, Office of the Dean of Students, 101 Student Services Building. The procedures utilized by students in recommending changes in student regulations are established in Article 5 of the **1967 Academic Freedom for Students Report**. As indicated in this article, 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. (A more detailed summary is found in "Procedures—Student Regulations" on page 27 of this handbook.) 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. The second section of this handbook provides additional information regarding the decision-making process and procedures at Michigan State University.

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, 150 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 Actions

Academic Dismissal
Academic Recess
Minimum Academic Progress
Scale (MAPS)
Readmission

Change of Enrollment

Adding and Dropping Courses
Adjustment of Fees

Class Attendance

Code of Teaching Responsibility

Credits

Class Standing
Credit Load

Fees and Tuition

Out-of-State Tuition
Payment of Fees
Refund of Fees

Final Examinations

Grading Systems

Grade Correction
Grade-Point System

ADDRESS CHANGE

Students living off campus make address changes in the Office of the Registrar, 150 Administration Building. As stated in the Housing Regulations, failure to register a change of address is cause for cancellation of registration.

ALCOHOLIC BEVERAGES

1. Michigan State University Ordinance 22.00

. . . The use or possession of alcoholic beverages, including beer and wine, subject to state law, is hereby permitted in housing facilities (rooms, suites, and apartments) assigned by Michigan State University.

. . . The use or possession of alcoholic beverages is expressly prohibited in classrooms, lecture halls, laboratories, the libraries, the chapel and within buildings or arenas where athletic events, lectures, and concerts are held.

. . . The use of alcoholic beverages is expressly prohibited in all public areas of campus buildings except as indicated in the sections below.

. . . The use of alcoholic beverages at non-student social events, subject to state law, is permitted in areas designated by, and with the approval of, the Office of the Secretary to the Board of Trustees.

. . . The use of alcoholic beverages at student social events, subject to state law, is permitted in areas designated by, and with the approval of, the Office of the Vice President for Student Affairs.

2. State Law

State law, as indicated in Ordinance 22.00, refers primarily to the following State Statutes. The Michigan Statutes Annotated incorporate the State Liquor Control Act, 1968 Publication.

a. State Statute 18.1004 (1). State Liquor Control Act 436.33

Sec. 33. No alcoholic liquor shall be sold to any person unless he shall have attained the age of 21 years.

b. State Statute 18.1004 (1). State Liquor Control Act 436.33a

Sec. 33a. No person under the age of 21 years shall purchase or knowingly possess or transport any alcoholic liquor, or knowingly possess, transport, or have under his control in any motor vehicle any alcoholic liquor unless said person is employed by a licensee under this act and is possessing, transporting or having such alcoholic liquor in a motor vehicle under his control during regular working hours and in the course of his employment.

c. State Statute 28.336 (1). State Liquor Control Act 750.141a

Sec. 141a. Any person, who willfully gives or furnishes any alcoholic beverage to a minor except upon authority of and pursuant to a prescription of a duly licensed physician, shall be guilty of a misdemeanor.

d. State Statute 18.988. State Liquor Control Act 436.17

. . . No licenses shall be issued by the commission to sell alcoholic liquor either on or off the premises, in such cases in which the property or establishment to be covered by the license is situated in or on any state owned lands.

3. University Residence Hall Alcohol Policy

General Policy (Student Regulation)

Any residence hall may elect to permit the use of alcoholic beverages within the hall. Each residence hall which permits the use of alcoholic beverages shall submit to the Dean of Students a policy which will show the process used to control the use of alcohol and the process of referral and judicial action taken in the event of violations of the policy. This policy must be approved by the head adviser and manager of the residence hall and shall include the following three provisions:

a. The possession and consumption of alcoholic beverages within the residence hall shall be restricted to those persons 21 years of age or older.

b. The primary responsibility for the proper use of alcoholic beverages shall not rest with resident assistants, but shall be the responsibility of all those living in the hall.

c. Each hall shall include within its alcohol policy a roommate bill of rights.

- Men's Halls Association
- Women's Inter-Residence Council
- Associated Students of Michigan State University
- University Student Affairs Committee
- Vice President for Student Affairs
- April 24, 1970

Policy Implementation and Interpretation (Administrative Ruling)

a. Each hall must determine whether it shall elect to permit the use of alcoholic beverages within its hall, according to state law. A cover letter attached to the

hall policy, should delineate the method utilized by the hall governing body in determining the finalized hall policy related to alcoholic beverages.

- b. Each hall governing body shall make available to each resident copies of the state laws, MSU Ordinance 22.00, University Residence Hall Alcohol Policy and hall policy as they relate to alcohol. This is in accordance with the **1967 Academic Freedom for Students Report** which specifies that all regulations shall be made accessible to students.
- c. Any hall policy, relating to alcohol, should incorporate statements from the MSU Ordinance and University Residence Hall Alcohol Policy as they specifically relate to residence halls.
- d. The hall policy should provide evidence that the governing body and residents have given serious consideration to the statement . . . "the proper use of alcoholic beverages shall . . . be the responsibility of all those living in the hall." Evidence of such consideration should be reflected in the section of the hall policy which defines the process used to control the use of alcohol.
- e. Violations of the hall policy, encompassing statements from MSU Ordinance 22.00 and the University Residence Hall Alcohol Policy, shall be referred in the manner defined by the **1967 Academic Freedom for Students Report**. Any individual retains his right to report violations of state laws directly to legal authorities. All policies should contain a reference to this individual right as well as a reference to the proper judicial channels within the living unit.
- f. The hall policy shall make reference to designated hall areas where alcohol may be consumed. The definition of "rooms, suites, and apartments" may be expanded to mean the house living area. The house living area shall not include any areas used in common with other residents of the hall. Additional hall areas may be designated only under the provisions of Ordinance 22.05.
- g. A roommate bill of rights that will address itself to problems resulting from the excessive or abusive use of alcoholic beverages has been specified as a necessary portion of the hall policy.
- h. Ordinance 22.05 refers to the use of alcoholic beverages at student social functions. The hall policy should reflect consideration of the following points:
 - (1) Evidence that the hall has an internal method of social registration.
 - (2) Specific reference to the method the hall and/or house intends to utilize to assure the fact that alcoholic beverages served at a social function will be provided only to those individuals eligible under state law.
 - (3) Alcoholic beverages may be not be sold. The following State Statutes apply to sale.
 - (a) State Statute 18.997 (3). State Liquor Control Act 436.26c
No person shall maintain, operate, lease or otherwise furnish to other persons any premises or place which is not licensed under this act, wherein such other persons may engage in the drinking of alcoholic beverages, for a fee or for any other consideration, including the sale of food, mixes, ice or other fluids used with alcoholic drinks or the storage of alcoholic liquors.
 - (b) State Statute 18.1015. State Liquor Control Act 436.44
Any person engaged in the business of selling or keeping for sale alcoholic liquor in violation of the provision of this act, whether as owner, clerk, agent, servant or employee, shall be equally liable, as principal, both civilly and criminally, for the violation of the provisions of this act, or any person or principal shall be liable, both civilly and criminally, for the acts of his clerk, servant, agent or employee, for the violation of the provisions of this act.
 - (4) A hall policy shall specify designated areas in which social events, involving the consumption of alcohol, may be scheduled.

Acceptance of a hall policy, by all parties specified, **does not** give a house

and/or hall approval to plan and execute such a social event without prior approval from the Vice President for Student Affairs for each individual event. Consideration for approval for individual social events will be given when the request to hold the event has been forwarded to the head adviser, area director and Vice President for Student Affairs.

Individual residence halls will be eligible to implement hall policies when the appropriate policy has been approved by the unit manager and head adviser and has been placed on file in the Office of the Dean of Students via the area director.

—Vice President for Student Affairs
April 29, 1970

4. Off Campus Organized Living Units

- a. The use of alcoholic beverages by students within the confines of their organized living unit is governed by State Statutes (see Section 2, page 32 and Section 3:h:(3):(a) page 33) and ordinances of the City of East Lansing.
- b. The use of alcoholic beverages at social functions sponsored on campus by the members of an organized living unit is permitted in areas designated by, and with the approval of, the Office of the Vice President for Student Affairs. Information regarding designated areas and approval may be obtained in the Division of Student Activities, 101 Student Services Building.

5. Registered Student Organizations

Information regarding the necessary approval for the serving of alcoholic beverages at social functions sponsored on campus may be obtained in the Division of Student Activities, 101 Student Services Building.

ALL-UNIVERSITY EVENTS AND ACTIVITIES (Student Regulation)

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, 101 Student Services Building.

ANIMALS

1. (Administrative Ruling)

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

—Dormitories and Food Services, July 1953

2. Pets (Ordinance 25.01)

No person owning or having under his control a dog, cat or any other animal shall permit such animal to be upon the property of Michigan State University without a leash suitably attached to said animal so as to restrain its movements, unless said animal is confined within a suitable enclosure sufficient to restrain its movements to the area of said enclosure.

ANTI-DISCRIMINATION POLICY AND PROCEDURES (All-University Policy)

Article I. Purpose

The Board of Trustees of Michigan State University reaffirms its commitment¹ to a policy of no discrimination on the basis of race, creed, ethnic origin or sex and establishes the following procedures to prevent such discrimination in accordance with due process within the University community. In doing so, the Board recognizes that it is not enough to proclaim that we do not discriminate against minority groups. The University must also strive actively to build a community in which opportunity is equalized

1. Article VIII, Bylaws of the Board of Trustees.

"It shall be the policy of the Board to provide equal educational opportunity to all qualified students from the State of Michigan and, insofar as facilities, faculty, and accommodations permit, a reasonable number from other states and other countries. There shall be no discrimination based on race, color, sex, or creed. No discrimination shall be allowed in University housing or in the University-supervised off-campus housing. No fraternity, sorority, student organization or club may exist on any campus of Michigan State University if it operates under a constitution that discriminates against potential members on the basis of race, color, national origin or ancestry."

and use its facilities and human resources to develop the skills and opportunities of the members of all groups so they may play responsible and productive roles in society. This policy is relevant to all aspects of the University including the choice of contractors and suppliers of goods and services.

The Board directs the establishment of the Committee Against Discrimination and the Anti-Discrimination Judicial Board to carry out this policy in the manner outlined below. The Board also directs all units of the University to take appropriate action immediately to implement this policy and procedures.

Article II. Discrimination

A. Kinds of discrimination prohibited:

1. Disparity of treatment in employment, job placement, promotion or other economic benefits on the basis of race, creed, or ethnic origin;
2. Limitation of access to residence, or to participation in educational, athletic, social, cultural or other activities of the University because of race, creed, or ethnic origin;
3. Discrimination of the foregoing types on the basis of sex, unless based on bona fide job requirements or generally accepted and socially approved distinctions in housing, sanitary facilities, athletics and similar facilities or activities;
4. Harassment based on race, creed, ethnic origin, or sex.

B. These policies and procedures shall apply to:

1. All educational, cultural, and social activities occurring on the Michigan State University campus;
2. University sponsored programs occurring off campus, including cooperative extension, adult education and any regularly scheduled classes;
3. Housing supplied or regulated by the University for students and staff including fraternities and sororities;
4. Employment relations between the University and its employees.

Article III. Committee Against Discrimination

A. The Committee Against Discrimination shall be established.

B. Composition and selection of the Committee Against Discrimination and its staff.

1. This committee shall be composed of an executive-secretary with voice but no vote and nine representatives of the faculty, administrative and professional personnel, clerical and technical staff, labor employees and students. The nine members shall be distributed as follows: three faculty, one administrative-professional, one clerical-technical, one labor, one graduate student, and two undergraduate students.
2. The members of the Committee Against Discrimination shall be chosen by the several participating units of the University as follows. The Faculty Committee on Committees will select the three faculty members, at least one of whom shall be non-white and one of whom shall be female, for three year terms except that the initial terms shall be one, two, and three years. The Associated Students of Michigan State University (ASMSU) shall select the undergraduate members, one of whom shall be non-white and one female for two year terms except that the initial term of one shall be for one year. The Council of Graduate Students shall select the graduate student member for a two year term. American Federation of State, County, and Municipal Employees (AFSCME) Union Local 1585 shall select the labor member for a three year term. The Administrative and Professional Association shall select the member from the administrative and professional staff for three year terms except the first term shall be two years. And the Association of Clerical and Technical Workers shall select its member for three years except that the initial term shall be for one year.
3. At the first meeting of the academic year the Committee Against Discrimination shall select a chairman from among its members to serve for one year. Five voting members will constitute a voting quorum for action.

4. The director of the Equal Opportunity Program or a person designated by him and approved by the committee shall serve as executive-secretary of the Committee Against Discrimination and shall make staff and legal counsel reporting to the University attorney available as requested by the committee.
- C. The duties and procedures of the committee are as follows:
1. The committee may conduct or direct its staff to conduct periodic reviews of the operation of the several units of the University, to identify policies or practices which may reflect discrimination after appropriate notification of the President. Upon formal request by majority vote of the Committee Against Discrimination any unit of the University shall provide access to any and all records necessary for carrying out such reviews. Any such review in the name of the committee and under authority granted in this statement of policy shall be undertaken only after specific authorization of the committee and shall be under the continuing supervision of the committee. To the maximum extent consistent with the purposes of this procedure the confidentiality of personal records and the principle of privileged communication shall be respected by the committee and its staff. Any alleged abuse of the investigative powers of this committee may be appealed at any time directly to the President of the University who shall have authority to take appropriate action.
 2. The committee shall identify policies, practices, or patterns of behavior which may reflect discrimination as defined in this document and report same to the responsible officials of the unit. The committee shall also recommend to such responsible officials such corrective action as it deems appropriate.
 3. All complaints which should more appropriately be investigated by an exclusive bargaining agent, the East Lansing Human Relations Commission, or other agencies shall be referred to these bodies. The committee shall maintain a public record of such referrals and the actions taken by the agencies to which referred.
 4. Any complaint by a member of any of the constituent agencies of the Committee Against Discrimination (AFSCME, the Administrative and Professional Association and Clerical-Technical Association) that he is not being properly represented by his organization because of his race, creed or ethnic origin or sex shall be referred to the member of the committee representing that constituent agency. The committee shall also have authority to offer the good offices of its staff to resolve such complaints between the member and his organization, provided, however, that such good offices shall not include participation in collective bargaining or grievance negotiation with representatives of the employer.
 5. If policies, practices or patterns of behavior, or individual acts which the committee finds discriminatory are not corrected without delay this committee shall initiate action for a hearing before the Anti-Discrimination Judicial Board.
 6. Complaints involving interpersonal relations not connected with the official functions of the University or not involving discrimination as defined above shall be referred to appropriate agencies.
 7. The committee through its executive-secretary shall make regular monthly reports to the President of the University, who shall in turn share these with the Board of Trustees from time to time.

Article IV. The Anti-Discrimination Judicial Board

- A. An Anti-Discrimination Judicial Board shall be established.
- B. Composition and selection of Anti-Discrimination Judicial Board.
 1. Three students shall be appointed by the Student Board of ASMSU, from nominees submitted by the All-University Student Judiciary. Initially two juniors shall be appointed for two years and one senior for one year. Thereafter, all those appointed shall be juniors and shall serve for two years (unless appointed to fill an unexpired term). At least one member shall be non-white and one female.

One graduate student shall be selected by the Council of Graduate Students for a two year term.

Three faculty members shall be selected by the Faculty Committee on Committees for a three year term. Initial appointments shall be for one, two and three years. At least one shall be non-white and one female.

One member of the board shall be selected by the Administrative and Professional Association to serve for three years. One member shall be selected by the Association of Clerical and Technical workers for a term of three years except the initial appointment shall be for one year.

The AFSCME Union Local 1585 shall select one member of the board to serve for three years except that the initial appointment shall be for two years.

Members of the Committee Against Discrimination shall not serve concurrently on the Anti-Discrimination Judicial Board.

2. The President of the University shall appoint a secretary to the board who shall serve ex officio with no vote.
3. At the first meeting of the academic year, the voting members of the Anti-Discrimination Judicial Board shall elect from among their number a chairman, who shall serve in that capacity for one year.

C. Jurisdiction of the Anti-Discrimination Judicial Board.

1. The board shall have jurisdiction over cases involving alleged violations of the University policy against discrimination as defined in this document, filed by individuals (University faculty, University students, or University employees) who claim that they were the victims of such discrimination by any other employee or student or University organization. Such claims, to be entitled to consideration, shall specify the time, the place, and the exact nature of the alleged discrimination; shall identify in specific terms the individual, group, organization, or office believed by the complainant to be responsible for the alleged discrimination; and shall specify the remedy being sought by the complainant.
2. The board shall have jurisdiction over cases involving alleged patterns of violation of the University policy against discrimination filed by the Committee Against Discrimination as authorized by the section establishing that committee.
3. The board shall not have jurisdiction to consider any claim for which another procedure for final and binding adjudication is provided by law or by contract, unless both the complaining party and the party against whom the complaint is directed agree to submit the case to this board.

D. Procedures of the Anti-Discrimination Judicial Board.

1. Upon receipt of a claim by an individual, as described in C. 1. above, the chairman of the Anti-Discrimination Judicial Board shall appoint three (one faculty, one student, one other employee) voting members of the board to investigate the claim. In the course of such investigation, these members shall make every reasonable effort to achieve a settlement of the dispute. These members shall without undue delay report to the chairman of the Anti-Discrimination Judicial Board whether or not in their judgment there is sufficient basis for holding a formal hearing. After the filing of such report, the three members who investigated the claim shall not participate further in any hearing or in the preparation of any decision and order that may be rendered by the Anti-Discrimination Judicial Board.
2. In the case of an individual claim, the Anti-Discrimination Judicial Board shall decide, after receipt of the report described in D. 1. above, whether or not a formal hearing shall be conducted. In the case of a claim of a pattern of discrimination filed by the Committee Against Discrimination as provided in C. 2. above, the Anti-Discrimination Judicial Board shall promptly decide whether or not to hold a formal hearing on the basis of the claim filed. If the board decides not to hold a formal hearing, the secretary of the board shall so notify the individual who filed the claim or the Committee Against Discrimination; such notification shall include a brief statement of the reasons for the board's decision.
3. In any formal hearing conducted by the Anti-Discrimination Judicial Board, the party charged with violation of the University policy against discrimination shall

(ANTI-DISCRIMINATION POLICY AND PROCEDURES — Continued)

have the same rights of due process that are guaranteed to students by Article 4 (Sections 4.2.1.03 through 4.2.1.10) of the **1967 Academic Freedom for Students Report**; provided, however, that such a party shall have unrestricted choice of counsel. Both parties shall have the right of counsel paid by the University and selected from a panel established by the University attorney. If either party chooses counsel outside the panel the University assumes no responsibility for payment.

Formal hearings would normally be closed, but may be opened by the Judicial Board after consultation with both parties. The formal rules of evidence shall not necessarily be binding in a hearing before the Anti-Discrimination Judicial Board.

4. Following a formal hearing, the Anti-Discrimination Judicial Board shall render a decision and order. The board may conclude that a claim lacks merit, in which case its order shall dismiss the claim. The board may conclude that there is merit to the claim, in which case its decision shall state the findings that support the conclusion, and its order shall specify the action or actions that must be taken by the charged individual or organization to remedy the violation of the University policy against discrimination. It should be understood that the purpose of the decision and order is not to punish the violator but to remove the effects of the discrimination or prevent its continuation or repetition. The Judicial Board in reaching a conclusion shall bear in mind the principles of presumption of innocence and the proof of guilt by preponderance of the evidence. All policies of the Board of Trustees affecting job security and academic freedom remain in full force and effect.
5. The board through its secretary shall make regular monthly reports to the President of the University who shall in turn share these with the Board of Trustees from time to time.

Article V. Appeals

- A. A refusal of the Anti-Discrimination Judicial Board to conduct a formal hearing may be appealed to the Anti-Discrimination Appeal Board herein authorized, if at least two members of the Judicial Board dissented from the decision. The Anti-Discrimination Appeal Board may direct the Anti-Discrimination Judicial Board to conduct such a hearing, or it may affirm the Judicial Board's decision that such a hearing is not justified.
- B. A decision and order issued by the Anti-Discrimination Judicial Board after a formal hearing may be appealed to the Anti-Discrimination Appeal Board by any participant in the hearing before the board. The Appeal Board shall have the authority to review the decision and order of the board, and to affirm it, rescind it, modify it, or return it to the Anti-Discrimination Judicial Board for reconsideration, amplification, or such further proceeding as the Appeal Board may deem appropriate.
- C. When an appeal is taken from a decision and order of the Anti-Discrimination Judicial Board, or from a refusal by this board to conduct a formal hearing, an Anti-Discrimination Appeal Board shall be established in the following manner to consider the appeal:
 1. The organization or person charged with violation of the University policy against discrimination, and the organization or person making the charge, shall each designate one member of the Anti-Discrimination Appeal Board. Such members shall be chosen from the University community (University faculty, University students, or University employees).
 2. The two members thus designated shall attempt to agree upon a third member to serve as chairman of the Appeal Board. This third member need not be chosen from the University community.
 3. If the two members thus designated are unable to agree upon the third member within five days, they shall so notify the President of the University. The President shall then request the American Arbitration Association to appoint a quali-

fied person to serve as the third member and chairman of the Appeal Board. The fees and expenses, if any, of the third member and chairman shall be paid by the University.

4. All hearings conducted by the Appeal Board shall observe the principles of due process that are set forth in the **1967 Academic Freedom for Students Report** (Sections 4.2.1.03 through 4.2.1.10). Both parties shall have choice of counsel as provided in Article IV, D. 3. of this document.

- D. All actions taken by the Appeal Board shall be reported to the President of the University who shall in turn share these with the Board of Trustees.

ENDORSED: Academic Council

APPROVED: Board of Trustees, February 28, 1970

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.

— Board of Trustees

BUILDINGS (Ordinance 13.00)

. . . The Secretary of the Trustees of Michigan State University is hereby empowered to establish regulations restricting or prohibiting access to and/or use of University buildings and property by employees and students of the University and by members of the general public when such regulations are deemed desirable for the convenient and efficient conduct of the affairs of the University or for the management and protection of its property; provided such regulations must be posted at the entrances to the facility or portion of the facility or building affected.

. . . No person or persons shall willfully destroy or damage or in any manner deface, destroy, or injure any property not his own, or any public building, bridge, fire hydrant, alarm box, street light, street sign, or shade tree belonging to Michigan State University, or mark or post hand bills on or in any manner mar the walls of any public building, or any fence, tree, or pole within the confines of Michigan State University, or take, or meddle with any property belonging to Michigan State University or remove the same from the building or place where it may be kept, placed, standing, or stored, without authority from the Secretary of the Board of Trustees or his designated agent.

CAMPING (Ordinance 14.00)

. . . No person shall construct or otherwise erect, or abide in any lean-to, vehicle, trailer, tent, or other temporary shelter facility anywhere within the confines of land governed by the Board.

CAMPUS MESSENGER SERVICE — CAMPUS MAIL (All-University Policy)

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 organizational 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, 101 Student Services Building.)

— Board of Trustees

CLOSING HOURS IN UNIVERSITY RESIDENCES (Student Regulation)

1. University Closing Hours

- a. Women's residence halls, sororities, and supervised off campus housing will be closed by the following hours:

Sunday - Thursday: 12 midnight - 6 a.m.

Friday - Saturday: 1 a.m. - 6 a.m.

2. Signing Out and Signing In

- a. Registration Week

Every coed is required to sign in, in person, when she arrives at her residence hall during registration week.

- b. Beyond the Greater Lansing Area

Anytime 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.

- c. Overnight Absence

(1) Although coeds 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.

(2) A coed can stay as a guest in another Michigan State University residence provided that guest provisions (see Social Regulations, page 63) have been made in accordance with the current University regulations.

— Women's Inter-Residence Council

— Associated Students of Michigan State University

— University Student Affairs Committee

— Vice President for Student Affairs

— April 27, 1970

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, card, or unlocking device, 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, raid, 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.

DISTRIBUTION OF LITERATURE — STUDENT PUBLICATIONS (Student Regulation)

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 the Department of 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, 338 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, the Department of Residence Hall Management, and the University Student Affairs Committee.

DRESS REGULATIONS (Student Regulation)

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

FACILITIES AND SERVICES, UNIVERSITY (Student Regulation)

The All-University Policy for Use of Michigan State University Facilities and Services, Exclusive of Residence Halls, Food Stores and Kellogg Center, by Students and for Revenue-Producing Projects of Students is as follows:

1. Use of Facilities and Services

- a. All registered student organizations, living unit organizations, major governing groups, and Associated Students of Michigan State University (ASMSU) are to be allowed to use University facilities and services. In addition, individual students and/or unregistered student groups having written permission from ASMSU and the Office of the Director of Student Activities and upon certification of financial responsibility, are to be allowed to use University facilities and services. The activity for which a facility is requested cannot physically conflict with other previously scheduled events or interfere with basic on-going facility requirements.

2. Revenue-Producing Projects

- a. For the purposes of this policy, all activities involving the collection of money by student groups are defined as revenue-producing projects. Revenue-producing projects include the selling of printed materials, political materials, student-produced goods, student-provided services, the selling of tickets and/or charging admission to public activities or events, the soliciting of voluntary contributions, and the selling of other goods and services.
- b. Only registered student organizations, living unit organizations, major governing groups, and ASMSU may conduct revenue-producing projects on campus.
- c. All revenue-producing projects must be registered with ASMSU and the Office of the Director of Student Activities except:
 - (1) Revenue-producing projects in which only the membership of the sponsoring registered student organization or living unit organization is solicited.
 - (2) Sales of student publications. (This shall be in accordance with the guidelines established in the **1967 Academic Freedom for Students Report**. These guidelines are on page 42 of this handbook.)
- d. The following guidelines are established and apply to all revenue-producing projects conducted on campus:
 - (1) The date, location, and a brief description of the revenue-producing project must accompany the registration which must be signed by the sponsoring organization's presiding officer. This signature will indicate the sponsoring organization's approval of said project. (NOTE: The Activity Planning Form that is to be used for registration of this information is available in the Division of Student Activities, 101 Student Services Building.)

- (2) The sponsoring organization assumes all responsibility for conducting a revenue-producing project in compliance with the ordinances, written policies, and regulations of Michigan State University.
- (3) The establishment of booths and/or tables or door-to-door solicitation for the purpose of selling literature, publications, goods and services, and tickets is prohibited in any classroom building. An exception to this shall be made for those events held in classroom buildings which require a ticket or admission charge for admittance or solicit a voluntary contribution. In these instances, the sale of tickets or the collection of the admission charge, or the solicitation of the voluntary contribution may take place at the approximate time of the event and in the area of the classroom building designated for the event.
- (4) The establishment of booth and/or tables for selling literature, publications, permitted goods and services, and tickets, and the solicitation of voluntary contributions is permitted in the main concourse of the Union Building and in the lobby of the International Center.
- (5) Revenue-producing projects conducted on campus, outside of campus buildings, may not interfere with the use of streets, sidewalks, and building entrances or classes, and other organized educational activities.
- (6) Organizations may be required to pay a standard service charge only for any additional University services that might be required because of the revenue-producing project. The decision to assess such charges may not be based on the method of collection of revenues, the purpose of the revenue-producing project, or the nature and/or composition of the sponsoring group.

3. Conferences

Requests for facilities for conferences or meetings, which extend beyond individuals in this University, such as district, regional, or national conferences must be registered with ASMSU and the Office of the Director of Student Activities. Procedures for registering such requests will be developed jointly by ASMSU and the Division of Student Activities.

- Associated Students of Michigan State University
- University Student Affairs Committee
- Vice President for Student Affairs
- August 1, 1969

FALSIFICATION OF UNIVERSITY RECORDS (Administrative Ruling)

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, Ordinance 15.00, page 41).

— Office of the Dean of Students

FINANCIAL ACCOUNTS — STUDENT ORGANIZATIONS (Student Regulation)

1. General Policy

- a. The University does not require student organizations to have their financial accounts with the Comptroller's Office. They are, however, encouraged to follow good accounting principles and effective financial control of their funds.
- b. Registered student organizations, on campus living unit organizations, major governing groups, and Associated Students of Michigan State University may request to have a financial account with the Comptroller's Office, and shall be given an account upon request, except incorporated student groups.
- c. Student organizations conducting events to which the public (other than members of the organization) is invited and a stated admission or contribution is collected are encouraged to use tickets issued by the Comptroller's Office, following established procedures. Failure to follow these procedures may result in forfeiting the privilege of using the accounting services.

- d. Student organizations having the right to use University facilities and services have the option of paying for the use of University facilities and services either by cash, or through their University account, if such account exists. The University may require that cash payments be made in advance.

2. Policies Related to Financial Accounts Held With the Comptroller's Office

- a. A signature card designating the person and/or persons authorized to sign forms calling for the expenditure of funds from the organization's University account must be on file with the Comptroller's Office and with ASMSU. Organizations are not required to designate an adviser as the authorized person.
- b. Student organizations are responsible for accounting for any funds received and the allocations of those funds. Specifically, the accounting procedures of those student organizations are not subject to review by any agency of the University or by ASMSU.
- c. Student organizations and their officers are responsible for any financial obligations incurred by the organization and for any overdraft in their University account.
- d. The University will not be obligated to process authorized expenditures, if there are not sufficient funds in the student organization's University account. All other authorized expenditures must be processed.
- e. Violations shall be referred to the appropriate judicial body.
 - Associated Students of Michigan State University
 - University Student Affairs Committee
 - Vice President for Student Affairs
 - June 20, 1969

3. Procedures

Information regarding the current procedures related to financial transactions involving the use of a University account may be obtained from the Bookkeeping Division, Comptroller's Office, 360 Administration Building. These procedures are authorized and approved by the Comptroller's Office.

FIREARMS OR WEAPONS (Ordinance 19.00)

. . . No person shall possess any firearm or weapon anywhere upon the lands governed by said Board: Provided, however, that the provisions hereof shall not apply to such possession within the residences of those persons lawfully residing in the married housing facilities of the campus who fulfill all applicable requirements of the state statutes pertaining thereto.

. . . No person shall possess any chemical, or other dangerous substance or compound, with the intent of using the same to injure, molest or coerce another, anywhere upon the lands governed by the Board.

. . . The use of any such device is prohibited anywhere upon the lands governed by the Board except those areas specifically set aside and supervised as range facilities, or as part of the regular educational process.

. . . The provisions of this section shall not apply to the sworn police officers employed by the Department of Public Safety and other legally established law enforcement agencies.

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.

FUND-RAISING AND REVENUE-PRODUCING PROJECTS

1. Selling and Advertising (Ordinance 30.00)

. . . No person, firm or corporation shall engage in the business of selling, hawking,

or peddling any goods, wares, merchandise or services, or take orders or make contracts for the purchase or delivery thereof, either at the time or in the future, within the boundaries of Michigan State University.

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

2. Exception

An exception to the above ordinance for student organizations is provided in Section 2: "Revenue-producing Projects" of the All-University Policy for Use of University Facilities and Services. The text of this student regulation is on page 44 of this handbook.

HEALTH CENTER (Administrative Ruling)

1. General Policy

Michigan State University Health Center provides facilities for Michigan State University (MSU) students who are in need of medical, surgical, or psychiatric care.

2. Office Hours

Monday - Friday: 8:30 a.m. to 11:15 a.m. and 1:30 p.m. to 4:45 p.m.

Saturday - Sunday: for emergencies and urgent cases only.

3. Appointments

- a. Appointments may be made up to two weeks in advance, by calling the Health Center Appointment Office, 353-4660, Monday through Friday from 8 a.m. to 4:45 p.m.
- b. Students who prefer to come to the Health Center without an appointment will be seen according to time of arrival. Patients will be seen by a registered nurse in Office No. 1 where pertinent information will be obtained for the attending physician. The nurse is under the direct supervision of the physicians on duty.

4. Fees

- a. No fee is charged the student for his or her visit to the Health Center if the visit occurs during the hours of 8 a.m. to 5 p.m. Monday through Friday. A service fee of \$2 is charged for students requesting service between the hours of 5 p.m. and 8 a.m. All patients' visits on Saturday and Sunday will similarly be charged a \$2 service fee. In addition to this \$2 service fee, students are charged conventional drug and other fees applicable to their case.
- b. All medications and medical supplies are dispensed at cost plus a reasonable handling fee.
- c. The services of the X-ray, Clinical Laboratory, and Physical Therapy departments are charged according to type of service provided.
- d. Students who have procured special medications or allergy vaccines at their own expense may have these substances stored at the Health Center, and may have the scheduled administration of the products performed there for a minimal service fee for each treatment.
- e. Students who are too ill to attend classes are hospitalized in the Health Center. A daily room and board charge will be made in addition to the conventional drug and special service charges.
- f. Consultants are called upon the recommendation of the staff physician, and their professional fees are charged to the respective students.
- g. A professional fee for all surgery, excepting minor surgery, is charged to the student.
- h. All anesthetist fees are charged to the student.
- i. All laboratory, X-ray or other special medical service not ordered by Health Center personnel, but requested by individuals outside the University, will be provided at the Health Center and charged to the student according to the current medical fee schedule effective in this area.
- j. The University will not pay for ambulance service unless the need for such service

arises from injuries sustained through classroom work or University employment. The ambulance fee in all other cases will be charged to the involved student.

5. 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 for care. Faculty members employed full-time and enrolled in one or more courses are not considered students and are not eligible for care at the Health Center.
- b. **A student is entitled to use the Health Center facilities only when he or she is enrolled in the University. The date and time limitations of enrollment are 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 Health Center care in the 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 the summer term enrollees, this privilege is extended only to students who are enrolled in the full summer term and is not applicable to half (5 week session) summer term enrollees. If a student utilized the facilities of the Health Center during an inter-term recess period, 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.

6. Class Excuses

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

7. Notification of Parents

Parents are notified by the 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 post-admission period.

- Administrative Ruling in consultation with Health Center Advisory Committee
- September 1970

HOUSING REGULATIONS (Student Regulation)

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.

— University Student Affairs Committee

— 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 (those under 21 years of age), transporting liquor in an automobile, and falsely representing one's age in a liquor purchase.
- 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, 150 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, 101 Student Services Building.)
— University Student Affairs Committee
- f. Undergraduate students commuting from home beyond a 50-mile radius must have special permission from the Off Campus Housing Office, 101 Student Services Building.
- g. Undergraduate students living with relatives must have special permission from the Off Campus Housing Office, 101 Student Services Building.

IDENTIFICATION CARDS (Administrative Ruling)

1. Upon completion of registration each student shall be provided an identification card which shall remain in his or her possession.
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 (Administrative Ruling)

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 14 of this handbook.

INTEGRITY OF SCHOLARSHIP AND GRADES (Student Regulation)

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 4. 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 4. 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 4. 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 (Administrative Ruling)

1. All users of the Library are required to present their ID card and their plastic library card before being permitted to check out items from the Assigned Reading sections and for use outside the Library.
2. The Main Library consists of Undergraduate and Science libraries, which are open to all users, and a Research Library, which is open to faculty, staff, and graduate students. However, undergraduate students have access to materials in the research stacks by using the paging service at the Circulation Desk or by applying for either a one-day stack permit (Undergraduate Library or Reference Desk) or a term pass (Circulation Desk).
3. All users of the 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 one day by graduate students and faculty members.
6. 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 twelve months.
 - b. The book is not from the Undergraduate Library.
 - c. The book is not designated "Room Use Only."
7. The following library fines are currently in effect for overdue books:
 - a. Two week circulation: 25 cents per day, per book, with a maximum fine of \$10 per book. A notice for overdue books costs 50 cents. Notices that go unpaid are followed by a bill which also costs 50 cents. Therefore, it is possible for an extra fee of \$1 to be attached to the total fine if overdue books are not returned within the time specified by the first notice and if a bill has to be issued for unpaid fines.
 - b. Assigned Reading Books: For the two hour material, 25 cents for the first hour and 10 cents per hour thereafter, with a maximum fine of \$15 per book. For three day material, \$1 per day, with a maximum fine of \$15 per book. For unreturned material, \$20 per book, \$25 per bound periodical, and \$5 per individual issue of a periodical. Material that is misreturned some place other than the Assigned Reading Room receives a 50 cents charge. Assigned Reading fines accumulate during regularly scheduled vacations and periods between terms. In all cases the user may, if he so desires, replace lost items and pay only a \$2 service charge. The replacement copy should be the same edition and in good condition.
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 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.

— Administrative Ruling in consultation with
library advisory committees

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.

. . . No minor under the age of 17 years shall loiter, idle, or congregate in or on any public street, highway, alley, park or public building between the hours of 10 p.m. and 7 a.m. unless the minor is accompanied by a parent or guardian or some adult delegated by the parent or guardian to accompany the child.

. . . Any person of the age of 17 years or over assisting, aiding, abetting, allowing, permitting or encouraging any child under the age of 17 years to violate the provisions of Section 21.02 shall be in violation of this Ordinance.

MOLESTING (Ordinance 24.00)

. . . No person shall accost, molest, or otherwise annoy, by word of mouth, whistle, sign or motion any person upon the lands governed by the Board.

MOTOR VEHICLES (Student Regulation)

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 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) dollars if first registered during fall term.
 - (b) Four (4) dollars if first registered during winter term.
 - (c) Two (2) 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. 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.

- All-University Traffic Committee
- Board of Trustees

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 to the Board of Trustees. (NOTE: See page 55 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, 101 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.

PICNICKING (Ordinance 26.00)

. . . No person shall picnic on Michigan State University property in areas not desig-

nated and posted as picnic areas. Non-University groups of 25 or more must have written approval to use the facilities in accord with Section 2.03.

PREGNANCY POLICY (All-University 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 the MSU 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. The 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
- University Student Affairs Committee
- Vice President for Student Affairs
- January 26, 1968

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 or through normal sales procedures established by the University Salvage Yard, 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.

PUBLIC ADDRESS EQUIPMENT

1. Mobile Sound Units — Sound Trucks

As stated in Ordinance 40.14, written authorization from the Office of the Executive Vice President and Secretary to the Board of Trustees, 484 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 Planning Form should be obtained from the Division of Student Activities, 101 Student Services Building, before contacting the Office of the Executive Vice President and Secretary of the Board of Trustees for written authorization. The following rules govern the use of sound trucks and/or mobile sound units.

- a. The sound equipment may be used on campus only between 5:30 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.)
- b. Permission must be obtained from the East Lansing authorities if the equipment is used in East Lansing proper.

2. Public Address Equipment

Based on the interpretation of Ordinance 40.14 and the above rules governing the use of mobile sound units and sound trucks, the outdoor use of other sound amplifying systems, including bullhorns, is not generally permitted during the hours of regularly

scheduled classes. Permission to use such equipment during class hours must be obtained from the Office of the Executive Vice President and Secretary to the Board of Trustees. An Activity Planning Form should be obtained from the Division of Student Activities, 101 Student Services Building, before the Office of the Executive Vice President and Secretary to the Board of Trustees is contacted for permission.

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—Graduate and Undergraduate (All-University Policy)

a. Introduction

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.

b. University Guidelines Governing Student Records

The **1967 Academic Freedom for Students Report** establishes the following guidelines with respect to student records at Michigan State University:

- (1) No record shall be made or retained unless there is a demonstrable need for it which is reasonably related to the basic purposes and necessities of the University.
- (2) The University shall not make or retain records of a student's religious or political beliefs without his knowledge and consent.
- (3) A student shall have the right to inspect the official transcript of his own academic record. He shall also have the right to inspect reports and evaluations of his conduct, except letters of recommendation and similar evaluations which are necessarily prepared on a confidential basis.
- (4) All policies and practices dealing with the acquisition of information for records shall be formulated with due regard for the student's right of privacy.
- (5) Every record containing information about a student's character shall state when the information was acquired and the name and position of the person who gave it.
- (6) Evaluation of students shall be made only by persons who are qualified to make that evaluation.
- (7) All persons who handle confidential records shall be instructed concerning the confidential nature of such information and concerning their responsibilities regarding it.
- (8) No one outside the faculty or administrative staff of Michigan State University may have access to the record of a student's offenses against University regulations without the express permission of the student in writing.
- (9) Duplication of records shall be kept at a minimum.
- (10) All policies relating to the keeping of records shall be brief, clear and specific.
- (11) All policies governing the maintenance and the selective release of records and of portions of records shall be made public in an appropriate manner and

shall be subject to judicial review as provided in Article 4, of the **1967 Academic Freedom for Students Report**.

c. Practices Governing Student Records

- (1) In keeping with the above guidelines, the Office of the Dean of Students has developed certain practices with respect to the collection, recording, and releasing of information about students. The kinds of information collected and recorded and the practices governing its use are as follows:
 - (a) Name.
 - (b) Student number.
 - (c) Date and place of birth.
 - (d) Sex.
 - (e) Identification picture.
 - (f) Home address and phone.
 - (g) Parents' or guardians' name, address and phone.
 - (h) If graduate, degree and date of graduation.
 - (i) If married, spouse's name, address, and phone.
 - (j) College and major.
 - (k) Grade reports and G.P.A.
 - (l) Test scores.
 - (m) Previous academic experience.
 - (n) Academic actions.
- (2) The above information shall be recorded in both the student's living unit, if a residence hall, and in the Records Office of the Office of the Dean of Students.
- (3) If the student moves from one living unit to another such information shall be forwarded to the new living unit. At such time as the student leaves the University housing, such information shall be destroyed.
- (4) Personal data as indicated above, shall be recorded permanently in the Records Office of the Office of the Dean of Students.
- (5) Of the above personal data, only that of a public or "directory" nature may be released publicly. Such information is as follows:
 - (a) Name
 - (b) Student number
 - (c) Campus address
 - (d) Campus phone
 - (e) Home address
 - (f) Sex
 - (g) Marital status
 - (h) Class*
 - (i) Major*
 - (j) Date of graduation and degree*
- (6) Personal data, other than listed in "(5)" above, may be released to faculty and staff of the University if it is necessary in the discharge of their respective responsibilities. Such personal data shall be released to other sources only with the written consent of the student with the exception that a student's number of credits and grade point average may be released to advisers of registered student organizations which require such information as a condi-

*This information may be released publicly but not officially. Official certification of class, major and degree is the responsibility of the Office of the Registrar.

(Records — continued)

tion of membership. The student may, however, request in writing that this information not be released for these purposes.

(7) Disciplinary Record

The **1967 Academic Freedom for Students Report** states that: "Procedures and penalties for the violation of regulations shall be designed for guidance or correction of behavior rather than for retribution." In addition, the report goes on to state: "Repeated violations may justify increasingly severe penalties." For the above reasons it is important and necessary that disciplinary actions be recorded.

- (a) Disciplinary actions taken in a University residence shall be recorded in that residence. When the student moves from a residence the record of disciplinary action in that residence shall be destroyed unless the action is current and its conditions have not yet been fulfilled.
- (b) Disciplinary action taken against a student at any and all levels of the University judicial structure shall be recorded in the Records Office.† Such records shall be retained for five years after the graduation of the student or five years after a non-graduate withdraws from the University.
- (c) A student's disciplinary record may be released to members of the faculty and administrative staff of the University if such information is necessary in the discharge of their respective responsibilities. A student's disciplinary record shall be released to other sources only with the written consent of the student, except that if the student is under 21 years of age, his parents may be notified of any action taken.
- (d) The only disciplinary action which shall be noted in the official academic transcript is that of suspension. This notation shall be removed from the transcript if the student is readmitted to the University.
- (e) Police reports shall be included in the student's record in the Records Office only if:
 - (i) The report is a notation of court action taken after conviction for a criminal or civil act.
 - (ii) The prosecutor has referred a violation of law to the Office of the Dean of Students for its consideration.
 - (iii) The report has to do with a problem of a medical or psychological nature.

Such information shall be retained for five years after the student's graduation or five years after a non-graduate withdraws from the University. Such information shall not be released to any source. Requests for information concerning police reports shall be directed to the Department of Public Safety.

(8) Activities and Organizations

Student activities and organizations are recognized as an important part of the educational program. Many students wish to have their participation in such activities recorded for future use. The form used for this listing shall plainly indicate that any information given by the student is submitted voluntarily and is not required by the University. The practices governing the recording and release of such information are as follows:

- (a) Upon entering a University residence a form shall be provided for the student to list organizations and activities in which he has participated. The student, if he wishes, may voluntarily submit such information. When the student transfers to another University residence, this information shall be forwarded. When the student leaves a University residence this information shall be destroyed.

†The Records Office referred to in this policy shall be the Records Office of the Office of the Dean of Students unless otherwise designated.

- (b) At each registration period the student shall be given an opportunity to list organizations and activities in which he has participated on the Dean of Students card. The listing of such information shall be voluntary and the card provided shall indicate this clearly. The Office of the Dean of Students shall assume that if the information is listed the student wishes it recorded in the Records Office. The student may, at any time, request that information of this sort be added or deleted, or completely destroyed.
 - (c) Information concerning organizations to which the student belonged or activities in which the student participated shall not be released to any source without explicit written consent of the student.
- (9) Evaluations
- Some students wish to have a personal evaluation of their leadership ability, character, personality, and similar traits filed with the Records Office for subsequent release to other units of the University, graduate schools, and the like. Such evaluations can also be helpful to members of the staff of the Office of the Dean of Students in counseling and advising the student. The practices governing the recording and release of such information are as follows:
- (a) A standard evaluation form shall be provided each year to each student in each University residence. For off campus students these forms shall be available in the Office of the Dean of Students.
 - (b) If a student wishes to be evaluated he may request that a residence staff member (resident assistant, graduate adviser, head adviser) complete the evaluation form. Or, if he wishes, he may ask any other member of the faculty or the staff of the Office of the Dean of Students to complete the evaluation form.
 - (c) The evaluator may, at his discretion, discuss the evaluation with the student.
 - (d) The evaluation form shall be filed in the Records Office at the written request of the student.
 - (e) Personal evaluations shall be held confidential and shall not be released to any source outside of the Office of the Dean of Students without the explicit written consent of the student.
 - (f) Such evaluations shall be retained for five years after the student's graduation or five years after a non-graduate withdraws from the University unless the student requests, in writing, that such evaluations be destroyed before the five-year period has elapsed.
- (10) References
- A student may wish to list names and addresses of references with the Records Office. Practices governing such listings are as follows:
- (a) Not more than three references may be listed.
 - (b) Names of references may be changed or completely withdrawn at any time.
 - (c) Names listed by the student shall become a part of the permanent record.
 - (d) Names of references may, at the discretion of the Records Office, be released to inquiring sources without the written consent of the student, however the student shall be notified of such release and to whom it is made.
- (11) Letters of Recommendation
- Copies of letters of recommendation by faculty and staff shall not be filed in the Records Office. Such letters should more properly be directed to the Placement Bureau.
- (12) Letters of Commendation
- Copies of letters of commendation by members of the staff of the Office of the Dean of Students or other members of the University community may be

(Records — continued)

filed in the Records Office. Such letters shall be destroyed five years after the student's graduation or five years after a student withdraws from the University. Information contained in such letters shall not be released to any source outside of the Office of the Dean of Students without written consent of the student.

(13) Privileged Information

Personal information about a student obtained by members of the staff of the Office of the Dean of Students, in the performance of their responsibilities, will be treated in the confidential manner prescribed by professional ethics.

(14) Psychological or Medical Problems

Occasionally a student will suffer a psychological or medical illness which makes it necessary to evaluate the advisability of permitting the student to remain at the University. It is the responsibility of residence staff to report such conditions to members of the central staff of the Office of the Dean of Students designated to handle such problems. It is the responsibility of such designated central staff to make appropriate referrals to the Counseling Center and Health Center and to involve members of these organizations in the evaluation process. Any and all information which shall be accumulated in the course of the evaluation shall be held confidential. Should the student be withdrawn from the University and/or held from registration until such time as his condition warrants readmission, a notation reporting the withdrawal and/or hold from future registration will be filed in the Records Office. A similar notation shall be filed with the Office of the Registrar and shall be placed on the transcript. Such notation shall remain in both the Records Office and Office of the Registrar until the student is readmitted. At that point it shall be removed.

(a) The notation shall be only a record of the action taken.

(b) The facts upon which the action was taken shall be filed in a confidential file and shall be retained for five years after the student's graduation.

(c) The facts upon which the action was taken shall not be released to any source outside the Office of the Dean of Students without written consent of the student. Members of the Office of the Dean of Students may have access to the facts if they are essential in the performance of assigned responsibilities.

(15) Financial Record

For administrative purposes it is essential that a record be made of loans and scholarships. Such a record is also essential in evaluating the need and eligibility for continued financial assistance. Practices governing the recording of such information are as follows:

(a) Copies of loan and scholarship applications and awards shall be filed in the Records Office, but shall be considered a separate part of the student personnel file.

(b) Information concerning loans and scholarships may be released to faculty and administrative staff if such information is needed in the performance of their respective responsibilities. Such information shall not be released to any other source unless the student requests specifically and in writing that his financial record, or any part of it be released.

(c) Information concerning loans and scholarships which is filed in the Records Office shall be retained for five years after the student's graduation or five years after the student withdraws from the University.

(16) Withdrawal Record

It is essential to keep a record of withdrawals in case some question arises

at a later date with respect to refund or grades assigned when the student withdraws. Practices governing the recording of this information are as follows:

- (a) A record shall be made in the Records Office of all within-term withdrawals.
- (b) Information concerning withdrawals, except as noted in Section (14) of this policy, may be released to faculty and administrative staff if such information is needed in the performance of their respective responsibilities. Such information shall not be released through the Office of the Dean of Students to any source without the written consent of the student except that parents shall be notified if the student who withdraws is under 21 years of age.
- (c) Notations concerning withdrawals shall be recorded on the student's permanent record card.

(17) Religious Preference Card

The Religious Preference Card is completed by the student only with his consent and knowledge and is for the exclusive use of the religious advisers. The completed cards are sorted and distributed by the Religious Advisers Association and are not retained in the Office of the Dean of Students. The card shall indicate plainly that any information given by the student is submitted voluntarily and is not required by the University.

(18) Other

It is necessary to keep various kinds of information in University residences for the orderly operation of the respective units. Examples of these are the sign-out sheets, key deposit slips, activities interest forms and the like. This information shall be retained only so long as the student resides in a University residence.

(19) Student Access to Records

Excepting those items specified as confidential in the above policy—items (9), (13), (14)—a student may view the contents of his record in the Records Office with a member of the professional staff. If a student feels the information contained in his record is inadequate or inaccurate he may file corrections for inclusion in the record. These shall be reviewed and either approved or rejected by the Dean of Students or a member of his staff. The decision of the Dean of Students or a member of his staff shall be subject to review by the Student-Faculty Judiciary if the student wishes. If such corrections are validated, they shall supersede the corrected parts of the record which in turn, shall be destroyed. If they are not validated, they may, at the discretion of the Office of the Dean of Students be included in the record but shall not supersede any other part of that record.

(20) Membership Lists

The University shall not make membership lists of student organizations. It shall, for purposes of communication, record only the name of the faculty adviser and such officers of the organization as are necessary for this purpose.

ENDORSED:

Associated Students of Michigan State University, January 1968
University Student Affairs Committee, March 1968

APPROVED:

Vice President for Student Affairs, March 1968

REGISTRATION WITHHOLDS (Administrative Ruling)

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.

RESIDENCE HALL ROOMS, POLICY ON ENTERING (Administrative Ruling)

1. Subject to the conditions hereafter enumerated, advisory staff shall not enter a student's room without permission of a resident thereof unless some condition exists that constitutes a threat to the safety or well-being of the occupants of the building.
2. Advisory staff are not to physically search a room. They may ask a resident to open drawers, doors, etc., but it is up to the resident to do so, or refuse. Drawer space, luggage, and other space specifically designated for an individual student shall be opened only by that student.
3. When a member of the advisory staff has reason to believe that students in a room are violating a University regulation, it is advisable that, before seeking entrance to the room, he get another staff member to accompany him.
4. If a staff member enters a room through the permission of a resident, and if he views the substance of a violation of a regulation to be present, i.e., firearms, alcohol, animals, etc., he may remove such objects to the head adviser's office without the permission of the owner. After the removal of such an object he shall file a disciplinary report with the appropriate office.
5. If a staff member enters a room in the belief that a threat to the safety or well-being of the building's occupants does exist, and such danger is connected with chemicals, explosives, weapons, or other items that could cause serious personal injury, he should, if possible, contact the Department of Public Safety for assistance. The same procedure is prescribed if the danger involves assault, mayhem or other acts constituting possible jeopardy to the person.
6. For purposes of safety, sanitation, and general upkeep the University reserves the right to maintain and make repairs in residence hall rooms anytime during the school year. Management staff may enter any room for the above purposes whether the room's occupants are present or not. In cases of emergency, and for the above purpose, management staff may enter a room, in the presence or absence of the room's occupants, at times other than regular working hours.
7. Between terms, residence hall rooms are exclusively the property of the University, and not of the student, even though the student plans to return to the same room the following term. During these periods the University reserves the right to inspect, maintain and make repairs in residence hall rooms. Further, the University reserves the right to replace damaged or obsolete furniture and to remove, without the owner's permission, any objects or materials which constitute a violation of University regulations or which, in the judgment of the staff, constitute a safety or sanitation hazard.
8. Between terms, when maintenance staff are inspecting, cleaning and repairing rooms the University shall exercise reasonable care with respect to the loss or theft of personal equipment belonging to students. Beyond exercising reasonable care, however, the University cannot assume responsibility for items of a personal nature that are damaged, lost, or stolen.

— Department of Residence Hall Management
— Vice President for Student Affairs
— July 1967

SAFETY (All-University Policy)

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, 101 Student Services Building.

SIGNS (Ordinance 31.00)

. . . No person shall erect or otherwise display, except on bulletin boards erected by Michigan State University, any sign or poster advertising or otherwise calling attention to any person or activity of the students or staff of Michigan State University. (Student organizations should contact the Division of Student Activities regarding exceptions to this provision.)

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

. . . It shall be unlawful for any person to attach any sign or poster to any property other than a bulletin board governed by said Board.

SMOKING (Ordinance 32.00)

. . . Smoking is hereby prohibited:

. . . 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.

SOCIAL REGULATIONS (Student Regulation)

1. Individuals

a. Guests in Women's Residences

Allowing guests in women's residence halls and sorority chapter houses between the closing hour (see page 40 for information regarding closing hours) and the official opening provides an opportunity for coeds to experience a more equitable living situation without jeopardizing hall or house security. However, with this policy comes added responsibility. The responsibility of maintaining personal conduct in a manner which is in accordance with the policies and ordinances of Michigan State University falls to the individual residents of the hall or sorority house. An added responsibility falls to those electing to have guests. They must act with consideration and respect in regard to roommates and other concerned parties. It also is not the intent of this policy to condone premarital sexual intercourse or cohabitation. Violations of these responsibilities shall be subject to

judicial action, and repeated and consistent disregard and misuse of this policy may be grounds for this policy's review and possible amendment.

Policy Implementation and Rules

- (1) Procedures and policies for the establishment of a guest policy in women's residence halls between the official closing and opening hours shall be agreed upon by the governing council, head adviser, and manager. These procedures shall be set, and on file, for the residence halls in the Office of Residence Hall Programs, the Office of Residence Hall Management, and Women's Inter-Residence Council.
- (2) Procedures and policies for the establishment of a guest policy in sorority chapter houses between the official closing and opening hours shall be agreed upon by the chapter members, their alumnae adviser, Panhellenic Council and the Panhellenic Council adviser. These procedures shall be set, and on file, for the chapter houses in the Division of Student Activities and the Office of Panhellenic Council.
- (3) Guests must have a specific escort between the official closing and opening hours.
- (4) A proposed guest policy shall be initiated by the governing council of an individual living unit consistent with the established procedures for policy making. It is recommended that the living unit governing councils investigate and establish procedures and policies for the protection of roommate privacy.
- (5) The governing council shall be responsible for complying with the closing hours regulation.

— Panhellenic Council
— Women's Inter-Residence Council
— Associated Students of Michigan State University
— University Student Affairs Committee
— Vice President for Student Affairs
— April 27, 1970

b. Open House Policy

An open house is an event by which a living unit can create a more desirable living experience for the residents, and greater interpersonal relationships can be developed among students of both sexes. It is for these reasons that this policy exists; but with its existence, so must there exist an acceptance of responsibility on the part of the students. The responsibility of this policy rests upon the individual who must maintain the element of academic privacy in the living areas, maintain his conduct in a manner which is in consideration of roommates or other concerned parties, and act in accordance with all policies and ordinances of Michigan State University. Further, it is not the intent of this policy to condone premarital sexual intercourse or cohabitation. Violations of these responsibilities shall be subject to judicial action, and repeated and consistent disregard and misuse of this policy may be grounds for this policy's review and possible amendment.

Policy Implementation and Rules

- (1) Procedures and policies for open houses shall be agreed upon for the residence halls by the governing council, head adviser, and manager, and for all others by the governing council, adviser and the advisers in the Division of Student Activities. These procedures shall be set, and on file, for the residence halls in the Office of Residence Hall Programs, and the Office of Residence Hall Management, and the respective governing body. All others shall be on file with the respective governing body and the Division of Student Activities.
- (2) A proposed open house shall be initiated and planned by the governing council of an individual living unit consistent with the established procedures. It is

recommended that living unit governing councils investigate and adopt procedures and policies for protection of roommates' privacy, and for escorting of guests to rooms.

- (3) The governing council shall be responsible for complying with all social regulations of the major governing groups.

— Associated Students of Michigan State University
— University Student Affairs Committee
— Vice President for Student Affairs
— November 1969

c. Visiting Hours

- (1) Designated public areas of residence halls, sororities, and fraternities are open to both sexes at any time provided:

(a) The areas designated shall be agreed upon by the student governing group, management, and the adviser.

(b) An individual living unit may set time limits if it desires.

(c) The student governing body shall assume reasonable responsibility for behavior of students in these areas.

— Panhellenic Council
— Women's Inter-Residence Council
— Associated Students of Michigan State University
— University Student Affairs Committee
— Vice President for Student Affairs
— April 27, 1970

2. Student Groups and Organizations

At the time of publication, an all-University policy regarding the regulations and procedures pertaining to the social functions sponsored by student groups and organizations was under review. Information regarding the policy and its provisions will be available in the Division of Student Activities, 101 Student Services Building.

SPEAKERS POLICY, OUTSIDE (All-University Policy)

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, 101 Student Services Building.)

Michigan State University Implementing Policy

4. Any student organization violating the provisions of this bylaw 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, 101 Student Services Building, shall receive the speaker registration forms.

STUDENT ORGANIZATION REGISTRATION POLICY (Student Regulation)

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 register 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.
- (NOTE: The registration forms are available in the Division of Student Activities, 101 Student Services Building.)
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.
9. 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
 - University Student Affairs Committee
 - Vice President for Student Affairs

TELEPHONES (Ordinance 33.00)

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

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

. . . It shall be unlawful to summon, as a joke or prank or otherwise, without any good reason thereof, by telephone or otherwise, the police or the fire department or any public or private ambulance to go to any address where the service called for is not needed.

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 (Administrative Ruling)

1. Voluntary During a Term

- a. A student finding it necessary to withdraw from the University during a term must initiate the withdrawal procedure in the Office of Financial Aids and Withdrawals, 259 Student Services Building.
- b. Upon official voluntary withdrawal from the University, grades are assigned according to the effective date of the withdrawal as follows:
 - (1) If before the middle* of the term, the withdrawal will be without grades.

*The official date of the middle of the term is listed in the University calendar in the **Schedule of Courses and Academic Handbook**.

- (2) After the middle* of the term, N will be given in courses in which the student is passing at the time of withdrawal; 0.0 if not passing.
- (3) After the end of the eighth week, Incomplete may be authorized in courses in which the student has completed all work to date and otherwise meets the conditions for receiving an Incomplete as given in the section entitled, Grading Systems, of the **Schedule of Courses and Academic Handbook**.
- c. In case of official withdrawal from the University, term fees are subject to the following refund policy.
 - (1) Through the last day for adding courses, the full course fees and out-of-state tuition for the net credits dropped will be refunded.
 - (2) After the last day for adding courses and before the middle of the term, one half of the regular course fees and all of the out-of-state tuition for the net credits dropped will be refunded, i.e., the University will retain half the course fees.
 - (3) After the middle of the term, no refund of course fees or out-of-state tuition will be given.
 - (4) No refund will be authorized while a student is confined in the Michigan State University Health Center.

(NOTE: The last day for adding courses—the first week of classes—and the date of the middle of the term are specified in the University calendar for each term in the **Schedule of Courses and Academic Handbook**.)
- d. A student living in a residence hall should consult the manager regarding the policy on the refund of room and board. A student withdrawing during the last two weeks of any term will not receive a refund on room and board.
- e. A student living in an off campus organized living unit should consult the individual unit for policies regarding room and board refunds.
- f. If a student returns to Michigan State University the term following withdrawal, he cannot participate in early registration 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, 150 Administration Building.

2. Voluntary at Close of a Term

There is no formal procedure for withdrawal at the end of a term, however, a student living in University housing should notify the manager of the appropriate unit.

3. Unauthorized Withdrawal

- a. A student who leaves the University during a term without obtaining an official withdrawal will be reported as having failed all courses.
- b. 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, 259 Student Services Building.
- c. A student who leaves the University without withdrawing properly forfeits any fees or deposits paid to the University.

4. Involuntary Withdrawal

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, 259 Student Services Building, for appropriate action.

5. Disciplinary Withdrawal

If a student is dismissed for disciplinary reasons, grades of N will be given if passing at the time of dismissal; grades of 0.0 will be given if failing on the numerical system; NC on the CR-NC system.

- Grading Policies, Assistant Deans, Academic Colleges
- Refund Policies, Comptroller's Office

INDEX

- Absences: See Academic Requirements 31
Academic Action: See Academic Requirements 31
Academic Advisement 8
Academic Assistant Deans: See Academic Information 8-9
Academic Colleges — Organizational Structure 8
Academic Council 19
Academic Freedom for Students at Michigan State University 6
Academic Information 7, 31
Academic Records: See Records 56
Academic Requirements 31
Academic Rights and Responsibilities of Students, Committee on the 25
Academic Senate 19
Adding Courses: See Academic Requirements 31
Address Change 31
Advisory Board for **State News and Wolverine** 23-24
Alcoholic Beverages 31-34
MSU Ordinances 31-32
Off Campus Living Units 34
Residence Hall Policy 32-34
State Law 32, 33
Student Organizations 34
All-University Events and Activities 34
All-University Health Center Advisory Board 24
All-University Traffic Committee 24
Animals 34
Anti-Discrimination Judicial Board 36-38
Anti-Discrimination Policy and Procedures 34-39
Assistant Deans — Academic Student Affairs 8-9
Associated Students of Michigan State University (ASMSU) 19-20
Association of Collegiate Women (ACW) 15-16
Athletic Council 24
Attendance: See Academic Requirements 31
Automobiles: See Motor Vehicles 52-53
Banking Service 9
Bicycles 39
Board of Trustees 18
Buildings 39-40
Business Affairs, University Committee on 25-26
Bus Passes, Campus 9
Bylaws of the Faculty 6
Camping 40
Campus Bus Passes 9
Campus Mail — Campus Messenger Service 40
Campus Maps 6
Cars: See Motor Vehicles 52-53
Center for Urban Affairs (CUA) 9
Cheating: See Integrity of Scholarship and Grades 50
Class Attendance: See Academic Requirements 31
Closing Hours — University Residences 40
Committee Against Discrimination 35-36
Community Services — East Lansing 9
Consumers Relations — ASMSU 14
Contracts, Housing 41
Cooperative Living Units 20
Council of Graduate Students (COGS) 23
Counseling Center 10
Counterfeiting, Altering, and Copying 41
Course Evaluation — ASMSU 14
Credits: See Academic Requirements 31
Critical University 14
Curriculum Committee, University 26
Dean of Students, Office of 10-11
Disorderly Assemblages or Conduct 41
Distribution of Literature — Student Publications 41-44
Draft Deferments 11
Draft Information Center 9-10
Dress Regulations 44
Drinking: See Alcoholic Beverages 31-34
Driving Permits: See Motor Vehicles 52-53
Dropping Courses: See Academic Requirements 31
Drug Education Center (DEC) 10
Education 415 11
Educational Opportunity Grants (EOG): See Financial Aid Programs 12
Educational Policies Committee, University 26
Electronics Workshop — ASMSU 14
Entering Residence Hall Rooms, Policy on 62
Equal Opportunities Programs (EOP) 11-12
Facilities and Services 12, 44-45
Faculty and Staff Telephone Directory 6
Falsification of University Records 45
Fees and Tuition: See Academic Requirements 31
Final Examinations: See Academic Requirements 31
Financial Accounts — Student Organizations 45-46

- Financial Aid Programs 12
- Fines, Library 51
- Fines, Motor Vehicle: See Motor Vehicles 52-53
- Firearms 46
- Fires 46
- Fraternities: See Interfraternity Council 20-21
- Fraternity Rush Booklet 6
- Fraternity Rush Policy: See Interfraternity Council 20-21
- Free University — ASMSU 14
- Fund-raising Policy 44-45, 46-47
- Governing Groups: See Student Government 19-23
- Grading Systems: See Academic Requirements 31
- Graduate Education and Research 10-11
- Graduate Record Exams 9
- Grants: See Financial Aid Programs 12
- Great Issues — ASMSU 14
- Guests in Women's Residences 63-64
- Guide to Off Campus Living** 6
- Guns: See Firearms 46
- Health Center 12, 47-48
- Health Center Advisory Board, All-University 24
- Hours, Closing 40
- Housing Regulations 48-49
- Identification (ID) Cards 12, 49-50
- Informational Publications 6
- Insurance 14, 50
- Integrity of Scholarship and Grades 50
- Intercooperative Council (ICC) 20
- Interest Area Organizations 15
- Interfraternity Council (IFC) 20-21
- International Projects Committee, University 26
- Intramural Activities and Facilities 12
- Judiciary Committee, Student-Faculty 25
- Judicial Programs 11
- Law Board Exams 9
- Lecture-Concert Series Committee 24-25
- Legal Aid — ASMSU 14
- Library Committee, University 26-27
- Library 12-13, 51
 - Branches 13
 - Hours 12-13
 - Policies 51
- Liquor: See Alcoholic Beverages 31-34
- Listening Ear, The 10
- Loans: See Financial Aid Programs 12
- Loitering 51-52
- MSU Health Center 12, 47-48
- MSU Source Booklet** 7
- Major Governing Groups 15
- Man and Nature Bookstore — ASMSU 14-15
- Men's Halls Association (MHA) 21
- Men's Intramural Handbook 7
- Men's Residence Halls: See MHA 21
- Michigan Clergy for Problem Pregnancy Counseling 10
- Michigan Higher Education Assistance Authority Loans: See Financial Aid Programs 12
- Michigan State University Catalog** 7
- Michigan State University Ordinances** 7
- Military Education Committee 25
- Mimeographing Service — ASMSU 15
- Minority Students, Special Services for 13-14
- Mobile Sound Units: See Public Address Equipment 55
- Molesting 52
- Money-raising Activities: See Fund-raising 46-47
- Motor Vehicles 52-53
 - Driving Permits 52
 - Motor Vehicle Violations — Appeals 53
 - Motor Vehicle Violations, Penalties and Fine Payments 53
 - Parking and Permits 52
 - Registration 52
- National Defense Education Act (NDEA Loans): See Financial Aid Programs 12
- Not-So-Great-Issues — ASMSU 15
- Off Campus Council (OCC): See Off Campus Student Association 21-22
- Off Campus Housing Office 13
- Off Campus Housing Regulations: See Housing Regulations 48-49
- Off Campus Student Association (OCSA) 21-22
- Office of Black Affairs 16
- Officer Eligibility — Student Organizations 53
- Officers of the University 18
- Ombudsman, Office of 13
- Open House Policy: See Social Regulations 63-65
- Overseas Study Programs 9
- Panhellenic Council (Panhel) 22
- Parades and Processions 53
- Parking: See Motor Vehicles 52-53
- Pets: See Animals 34
- Picnicking 53-54
- Placement Bureau 13
- Popular Entertainment — ASMSU 15
- Pregnancy Policy 54-55
- President, Office of 18
- Procedures — Student Regulations 27
- Profile of Michigan State University** 7
- Programming Organizations: See Student Organizations 15-16
- Property: Lost, Stolen, or Abandoned 55

- Provost, Office of 18
- Public Address Equipment 55-56
- Raft, The 10
- Readmission: See Withdrawals 67-68
- Records — Academic and Student Personnel 56-61
- Refund of Fees: See Academic Requirements 31
- Registration — Motor Vehicles 52-53
- Registration Withholds 61
- Residence Hall Area Directors 11
- Residence Hall Room Folder 7
- Residence Hall Rooms, Policy on Entering 62
- Revenue-Producing Projects Policy: See Fund-raising 44-45, 46-47
- Safety 62-63
- Schedule of Courses and Academic Handbook 7**
- Scholarships: See Financial Aid Programs 12
- Senior Class Council 16
- Signing Out and Signing In: See Closing Hours 40
- Signs 63
- Silk Screen Service — ASMSU 15
- Smoking 63
- Social Regulations 63-65
 - Guests in Women's Residences 63-64
 - Open House Policy 64-65
 - Visiting Hours 65
- Solicitation: See Fund-raising 46-47
- Sororities: See Panhellenic Council 22
- Sorority Rush Booklet 6
- Sorority Rush Policy. See Panhellenic Council 22
- Sound Trucks: See Public Address Equipment 55-56
- Speaker's Bureau — ASMSU 15
- Speaker's Policy, Outside 65-66
- Special Services for Minority Students 13-14
- Standing Committee on the Academic Rights and Responsibilities of Students 25
- Student Activities, Division of 11
- Student Advisory Group 25
- Student Affairs Committee, University 27
- Student-Faculty-Administrative Committees 23-27
- Student-Faculty Judiciary Committee 25
- Student Government 19-23
- Student Government Services — ASMSU 14-15
- Student Leadership Seminar: See Education 415 11
- Student Motor Vehicle Regulations: See Motor Vehicles 52-53
- Student Organizations 15-16
- Student Organization Registration Policy 66-67
- Student Personnel Records: See Records 56-61
- Student Publications: See Distribution of Literature 41-44
- Student Regulations, Procedures 27
- Telephones 67
- The Listening Ear 10
- The Raft 10
- This Is Michigan State University 7**
- Traffic Appeals: See Motor Vehicles 52-53
- Traffic Committee, All-University 24
- Travel Service — ASMSU 15
- Union Board 16
- Union Building 16
- United Student Aid Program: See Financial Aid Programs 12
- University Committee on Business Affairs 25-26
- University Curriculum Committee 26
- University Educational Policies Committee 26
- University International Projects Committee 26
- University Library Committee 26-27
- University Student Affairs Committee 27
- Veterans' Guidance Center 16
- Vice President for Student Affairs 18-19
- Visiting Hours: See Social Regulations 63-65
- Volunteer Programs 16
- Washing Vehicles 67
- Withdrawal Procedures and Policies 67-68
- Women's Inter-Residence Council (WIC) 22-23
- Women's Intramural Handbook 7
- Women's Residence Halls: See WIC 22-23
- Work-Study Program: See Financial Aid Programs 12

